

OTLEY PARISH COUNCIL

DRAFT Minutes of Parish Council Meeting held on Monday 19th November 2018

Present:

Clerk: Mrs R Green
Chairman: Mr A Ling.
Councillors: Mrs I Lincoln, Mrs S Grant, Mr R Ling, Mr M Liddell, Mrs V Osborne, Mrs A Lord,
Mrs J Vaughan, Mr D Hook, Cllr Tony Fryatt

The meeting opened at 7:30pm.

18.067 Welcome & Apologies for absence – None received. Mr A Ling thanked Mrs I Lincoln for stepping in as Vice Chair in recent meetings.

18.068 Declarations of interest to items on agenda – Mr A Ling, Mr R Ling and Mr D Hook declared an interest to item 5d on the agenda. Mrs J Vaughan declared an interest to item 7b on the agenda.

18.069 Public Forum – There were no members of the public present.

18.070 Minutes of the Parish Council Meeting held on 10th September 2018 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

It was resolved that the Minutes from the Parish Consultation Meeting held on 3rd September 2018, circulated to all members, be signed as a correct record. All in favour. Proposed: Mrs I Lincoln. Seconded: Mrs V Osborne.

18.071 Matters arising -

a) Neighbourhood Plan-Mr M Liddell asked the question do we want to do it? Yes- All in favour. Mrs A Lord strongly felt it was important to do one. Mr T Fryatt believes it is a good idea to have one despite it being a lengthy process. Mrs S Grant claimed we were gutsy! Mr T Fryatt stated it was a powerful tool to get what you do want and what you don't want. Mr M Liddell presented Councillors with a Neighbourhood Plan – Projected Plan

1. **Parish Council Discussion and decision** Complete November 2018

Issues to include

- Need
- Costs
- Timescale

2. **Applying for Neighbourhood Area Designation** Complete December 2018

Parish boundary?

3. **Assembling the team** Complete March 2019

Issues to include

- Leadership
- Getting village involvement
- Selecting the team from interested parties.
- Agree a budget

4. **Village Consultation** Start April 2019

Issues to include

- Village meeting
- Village engagement workshop
- Question

Complete September 2019

5. **Prepare Draft Neighbourhood Plan** Start October 2019

Issues to include

- Aims and objectives
- Develop policies

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- Agree site allocations
- Professional assistance with the plan preparation?
- SCDC Review

Complete January 2020

6. Village Consultation

- Village meeting
- 6 week pre-submission consultation
- Make any amendments

Complete April 2020

7. Plan Submission

Start May 2020

Issues to include

- Agree and appoint independent examiner
- Receive comments and recommendations
- Re-draft plan

Complete September 2020

8. Parish Referendum

Complete October 2020

9. Issue Plan as “Made”

Complete December 2020

Mr M Liddell pointed out the cost is not cheap and estimated £10,000. Mr T Fryatt said £7,000. Could be gained from funding and believed this would cover the bulk of the cost. Having an Independent Examiner to decide if the Plan is ‘sound’ is a costly part. The Bulk of the time would be spent addressing section 5. Mr M Liddell said he was happy to lead the Neighbourhood Plan. It is important that others in the village support it and can help pursue this. Mrs V Osborne stated it would be good to see a range of people involved not just a minority. Mr M Liddell felt it was important to have time restrictions. Mr T Fryatt pointed out CIL money could help. Mr T Fryatt encouraged a good relationship with SCDC in order to help keep the cost down. Mrs A Lord questioned the cost and should we find out how much it will be? Mr A Ling responded that we should get started now as there are no obliged costs at this stage. Mr M Liddell explained this would be a legally binding document upon completion and an awareness of planning and policy and legal boundaries is needed. Mrs A Lord said she was happy to write. Mrs S Grant has researched other Parish Council’s Neighbourhood Plans and stated there are some which are easy to read and understand. Mr M Liddell suggested a sub committee. Mr A Ling asked who would like to be part of this. It was resolved that Mr M Liddell, Mrs A Lord, Mrs S Grant and Mrs V Osborne would form the sub-committee. Proposed: Mr R Ling seconded: Mrs I Lincoln. Mrs I Lincoln and Mrs J Vaughan declined being on the sub-committee. Mr A Ling thanked Mr M Liddell.

