

## OTLEY PARISH COUNCIL

### DRAFT Minutes of Parish Council Meeting held on Monday 10th September 2018

#### Present:

Clerk: Mrs R Green  
Vice Chairman: Mrs I Lincoln  
Councillors: Mr M Liddell, Mrs V Osborne, Mrs A Lord, Mrs J Vaughan, Mr D Hook, Cllr Tony Fryatt (arrived at 8:05pm)

The meeting opened at 7:30pm.

**18.051 Apologies for absence** – Mr A Ling, Mr R Ling, Mrs S Grant, Mr T Barrett. Apologies in advanced from Tony Fryatt for late arrival.

**18.052 Declarations of interest to items on agenda** – Mr D Hook declared an interest to item 5e on the agenda.

**18.053 Public Forum** – there were approximately 30 members of the public in attendance.

Clerk read Standing Orders relating to Public Forum. Members of the public had the opportunity to speak.

*Public Member 1:* referred to Site 3 and showed concern that not all of the site is brownfield and requested that the Parish Council take this into consideration. Mr M Liddell thanked the member of the public.

*Public Member 2:* What representation will you make on the Consultation on our behalf? Mr M Liddell responded that the response to SCDC would reflect the results gained and be what the village wants. If individuals are not in agreement then they can express their own response directly to SCDC.

*Public Member 3:* Site 3, the piggery. Public member showed concern for number of houses and the fact some land is Brownfield whilst the other part is Greenfield. Is it possible to save the Greenfield area? Mr M Liddell explained this would not be something the village would need to currently explore.

*Public member 4:* What are the results and what will be the response? Mr M Liddell confirmed that this would be conveyed later in the meeting and the public forum is an opportunity for members of the public to share thoughts but not an opportunity to debate topics. Mr M Liddell clarified that once the public forum ended then members of the public could only listen but not participate in discussion. Mr M Liddell reassured members of the public that the response to SCDC would support what villagers want.

**18.054 Minutes of the Parish Council Meeting held on 9<sup>th</sup> July 2018** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

#### **18.055 Matters arising -**

a) Local Government Boundary Commission- Electoral Review of East Suffolk. An email confirming the Parish Council submission has been received. The PC requested one small ward with one councillor rather than two councillors for a larger ward.

b) Letter received from Church Warden of St Mary's Church. Clerk informed Councillors of the letter stating that although the church liked the idea of having additional tree planting unfortunately they were not in a position to accept new trees at present. Once the additional burial ground has been finalised then this could be an appropriate time to consider new trees but this is unlikely to be in the near future. Mrs A Lord suggested could this be something that is put in the church magazine asking locals where in the village there may be an alternative site for oak tree planting? Clerk to action.

c) Defibrillator sent for but unused, feedback. Clerk explained that during the summer the defibrillator was accessed by a 999 call. Fortunately the defibrillator wasn't required and therefore remains 'active'. It was quickly returned to the cabinet and is available again should it be required in the future. The resident who returned the defibrillator to the clerk gave feedback that it took far too long to be able to gain the code. There were too many questions before the code was actually given. Clerk has fed this information back to Webnos. Unfortunately when 999 is called the format of the questions asked is standard procedure and unlikely to change. Therefore due to the short time frame (8 minutes) of getting the defibrillator to a patient in need of it is it worth having trustworthy people/leaders in the village having a card with the code on to help speed up the process? It was previously considered having the cabinet open but too risky for theft or damage. Mrs A Lord agreed it has shown an area of weakness. Mrs V Osborne questioned would it work. Mr M Liddell suggested checking with Webnos that we can potentially do this. Clerk to produce pocket size cards with relevant details on and come back to PC.

d) Suffolk Coastal Local Plan & the Future of Otley-Feedback from Consultation meeting on Monday 3<sup>rd</sup> September, questionnaire responses and information gained, proposal for response to SCDC in preparation for reply to be sent back by 14<sup>th</sup> September. Mr Liddell spoke to the Council and members of the public listening. He informed everyone the questionnaire results have been examined and the results included:

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### Report to Parish Council from Local Plan Consultation

*For Parish Council Meeting on Monday 10th September 2018*

*1. The questionnaire results have been examined. The results include:*

*\* 48% of responses suggested fewer than 50 houses*

*\* The largest response was for affordable homes for local people*

*\* The homes to be of 2 and 3 bedrooms and to include semi-detached housing*

*\* There was a request for bungalows and this is probably tied in with a request expressed at the village meeting for houses for the elderly*

*\* There was a request for cottage style housing which reflects the desire to have housing that compliments the existing housing in the village.*

*At the Village meeting there was a general view that development in the centre of the village was felt to have benefits as the new housing would be close to the key facilities of the Doctors Surgery, Shop, Village Hall and Pub. It was felt that this would help to enhance the sense of community by building a core in the middle of the village. In addition views were expressed at the Village meeting that housing on previously developed land was preferred.*

