**OTLEY PARISH COUNCIL**

**DRAFT Minutes of Parish Council Meeting held on Monday 17th October 2016**

**Present**:

Clerk: Mrs V Osborne

Chair: Mr A Ling

Councillors: Mrs I Lincoln, Mr R Ling, Mr D Hook, Mrs S Grant, Mr M Liddell, Mrs J Vaughan, Cllr R Vickery & Mr J Begley from Community Heart Beat Trust.

The meeting opened at 7.32pm and Mr A Ling welcomed Mr James Begley from the CHBT.

**16.064 Apologies for absence** – Mr P Whiffing, Mrs R Green, Mr T Barrett, Mr T Fryatt. Absent: Mrs A Lord

**16.065 Declarations of interest to items on agenda** – none received.

**16.066 Public Forum** – there were no members of the public in attendance.

**16.067 Minutes of meeting held on 12th September 2016** – it was resolved that the minutes of the meeting circulated to all members, be signed as a correct record. All in favour.

**16.068 Matters arising –**

a) Mr James Begley was invited to give a demonstration of defibrillators and to inform the PC how CHBT can assist with any necessary fundraising, logistics of purchase and installation. 3 models were shown that meet all legal requirements and voluntary standards and come approved by the East of England Ambulance Trust. The CHBT can offer awareness training for up to 50 people at a time and refresher training as necessary. A heated cabinet should be considered as it will be positioned on an outside wall and will require electricity supply with circuit breaker. ‘SENTRY’ is a new box on the market and one favoured by the PC. The defibrillator will conduct daily self-checks but a nominated person will be required to conduct weekly and monthly checks and input the information via an online form which is reported to the ambulance service. The defibrillator will need to be added to the PC’s own insurance and public liability cover. If purchased as a package then 2 sets of pads and a simple first aid kit is included. Replacement pads are around £25-35. The batteries should last 4 years and cost approx. £350 to replace. The defibrillator itself should last 10 years or until it fails a test (unless the fail is for replaceable parts) and the package price is approx. £2,000. The package includes cabinet, defibrillator, counselling service and governance. There are no additional benefits if it were to be leased rather than purchased. CHBT are able to assist with any problems, supplies and training. Mr Begley will send through detailed information to Mr R Ling. Cllr R Vickery confirmed at the meeting he would fund the cost of £2k from his own budget and Clerk to forward all necessary costing information. The PC will recover any VAT payable. The PC thanked Mr Begley for attending the meeting and Mr Begley then left at 8.15pm.

b) The Community Emergency Planning contact sheet was shown to the PC for approval. Further clarification was required between low and medium priority and it was agreed that holders of a copy should include the PC, church magazine distributors, doctors surgery and the village store only. Mr R Ling will confirm with Rose Rogerson. Clerk to look into necessary forms for vulnerable residents to complete to be submitted to the electricity company.

**16.069 County Councillor’s Report** – the item was brought forward on the agenda to allow Cllr R Vickery to also attend another meeting.

Cllr Vickery informed the parish council that he is funding a SID which will be rotated around several villages through SAVID and has previously funded defibrillators. He is also a member of the Scrutiny Committee and has been involved in lengthy devolution discussions and the impact of Brexit. Suffolk seems to be more in favour of devolution that the other counties. Cllr Vickery also talked about the survey response received in relation to devolution and although the survey was open to everyone via websites there was 2900 people who responded via this method. Response levels were also not evenly spread across the various borough or district areas. A summary of responses is to be reported to the Secretary of State for consideration before an order if made before Parliament. The next devolution vote is 23rd November. Cllr Vickery is now also the SCC representative for military. Cllr Vickery reported on the progress of Better Broadband Programme. Currently 87% fibre coverage in Suffolk but surprisingly only 35% take up on faster broadband within Suffolk. Mrs S Grant raised Ipswich Road is unable to access this service because of the junction box they are set up to. Cllr Vickery is to report this back to BT. Lastly, Cllr Vickery reported on the Blue Light Property Sharing in Suffolk where the fire and police services share facilities, and feasibility studies are now being undertaken in Beccles, Leiston, Stowmarket, Mildenhall, Newmarket and Sudbury.