b) Drainage issue on Vine Road- Mr A Ling has been to look at the ditch. The ditch is not flowing well enough to carry water away or clearing fast enough. The ditch is on the residents side of the fence. Clerk to write a letter to land owner politely requesting the ditch is cleared.

c) Defibrillator- Clerk showed Councillors potential cards for key groups in village. Councillors remain concerned about the code being compromised. Further research to be done before a final decision is made.

d) Suffolk Coastal Local Plan & The Future of Otley update- Clerk sent the letter to SCDC on the 14th September and the letter was published on the parish council website. SCDC have published information today. For Otley this shows a new site allocation which SCDC will put forward for Scrutiny on 3rd January 2019. Land is referred to as First Draft Policy SCLP 12.59 Land Adjacent to Swiss Farm Otley. Mr T Fryatt read the following to the Parish Council:

The Scrutiny Report which has been published today includes one identified site in the village of Otley. The site is in a central part of the village which as a principal was a strongly supported by consultation responses. The site can also deliver the number of units anticipated through the two sites seen in the First Draft Local Plan so the village is still contributing to the delivery of residential units across the district. We understand that some of the consultation responses highlighted a preference for alternative sites in the village but the site identified in the Scrutiny Papers provides an approach which locates development in the central part of the village and provides the number of units required.

Mr M Liddell questioned Mr T Fryatt whether the Parish Council could comment on this before the 3rd January? Mr T Fryatt responded: No. Mr M Liddell questioned the no opportunity to comment. Mr T Fryatt said the Parish Council could ask him to put forward thoughts on 3rd January. Councillors felt it required a response to SCDC. Mrs V Osborne raised the question as it is a smaller plot than originally suggested would

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people have gone for this site? Would the village be happy with this site? Mrs I Lincoln commented that she felt people would be happier than the two sites originally suggested by SCDC. Mr M Liddell pointed out about only using brownfield land as again this was a preference made by the village. It was agreed that Mrs I Lincoln and Mr M Liddell would formulate a response with the Clerk covering the following points: Why were the choices chosen by the village rejected? What were the reasons for objecting to the Soames and Ling land? Why 60 houses? State this is too many. Councillors were pleased it is central as this is what the village wanted but justification required as to why PC choices were not accepted. Clerk to send draft copy of the letter to all Councillors before sending to SCDC.

18.072 Finance –

a) **It was resolved** to authorise cheques for signature or BACs: website hosting- £60.00(authorised via email) I.C.O Data Protection-£40.00 C.H.B management £151.20 Wreath & Crosses £65.00 War Memorial Plants £10.99 & £10.00. Authorisation given via email for the following: RC Contracts £1,715.26, Village Hall Hire £62.50, Village Hall Hire £32.50. CAS Insurance £236.24.

Proposed: Mrs V Osborne seconded: Mrs J Vaughan.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 703.50 (Sept/Oct)

Clerks Expenses: none Proposed: Mrs A Lord, seconded: Mr D Hook

Mrs V Osborne spoke to the Council regarding the time and effort the Clerk had put in regarding the recent work she has carried out and suggested the Council might like to consider an additional payment which Councillors do have the power to authorise should they wish. **It was resolved** that an additional payment would be given to Mrs R Green, Clerk. Mrs V. Osborne proposed £100 additional payment. Seconded: Mrs S Grant. All in favour. Clerk was very grateful.

c) **To receive the Financial Report from the RFO including balances at bank -**

Balances are as follows:	Community C/Acc	£ 1,043.84 CR
	Business premium Acc	£ 7,475.95 CR

Bank Balances confirmed as correct. Clerk showed Chairman print out of balances. Clerk handed Councillors a copy of the Bank Reconciliation. Bank balances match bank print out.