*2. Scoring assessment: The data from the survey with regard to site preferences have been analysed and four methods have been considered.*

*Yes Site 4 1st*

*Site 5 2nd*

*Site 8 3rd*

*Site 7 4th*

*Yes + maybe Site 4 1st*

*Site 5 2nd*

*Site 7 & 8 3rd equal*

*2 x yes + maybe Site 4 1st*

*Site 5 2nd*

*Site 8 3rd*

*Site 7 4th*

*2 x yes + maybe – no Site 4 1st*

*Site 5 2nd*

*Site 8 3rd*

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*Site 7 4th*

*Therefore, overall rankings:*

*Site 4 Site 5 Site 8 Site 7*

*1st 2nd 3rd 4th*

*3. Site 4 is the most popular – there is a covenant held on the site by one of the neighbours. We have consulted with SCDC and feel that the site can be put forward for consideration as the covenant is a matter for the land owners only.*

*4. If the preferred Site 4 is put forward the number of houses to be allocated to Otley within the Local Plan is*

*Site 4 45 houses*

*Hubbards site 35 houses*

*TOTAL 80 houses*

*Village consultation survey results shows that the majority felt that the number of houses should be in the range of 30-55 houses (in addition to the Hubbards site) The result suggests a median of circa 40 houses. Therefore, 45 is in excess of the desire expressed by the village.*

*5. Summary of Survey results for response to SCDC:*

*\* Site 1 & Site 6 are not preferred by the village*

*\* Site 4 is the preferred site from the village consultation.*

*\* The further order of priority was Sites 5, 8 and 7 in that order.*

*\* We feel that 90 houses (including Hubbards) is too many. We propose 75 houses in total for the new site and the Hubbards site ie 40 houses for Site 4.*

*\* This proposal will provide 75 of the 540 being targeted by SCDC for rural communities which is 14% of SCDC total i.e. an 8th of the total whereas there are 17 large villages – we feel that Otley are being targeted for a disproportionate number of housing units.*

*6. Housing types: The questionnaire response have expressed a desire to have*

*Homes for the Elderly*

*Semi-detached houses*

*2 or 3 bedroom housing for first time buyers and young families.*

*In summary the Village survey has expressed a desire for “first time” and “last time” buyers.*

*7. Other aspects for any development:*

*\* Housing to have a “cottage” or rural feel to compliment the rest of the village.*

*\* Traffic calming to be introduced around the village if possible.*

*8. Proposal Prepare a written reply to SCDC*

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*\* Sites 1 and 6 are not preferred by the village.*

*\* The Village preference is for Site 4 and this is supported by the results of the consultation.*

*\* Further order of preference are Sites 5, 8, 7 in that order*

*\* Express a desire for the house types as set out above*

Mrs V Osborne and Mrs A Lord raised the issue of the total number of houses expected for Otley and could this not be reduced further. (8:04pm Cllr T Fryatt arrived). Cllr T Fryatt informed Councillors that the size of the plot will determine the number of houses, not Otley must have 55 houses. He also commented that smaller plots for the countryside would be considered. Mrs A Lord agreed a gentle extension would be a much better approach to housing development.

It was proposed by Mr M Liddell that

Site 1 & 6 not preferred.

Site 4 was preferred and the number of houses was more than sufficient to meet the needs and greater community.

Express views in descending order for sites 5,8 and 7.

Comments will support the letter.

Seconded: Mrs I Lincoln. All in favour.

Mr M Liddell thanked everyone for the respectfulness. Cllr T Fryatt was pleased to see how everything had been handled and thanked the Parish Council.

A member of the public also thanked and commended the Parish Council for their work and effort on the Suffolk Coastal Local Plan.

Pause in the meeting whilst some members of the public departed.

As Vice Chair Mrs I Lincoln proposed that the information Mr M Liddell had shared with everyone would be provided in the response to SCDC by 14<sup>th</sup> September. Seconded: Mrs J Vaughan. All in favour.

Mr M Liddell thanked Cllr T Fryatt for his input and all the meetings that SCDC planning department had provided were very helpful.

### **18.056 Finance –**

a) **It was resolved** to authorise cheques for signature or BACs: Authorisation given by email for Mr B Childs for £175.00 but invoice requires a signature.

Proposed: Mrs A Lord seconded: Mrs V.Osborne.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 283.50 (July/August)

Clerks Expenses: none Proposed: Mrs I Lincoln, seconded: Mrs V Osborne.

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

Balances are as follows:	Community C/Acc	£ 363.84 CR
	Business premium Acc	£ 8,667.44CR

Bank Balances confirmed as correct. Clerk showed Vice Chairman print out of balances. Clerk handed Councillors a copy of the Bank Reconciliation. Bank balances match bank print out. There have been small changes since the last meeting. Payments for the Current account include the amounts authorised last meeting (war memorial plants, clerks salary and expenses, new gate, Suffolk Preservation Society) The Business Account shows an additional receipt of £4.32 interest since the last meeting.