Cllr Vickery handed the clerk a copy of his notes covering the Devolution outcomes in more detail and left the meeting at 8.40pm to attend a further meeting in Woodbridge.

**16.070 Finance** –

a) **It had been resolved** to authorise cheques for signature at the last meeting: Mr A Ling £100 flower show trophy & £25 Mrs I Lincoln for flowers; when the invoices were submitted.

b) **To receive and approve payments since last meeting**: clerks salary £51.68 Clerks expenses

£1.28. Proposed Mrs I Lincoln and seconded Mrs J Vaughan.

c) **To receive the Financial Report from the RFO included balances at bank** –

Balances are as follows : Community C/Acc £2,033.14 CR

Business Premium A/C £9,053.16 CR

P3 monies now received. Otley Primary School has yet to cash their cheque but all standing orders have now been paid.

d) 2nd precept has been received of £2,269.34. Clerk to arrange a date for finance committee to discuss budget and precept requirements.

e) A copy of the account reconciliation was handed out to each councillor.

**16.071 Planning** –

a) **To receive planning decisions**:

**DC16/2647/FUL** Willowmead, Otley Bottom. Proposal: change of use of existing visitor centre/shop to dwelling. Application permitted 12th September.

**DC16/3227/FUL** Mulberry House, The Green, Otley. Proposal for 2 storey side and rear extension and proposed first floor front extension. Application permitted.

b) **To consider the following planning applications** : none to consider.

c) Clerk has spoken to Mr Ian Baker from Laurence Homes and he confirmed that demolition hadn’t moved as quickly as he thought owing to the number of different crews which have been required. A further 4 weeks is required to complete demolition. Once the site is cleared it will be surveyed again and road drawings produced. There is unlikely to be any building works until Feb/March next year.

**16.072 Highways -**

a) Clerk has spoken to Tony Buckingham who confirmed the signage for camera posts is on order but could be several weeks before they arrive.

b) Mr R Ling reported to the meeting that the hedge surrounding the field between Ipswich Road and the White Hart is now seriously overgrown and needs drastic cutting to provide some verge space for walkers. Clerk to contact owners (Alexanders). If no response then clerk to contact Highways department.

c) Mr D Hook confirmed the speed camera had been damaged but is hoping a change of battery may help. He will position along the Helmingham Road this week.

d) Mrs S Grant requested more ‘poo fairy’ signs that she will place around the village. Previously supplied by Mrs A Lord.

**16.073** **Rights of Way** –

a) The already reported sleeper bridge at junction of footpaths 52,54,55,69 is now of utmost urgency as now tipping and a safety hazard. Clerk to chase.

b) Clerk to report sleeper bridge on footpath behind doctors surgery which requires chicken wire for safety.

**16.074 District Councillor’s Report** -

Cllr Tony Fryatt was unable to attend the meeting but sent his apologies and a report.

He sent through details on the ‘community call to action’ scheme and recommends people attend the information sessions. It is a brand new grant fund targeting community health and wellbeing initiatives and provides opportunities for local community groups and voluntary sector organisations to apply for a share of £125,000 (£62,500 for each of SCDC and Waveney DC). Specifically the programme aims to support projects in mental health, carers, social isolation and encouraging people to be fit and active. Deadline for applications is 30th November. Cllr Fryatt also noted that SCDC are now reaching the final stages of the Site Allocations exercise and the findings are now available for public comment. Details are on the East Suffolk website. He also noted that SCDC have already started on the next version of this due to be completed in 2019. Lastly, Cllr Fryatt confirmed his agreement to a £1k grant towards a covered cycle rack provision at Otley Primary School from his Community Enabling budget.

**16.075 To receive the Community Police Report** –WSNT had provided a generic report which covered a number of villages and there was nothing specific to Otley.