Receipts in the Business Premium account have increased since Septembers' meeting due to receipt of 2nd precept (£2,308.51) and P3 Grass cutting money from Suffolk County Council (£1,429.38). Since the Finance Committee meeting on 7th November the bank balances for current account remains the same. Business Premium Account now has the additional £3,737.89 from the above receipts. Figures reconcile at £9,949.17 Clerk pointed out that the recent invoices to pay amount to £980.69 which would then be £8,968.48 (minus the now agreed £100 for Clerk £8,868.48). Current VAT to reclaim amounts to £295.88. Clerk also gave Councillors a copy of the Cash Book to show spending so far. The total balance matches the bank reconciliation sheet.

d) Clerk explained that the Finance Committee met on 7th November to discuss budget for 2019/2020. Clerk gave Councillors a copy of the Actuals spent for 2018/19 so far. Some costs will continue to change others are one off annual payments that have been paid for this financial year. Using this information and the completed Actuals sheet from last financial year a draft budget for 2019/2020 has been forecast. Clerk informed Councillors there is enough precept to break even if there is no expenditure on village projects. Mr A Ling pointed out that P3 money makes a huge difference to what the Parish Council receives. It is most likely that the Parish Council will need to request the maximum precept. Request form yet to be received but usually arrives anytime now and is usually completed by a specific date in January. It was resolved to agree the budget at January's Parish Council Meeting.

18.073 Planning

a) To receive planning decisions:

Ref No: [DC/18/3221/FUL](#) received date: 16th August 2018

Address: **Hall Lodge, The Green, Otley, Suffolk.**

Proposal: Proposed replacement dwelling and conversion of the existing bungalow structure for use as a double garage.

Date for submission of comments: 5th September 2018

The Parish Council submitted no objection to this application.

Application Permitted 24th October 2018. (Erection of new replacement dwelling and demolition of existing dwelling upon completion)

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Ref No: [DC/18/2713/DRC](#) received date: 9th July 2018

Address: **Blue Barn Farm 2, High House Road, Otley, Suffolk.**

Proposal: Application for approval of details reserved by conditions 4, 5, 7 and 8 on DC/18/0969/PN3

Date for submission of comments: 26th July 2018

The Parish Council submitted no objection to this application.

Application Permitted 14th September 2018.

Ref No: [DC/18/4023/FUL](#) received date: 3rd October 2018

Address: **6 Spring Park, Otley, Suffolk.**

Proposal: Proposed replacement of detached double garage and associated works. Following demolition of existing garage.

Date for submission of comments: 22nd October 2018

The Parish Council submitted no objection to this application.

Application Permitted 12th November 2018

Ref No: [DC/18/3820/FUL](#) received date: 24th October 2018

Address: **Fairview, Chapel Road, Otley, Suffolk.**

Proposal: Single storey extension to rear of dwelling and open porch to west elevation.

(Amendments to previous application 25/09/18).

Date for submission of comments: 6th November 2018

The Parish Council submitted no objection to this application.

Awaiting Decision

Ref No: [DC/18/3820/FUL](#) received date: 25th September 2018

Address: **Fairview, Chapel Road, Otley, Suffolk.**

Proposal: Single storey extension to rear of dwelling and open porch to west elevation.

Date for submission of comments: 12th October 2018

The Parish Council submitted no objection to this application.

Awaiting Decision

b) To consider the following planning applications:

Ref No: [DC/18/4146/FUL](#) received date: 3rd November 2018

Address: **Goldsmiths Farm, Ashbocking Road, Otley, Suffolk.**

Proposal: Erection of one and half storey timber framed 3 bedroom annexe with a garage to the side connected with a catslide roof. Existing garage in a different place to be demolished. Will extend the gravel drive to connect the building to the house.

Date for submission of comments: 21st November 2018

The Parish Council do not believe this application constitutes as an annexe. It has the potential to be sold off as a separate dwelling. Clerk to respond **objection** on behalf of the Parish Council.

Ref No: [DC/18/4216/OUT](#) received date: 24th October 2018

Address: **Flying Otters, Chapel Road, Otley, Suffolk.**

Proposal: Erection of detached bungalow.