The Bank Reconciliation sheet showed bank balances to total £9,031.28. and reconciled at £9001.28. This is a £30.00 difference due to the un-presented cheque for Suffolk Preservation Society. Clerk reminded Councillors the banking standing orders would be coming up in October. It was resolved to leave payment amounts as stated in budget. The additional payment for St Mary's Church would be considered again nearer the end of the financial year as this is when it was paid out last year.

d) Dates of the period for the exercise of public rights (2<sup>nd</sup> July-10<sup>th</sup> August 2018). This has now ended. No members of the public requested to see the documents however they are all available on the parish council

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website and have been since beginning of July should anyone wish to look. This also complies with the transparency code.

### **18.057 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.

**Awaiting Decision**

Ref No: [DC/18/2796/PN3](#) received date: 19th July 2018

Address: **Wood Farm Barns, Wood Farm, Helmingham Road, Suffolk.**

Proposal: Conversion of 2 existing barns from agricultural to residential use, four bedroom main dwelling with one bedroom annexe.

Date for submission of comments: 8th August 2018

The Parish Council submitted no objection to this application.

**Application Withdrawn**

Ref No: [DC/18/2553/ROC](#) received date: 6th July 2018

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

Proposal: Removal of Condition 4 on application DC/17/4300/FUL-Change of Use from existing agricultural land to residential curtilage and erection of new replacement dwelling and demolition of existing dwelling-new document and plans submitted.

Date for submission of comments: 25th July 2018

The Parish Council submitted no objection to this application.

**Application Withdrawn**

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.

**Awaiting Decision.**

b) To consider the following planning applications: none

### **18.058 Highways**

a) Damaged 30mph sign near corner of Ipswich road due to be fixed.

b) New Grit bin process- Clerk informed Councillors that salt/grit heaps would no longer occur and bins would be required. Clerk to look into acquiring a new grit bin from highways.

### **18.059 Rights of Way**

a) Reuban's Wood – footbridge has been reported but not yet sorted.

b) Second grass cut update-this has begun as some footpaths have been cut. Clerk will ask for authorisation of payment once invoice is received.

c) Mr M Liddell mentioned the oil spillage along Chapel Rd and the potential danger to cyclist and motorcyclist because of where has been spilt in the road. Concern for road users particularly when road is wet. Clerk to report to highways requesting a proper clean of the road.

### **18.060 County Councillor's Report –**

#### **Ward Member's Report for September**

*This has been the time of reduced activity over the holiday spell. We all had long holidays!*

#### **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 have been held. As at the 4<sup>th</sup> September, 5,078*

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documents have been downloaded and interactive maps viewed. A total of 440 comments had been received but this is expected to increase dramatically as we approach the deadline on Friday.

### **Organisation of the Planning Committee**

Discussions have been taking place to decide how the Planning Committee structure should be adjusted when the two districts combine to form East Suffolk.

No firm decisions have been made but the proposal is for:

- Two Planning Committees –North and South, (Lowestoft and Melton)
- The boundaries between each Committee to be arranged to provide equal workload (where possible)
- Nine members on each committee,
- The Chair and Vice Chair of each meeting to attend all committee meetings to ensure consistency of approach,

### **Garden Waste Scheme Goes Hi Tech**

Suffolk Coastal's successful Garden Waste Scheme will shortly go hi tech. Special ID tags will be embedded in the new, bigger green bins, before they are delivered to scheme members that have opted in for the upgrade.

The hi tech tags - radio-frequency identification (RFID) tags, to give them their official name - work in a similar way to barcodes and smart labels. A unique identifier is encoded in each tag which can be "read" by a special device that the bin lorry crews will have. We will record which bin has been delivered to which property using the unique identifier.

Staff will also be going round to fit the ID tags to the smaller brown bins where people have not opted for the upgrade and want to stick with their existing bin.

The first paid-for collections of garden waste began in May, after Suffolk Coastal District Council introduced a £43 a year charge for collecting garden waste.

One of the benefits of joining the Suffolk Coastal Garden Waste Scheme is that subscribers can get a free upgrade - receiving a larger (240 litre) green bin for their garden waste (240 litres is the most common wheeled bin size, but the current brown organic waste bins in Suffolk Coastal are 140 litres).

About 32,600 households (or about 56% of homes) have now signed up for the Garden Waste Scheme. Of these, 80% have opted to get the new, larger green bins.

The main delivery of the new larger green bins will start in October and will be carried out area by area, to households that have subscribed to the garden waste scheme and opted for the upgrade. These bins will already have had the tags fitted and an address/bar code sticker fixed to them.