**16.076 WSNT Priorities Setting Meeting Updates/Speedwatch results** – Mrs S Grant reported back from the Police Liaison meeting and day time burglaries are still taking place; targeting those who have gone away on holiday. Woodbridge also seems to be suffering with Halloween clowns with groups of youths of 4 or 5 at a time. This information is also posted on the Otley Village Facebook page. Mr A Ling read a report provided by Mr T Barrett of Speedwatch of Septembers report. Speedwatch conducted 3 sessions and although Chapel Road was relatively quiet Helmingham road was its usual fast and busy. The Group witnessed pedestrians with pushchairs walking at the side of the road with lorries driving too close and cars speeding past. Mr T Barrett has spent time with the police and now has some new speed watch sites in various spots throughout the village. During the first session on Helmingham Road out of 152 vehicles, 8 were doing 37-39mph and 6 were doing 40-49mph. It was noticed that many cars were in 30mph convoys and had been flashed to slow down (but at least they had slowed down!). On the second session out of 85 vehicles, 6 were doing 37-39mph and 6 were doing 40-49mph; including a lorry which had a car on the back travelling at 49mph and 1 vehicle doing 55mph.

The PC agreed to look at funds which could be diverted to traffic calming on Helmingham Road and to escalate the above issues to both Highways and the Police. The PC will also consider solar panels for the SID and the additional traffic data kit. Mr D Hook to provide costings. The Clerk is currently checking where Otley is on the waiting list for a footpath to the White Hart public house.

**16.077 Community council Report** – Firework evening is taking place Saturday 5th November. Tickets are priced at £10 family or £3 adult and £2 child. Dinner Dance is 10th December and is being organised by Amy Cranfield and James Green. The flower show doesn’t really make any money but incurs costs for engraving which needs further thought by the committee. The Committee are also looking at the chain link fence surrounding Shrubbery cottage and will be doing the floor in the hall next year and tidying up the back room. The Committee noted an increase in electricity costs which may be caused by the water heater. James Hall is still looking for a successor for the role of Chair. Their next meeting is Monday 5th December and Mrs J Vaughan will attend.

**16.078 Matters to be brought to the attention of the Council** –

a) Mr P Whiffing has now resigned with immediate effect as Councillor due to personal reasons. A new Councillor is required and suggestions to Mr A Ling. Clerk to arrange necessary card.

b) Mrs J Vaughan reported on the new modular barrier fence which Norse are intending to install to surround the bus depot perimeter; as added protection to the bus shelter and to prevent children running behind the buses.

**16.079 Councillors reports and items for future agenda** –

a) Mr D Hook informed the PC he will be standing down from his role with SAVID as he felt the group was no longer relevant for Otley; but was better suited to much smaller villages.

b) Mr A Ling and Mr M Liddell updated the PC in relation to S106 monies due from the Hubbards development for educational purposes. SCC has made contact with the primary school to offer them money for a new school hall. The £190k fund offer comes from a pot to fund new or enhanced facilities within the vicinity of the development, but this offer includes a sum of £24k which can be used for ‘pre-school & primary education’ - and was going to be applied for by the pre-school for their new building requirements. There is still an additional pot of £140k which is earmarked as the pre-school contribution but this will not be enough to meet new building costs. Mr A Ling has arranged with Mr Neil McManus of SCC to draw all relevant parties together (primary school, SCC, pre-school Trustees, PC) to try and resolve the pre-school issue and of the need of a new pre-school building. Mrs S Grant informed the meeting that the pre-school has just signed a new 25 year lease. Date for the meeting is tbc.

c) All councillors in favour of supporting Remembrance Sunday with the purchase of wooden crosses and a wreath for the PC. Clerk to arrange.

d) It was agreed not to enter the ‘village of the year’ competition this time owing to the Clerk’s current workload.

**16.080 Date of next meeting** – Monday 12th December 2016 at 7.30pm Otley Village Hall

With no further matters to discuss the meeting closed at 9.57pm.

Signed ……………………………………………………………………………….. Dated ………………………………………………..