Date for submission of comments: 12th November 2018

A request for an extension has been accepted by SCDC planning department. The Parish Council is due to respond by 20th November 2018.

The Parish Council have spoken to neighbouring residents and the comments made object to the application. Previously the Parish Council objected to the application back in 2015. Although there have been some small changes to the current application the Parish Council plan to object to this application too.

For both applications DC/18/3820/FUL & DC/18/4216/OUT the responses need to include policies that the applications are contrary to as part of the objection. Clerk to draft responses and converse with Councillors prior to sending to SCDC. Mrs J Vaughan made no comment on application DC/18/4216/OUT.

c) Planning Course/workshop- Clerk explained that Councillors had shown an interest in developing their understanding of planning issues/policy. There are planning workshops available for Councillors but they are quite a basic level. Mrs V Osborne contacted SALC and they are available to carry out specialist workshops depending on what is needed. This would be in the region of £200.00 for a couple of hours. This could be shared with other local parish councils as a joint opportunity. The Parish Council seemed keen to pursue

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this interest. Mrs V Osborne also pointed out this could be useful in connection to developing the neighbourhood plan.

18.074 Highways

- a) Mysterious 50mph sign that appeared on the post near the White Hart Pub was reported to Police and Highways and removed on two occasions. Hopefully a new 30mph sign will be back soon.
- b) New Grit bin process- Clerk informed Councillors that salt/grit heaps would no longer occur and bins would be required. When Clerk received the information it gave the impression you could ask for a grit bin but it appears that the Parish Council will be required to purchase one. This can be done through Suffolk County Council or the PC can purchase independently and let SCC know there is one in place. Mrs S Grant to discuss with the residents near current grit heap where the grit bin would be positioned to explain the situation. The Parish Council are keen for grit to continue being delivered to this hot spot on Ipswich Road.
- c) Pot holes need reporting along Thompson's Lane -Clerk to action.

18.075 Rights of Way

- a) Reuban's Wood – footbridge has been replaced and also the footbridge leading on to Ling's Farm. Both have received a positive response from residents. When Councillors were informed of the replacement footbridges Mrs I Lincoln requested a 'thank you' to Rights of Way for carrying out the work and doing such a good job. Clerk has carried out the request.
- b) It was brought to the attention of the Parish Council that the footbridge behind the back of the church is dangerous due to muddy incline down to the railway sleepers which have no mesh for grip. Residents and a dog have been injured due to slipping. Clerk to report to Rights of Way.

18.076 County Councillor's Report –

Ward Members Report for November.

Draft Local Plan Consultation

The main activity over the period has been the consultation on the Draft Local Plan. There has been considerable interest in the Plan and many public meetings and one-to-ones were held. The closing date was 14th September. Work is now in progress to analyse these results.

The next steps in the process prior to submission to the Inspector:

Review by Scrutiny Committee	Tues 27 Nov
Agreement of Cabinet	Wed 2 Jan
Agreement by Full Council	Thurs 3 Jan

Ward boundaries finalised for new East Suffolk Council

Ward boundaries for the new East Suffolk Council have been published by the Local Government Boundary Commission for England. The final recommendations propose that East Suffolk's 55 councillors should represent eight three-councillor wards, ten two-councillor wards and eleven one-councillor wards.

In response to local feedback during the public consultation, the Commission has changed some of the proposals it put forward in July, as well as changing the names of some proposed wards as a result of local suggestions. The full recommendations are available on the Commission's website at www.lgbce.org.uk.

The proposed new arrangements must now be implemented by Parliament. A draft Order – the legal document which brings into force the recommendations – will be laid in Parliament in the coming weeks. The draft Order provides for the electoral arrangements to come into force at the authority's first elections in 2019.

The Boundary Commissioner has now reviewed the proposals and has proposed a different arrangement. We would still have a total of 55 members overall but he is proposing that we have a much larger ward, with two members, to be called "Carlford and Fynn Valley".