We will also be carrying out a phased 'retro-fit' of the tags to the brown bins, where people have joined the garden waste scheme but have not opted to have one of the new larger green bins.

Detailed rollout plans for the delivery of the new bins and retro-fitting of ID tags to brown bins will be publicised in September. So people do not have to do anything at this time.....we will publicise the plans on our website once they have been finalised.

Tony Fryatt  
10 September 2018

**18.061 Community Police Report** – Clerk gave Councillors an update from the police website and briefly explained to those members of the public who still remained. Information related to the month of July 2018. The Police have been focusing on Anti-social behaviour at Woodbridge Library and town centre areas. During the month of July there were a total of 224 investigations in Woodbridge. Information specifically

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relating to Otley: Burglary at Newlands. Investigation complete and no suspect identified. Clerk explained this information is provided to Councillors so they can be informed of what is happening locally and at the meetings can decide if as a Parish Council they need to consider supporting locals in a particular way as part of their role as Councillors.

**18.062 Speedwatch Results** – In the absence of Mr T Barrett, Clerk read his email regards recent speedwatch information:

*We welcomed two new volunteers.*

*Carried out a survey at Rookery Farm opposite the pub. This made a big difference to number of drivers we recorded doing 40+. I expect drivers have learned to watch out for us outside the pub and were caught unawares.*

*Because of the summer holidays traffic was light, only 90 cars in an hour. 25 recorded speeding, 9 doing 40+, 3 doing 50+.*

*These numbers are quite shocking but do not accurately reflect the extent of speeding. Within minutes of us setting up it was obvious cars have been warned and in a number of cases the speeding drivers were ahead of a convoy doing the same speed. We can only record the leading car.*

*Low traffic and obvious warning affected the Chapel Road session. Only one truck and trailer was recorded speeding but he was doing a dangerous 47mph.*

*Regards*

*Tony*

**18.063 Community Council Report** – No meeting has been held over the summer. Next meeting is due on 18<sup>th</sup> September, 8pm. Mrs I Lincoln to attend.

### **18.064 Matters to be brought to the attention of the Council**

a) Drainage issues on Vine Road. Clerk and Mrs I Lincoln informed Councillors that at the Consultation meeting a resident had approached them regarding an ongoing drainage issue. The resident has tried to contact various organisations to sort it but nobody appears to be taking responsibility for it. Mrs I Lincoln suggested that as it is relating to a ditch perhaps Mr A Ling or Mr R Ling may be able to go and have a look. Clerk to inform Mr A Ling & Mr R Ling as she has the resident's contact details.

b) Tesco Bags of help Community Funding Scheme. Tesco have contacted the PC stating they may wish to consider putting forward for a project to gain additional funding. Mrs I Lincoln said she would mention this at the next Community Council Meeting.

c) Neighbourhood Plan-Mrs V Osborne reported that herself, Mr M Liddell and Mrs S Grant met with SCDC regarding Neighbourhood Planning. The meeting was informative and Councillors have a contact to be able to go back to. When creating a neighbourhood plan you must have good reason for doing one. Why does Otley want one? Councillors spoke of retaining being in charge of village and not wanting it to grow into a larger village. There was emphasis on the cost, time and number of people who would need to be involved. It takes a minimum of 3 years to formulate, with various stages along the way. It requires a lot of effort to gain the data. It was recommended that it not be started until after the Winter SCLP. A Neighbourhood Plan will add to Policies. It is important to set the Boundary line and decide what to include. It was recommended looking at other villages such as Wenhasten or Great Bealings to help decide what to include eg list of heritage assets, parking issues not just where you grow housing. Mrs I Lincoln asked if the Parish Council can go back to SCDC? Mr M Liddell said yes they are duty bound. Mrs V Osborne stated you do a lot of 'help yourself' first then potentially use a consultant, although is expensive but it depends on what we want to focus on. Mr D Hook thought looking at what others have done is a good idea. Mrs A Lord said she believed Wickham Market had used a Consultant to help with part of theirs. Mrs V Osborne requested this be put on the next agenda. Mr M Liddell said to think about pulling back the boundary from Ashbocking and designating a new border. A member of the public said she would be happy to help with the Neighbourhood Plan. (Clerk has contact details).

d) Mrs I Lincoln raised concern for the cycle event that took place through the village on Sunday. Particularly for the speed at which the cyclists were travelling and the volume of cyclist some riding five abreast. Mr D Hook also showed concern for members of the public who were out using the Helmingham Road at the same time as the cyclists. Clerk to make a complaint.

**18.065 Councillors' reports and items for future agenda** – as stated above, Neighbourhood Plan to be added to next agenda.

**18.066 Date of next meeting** – Monday 19<sup>th</sup> November at 7.30pm in the Village Hall

With no further matters to discuss the meeting closed at 9:05pm

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Signed ..... Dated .....