The nineteen Parishes included in this ward would be:

Bredfield	Grundisburgh
Dallinghoo	Culpho
Hasketon	Burgh
Boulge	Great Bealings
Debach	Little Bealings

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Clopton	Playford
Charsfield	Tuddenham St. Martin
Otley	Westerfield
Swilland	Rushmere St. Andrews
Witnesham	

Free Parking Announced To Support Good Causes

The east Suffolk councils are playing their part in supporting good causes – by offering free car parking at key times. SCDC and WDC are planning to provide free parking at their car parks across east Suffolk in the build up to Christmas.

Council aims to secure superfast broadband for the remote parts of rural Suffolk

Work is now under way to deliver broadband to remote areas in the district. SCDC is committed to reaching the parts that will be missed by the general roll-out of superfast broadband across the county. While the council has played a full role in the Suffolk Better Broadband Programme, delivering superfast fibre broadband across Suffolk, it is clear that up to 3% of properties will have missed out, when the current programme is completed in 2020.

That 3% is disproportionately going to fall in rural areas. That's why the Suffolk Coastal Enabling Broadband Programme Board was set up last year, to ensure that these rural communities were not left behind. The council has worked with the local communities, plotting the worst-affected areas and what needed doing. This spring, the Conservative administration agreed to set aside £250,000 to pay for it. Work has now begun to deliver improved coverage in those areas, and ensure that all our Suffolk Coastal communities are able to grow and prosper. More information about our Enabling Better Broadband Programme is on the East Suffolk website, at this link:

<https://www.eastsuffolk.gov.uk/community/enabling-better-broadband-in-suffolk-coastal/>

Green Bin Rollout & Removal of Unwanted Brown Bins

Phase one of delivering the new garden waste bins to homes in Suffolk Coastal is now nearing completion, although the council will continue to deliver the new bins to those who signed up for the scheme later on. All unwanted brown bins will now be collected. This is being done area by area, according to the normal routes and dates for collection. A week before the removal of the brown bins, refuse crews will leave a hanger on all grey bins when they empty these. The hanger will explain what to do and when to put the brown bins out for us to take away.

If the brown bin is no longer required, households are being asked to put the unwanted bin out with their blue bin on the normal collection day, and re-use the bin hanger. Please securely attach the hanger to the unwanted brown bin so that the 'tick' is clearly visible. Residents can also put a note on any unwanted brown bin, asking for it to be taken away. Just make sure it is securely attached and clearly visible. On collection day, the refuse crews will empty ALL brown bins as well as green bins. Any unwanted brown bins will then be sprayed with temporary paint and left on the side of the road. The removal crews will pick these up later on the same day. The removal crews will only take the bins with the sprayed marking. If there is any doubt as to whether the bin is wanted or not, it will not be removed.

SCDC will aim to publish a weekly schedule on the website of the roads from which the bins will be collected. This may change, depending on how many bins are left out for removal.

Polling Station Review

Suffolk Coastal and Waveney District Councils are currently reviewing the polling stations before the elections taking place in May 2019. As part of the review, everyone has the opportunity to comment on the polling stations used, and their suitability, facilities and accessibility. The (Acting) Returning Officer (ARO) published his report and recommendations last month, which is open for public consultation until 30 November 2018. The final proposals will be presented and considered at a full meeting of the East Suffolk Shadow Council on 28 January 2019.

Comments or representations can be made in writing to:

- Electoral Services, Suffolk Coastal District Council, East Suffolk House, Riduna Park, Station Road, Melton, Woodbridge IP12 1RT

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- Electoral Services, Waveney District Council, 2 Canning Road, Lowestoft, NR33 0EQ or by email to elections@eastssuffolk.gov.uk

More details about the review and a schedule showing the current polling district areas and their allocated polling station venues can be found on the East Suffolk website: www.eastsuffolk.gov.uk/elections/review-of-polling-districts-polling-places-and-polling-stations-2018/

For more information, please contact the Electoral Services Team on 01394 444 685 or 01502 523 238.

18.077 Community Police Report – Clerk gave Councillors an update from the police website.

173 crimes were reported in Woodbridge Neighbourhood area for September. In relation to Otley there was 1 crime on or near Helmingham Road. Classified as Violence & Sexual Offence (Common Assault, GNH & Sexual assault) It is under investigation.

1 Crime on or near Further/Higher Education Building. Classified as Violence & Sexual Offence (Common Assault, GNH & Sexual assault). It is under investigation.

Crimes relating to August showed 1 Crime on or near B1079. Classified as Burglary. Investigation Complete, no suspect identified. (Insufficient evidence to bring anyone to justice at this time. The investigation may re-open if more information becomes available).

18.078 Speedwatch Results –In the absence of Mr T Barrett, Mr A Ling read his email regards recent speedwatch information:

We carried out one session in Chapel Road near the doctors surgery. A lot of traffic into the Village Hall naturally reduced speed and we only recorded one speeding driver.

Changes in police numbers have resulted in us losing our dedicated police constable. Speedwatch management has been transferred to admin people. The change was handled very poorly with communications being disrupted and it taking over 3 months to get my two new volunteers approved.

All of this is due to the cuts in police budgets and a bit of incompetence

Key things for Speedwatch is that the letters are sent to speeding drivers, Police visits are made to repeat offenders and speed traps arranged in response to our data.

We have two sessions over the next week or so. I will use these to check that the new system works

Regards

Tony

18.079 Community Council Report – Mrs I Lincoln attended the meeting on 18th September. Points from the meeting can be summarised as:

Money is owed on Hall hire.

There will be a refund on the TV License that televised the football at the fete.

Fireworks were held on 3rd November.

Christmas Dinner Dance is not occurring this year. The organisers are having a break this year.

£400.00 spent on having the floor cleaned.

The projector screen problem is ongoing and is in the process of being fixed.

There has been a deep clean for Christmas including cleaning of the chairs.

Hedging outside has been cut back and cleared.

There was discussion of having a dishwasher in the bar area.

Community Council are hoping for a grant to improve the boiler. It is a priority to get a new one.

The Village Hall car park is being used for a range of reasons by a range of people. There is the possibility of having an honesty box when using the car park if not using the Hall.

The access to the play area is from the village hall entrance. There is no other legal right of way from any other property onto the playing field.

There was concern for village hall keys being used when not authorised to do so.

The next meeting is Monday 10th December. Mr A Ling to attend.

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18.080 Matters to be brought to the attention of the Council

- a) Sizewell C & concern from an Otley Resident. Clerk receives updates on the Sizewell C progress and so far nothing has directly related to Otley. However, a resident has received a letter regarding land referencing from EDF Energy. Clerk has contacted relevant people who at this time were unable to specifically say why this property had been identified. It was resolved that the Parish Council would keep an eye on future information published and Clerk will remain in contact with the concerned resident.
- b) Commercial Vehicles and parking concerns- It has been brought to the attention of the Parish Council by several residents on more than one occasion, that large vehicles such as buses and coaches are becoming a nuisance on Ipswich Road/Gibraltar Road. Clerk to write to owner to find out whether the vehicles will be relocated in the near future.
- c) Dates for next years Parish Council meetings are confirmed. Clerk has emailed to Councillors and they will be available on the website.
- d) Memorial Bench. A request has been made for a memorial bench to be erected within the village. It was resolved that the Parish Council were in favour of the idea. They believe that the Village Playing Field would be a good location. This would be on the condition that it doesn't become a shrine and once in disrepair the Parish Council can remove it.
- e) Otley Postman retiring- It was resolved that the Parish Council would send a card to thank him for his hard work and contribution to Otley village.
- f) It was raised that the notice board at the newlands end of the village is not good. Clerk to look into this again.
- g) Christmas Posting around Otley- this year it is not being carried by the Scouts but Ladies in the village. Donations will be going to the Royal British Legion.
- h) A resident has some daffodil bulbs that could be planted in the village. Mrs I Lincoln to work with the resident and plant near war memorial.
- i) Mr D Hook spoke of pre-application advice costing in the region of £900 and planning consultants can be cheaper.

18.081 Councillors' reports and items for future agenda

18.082 Date of next meeting – Monday 14th January 2019 at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 10:05pm

Signed Dated