**OTLEY PARISH COUNCIL**

Minutes of Parish Council Meeting held on Monday 14th December 2015

**Present:**

Temporary Clerk: Mrs V Osborne

Chairman: Mr A Ling

Councillors: Cllr Tony Fryatt, Mr P Whiffing, Mrs A Lord, Mrs S Grant, Mrs I Lincoln, Mr D Hook,

The meeting opened at 7.30pm.

**15.086 Apologies for absence** – Mr R Ling, Mrs J Vaughan, Mrs R Green (clerk), Mr M Liddell, Cllr Matthew Hicks, PSCO Sally Thomas, Tony Barrett (Otley Speedwatch), James Hall (Community Council).

**15.087 Declaration of interest to items on the agenda** – none received.

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

**15.089 Minutes of Parish Council Meeting held on 19th October 2015** – **it was resolved** that the minutes of the meeting circulated to all members, be signed as a correct record. Approved by all Councillors.

**15.090 Matters Arising** –

a) The payment has been received from SCC from Peter Bellfield’s contribution towards the mobile speed camera. Tony Buckingham will contact clerk when posts are ready for installation.

b) Still waiting for new work schedule for Newlands bus shelter.

c) No further updates on fencing requirements for Mr Thorpe’s boundary until the work schedule is in place (see b above).

d) Mr A Ling has spoken to Mr Kemp who is against full height kerbing owing to the type of farm machinery using the access at Gibraltar Crossroads. Clerk to arrange a site meeting with Tony Buckingham, Mr A Ling and Mr Kemp to discuss options and resolve parking problems.

e) Community Emergency Planning to be added to next agenda as Mr R Ling was unable to attend meeting and he has a number of points to raise. The PC were made aware of Mr & Mrs Sunaway’s views regarding the BT telephone box outside the village stores and their wish to retain its services and also of their concerns of placing a defibrillator on the shop wall. Mrs Jayne Vaughan has 2 interested residents to be part of a first response team. Item should be placed on next agenda for further discussion. Rachel has the winter gritting process under way. Rachel to contact vulnerable people within village as part of Community Emergency Planning.

5f) It was agreed the PC would offer their support to the church regarding any celebrations for the Queen’s 90th birthday June 2016.

**15.091 Finance**

a) Following prior authorisation via email **it was resolved** to authorise a cheque for £35 as payment to the ICO data protection. Proposed Mrs S Grant. Seconded Mrs I Lincoln.

b) **It was resolved** to authorise payments since last meeting: £3.24 Clerks Expenses, £241.08 Clerks Salary. Following authorisation via email payment is approved to CAS Ltd (insurance) £27.99. Proposed Mrs S Grant. Seconded Mrs I Lincoln.

c) It was resolved to make a future payment to Mrs V Osborne, for her time today as temp cover Clerk, via online payments. Mrs Osborne to submit an invoice for authorisation. Proposed Mrs S Grant. Seconded Mrs I Lincoln.

d) To receive the financial report from the RFO including balances at bank:

 balances as 7/12/15 are as follows : Community C/Acc £848.68 CR

 Business Premium Acc £8,311.16 CR

 Rachel has sorted access to online payments with Barclays as has transferred money from the current account to the savings account. Reserves are still quite high and VAT is yet to be claimed back (currently at £796.68).

e) To receive the Financial Quarterly Statement – All councillors were given a copy of the statement. It was agreed a letter should be sent to local organisations inviting them to express an interest in a donation from the parish council towards projects which would benefit the community of Otley. Any donations would be earmarked against the 2015 budget. An application should be drawn up by the clerk and then sent to interested parties so all groups are applying using the same criteria. Mr A Ling will draw up letter with Rachel and circulate for agreement.

f) Mrs I Lincoln informed the PC of discussions which took place at a recent Financial sub-committee meeting and took the councillors through the draft budget. There is a general increase of 5% in line with anticipated inflation. **It was resolved** to increase the annual donation to the DAS (disability advice service) to £100 each year and following their request this year for £123 it was agreed to cover the full sum for this financial year. Proposed Mrs A Lord, seconded Mrs S Grant.

It was also highlighted that the 2 PC owned noticeboards need refurbishing and money has been set aside for works this year. Mrs I Lincoln asked the PC to be mindful that the P3 payment may not be made by SCC in future years so funds should be allocated towards this**. It was resolved** to maintain the precept at £4,500 for 2016. Proposed Mr P Whiffing, seconded Mrs S Grant.

g) A letter received from the Disability Advice Centre was read out and payments will be made as agreed in (f) above.

**15.092** **Planning Matters**

a) To receive planning decisions: **DC15/2149 & DC15/2150 Two Hoots Farm** – resubmission of a single storey extension to north, replacement porch (demolish existing) and associated works – pending decision**. DC15/4235/FUL 11 Chapel Road** – single storey extension to link granny annexe and single side storey extension – permitted.

b) There were no planning applications to consider.

c) Rachel queried the number of dwellings document for Otley within the Site Allocation and Area Specific Policies Document. Mr Jim Selby, Assistant Planning Officer confirmed as follows : 35 Hubbards development, 1 x part rear garden of 8 Chapel Road and 1 x Villa Farm, The Green. The SA & ASP Document must continue to be circulated to all councillors as a matter of urgency. The PC has heard that Hubbards will be vacating their premises at the end of January. (see also point 10 District Councillor Report below).

**15.093 Highways Matters**

a) Rachel has been in contact with Mr Minns, owner of land between Ipswich Road and White Hart Pub and he will be cutting back overgrown trees and shrubs over the Christmas period. Rachel to chase after Christmas if not completed. Mrs S Grant offered to help clerk if necessary.

b) Mr A Ling willspeak to Mr M Liddell to propose possible solutions to bollarding/fencing which could be available for the back corner of the bus shelter to provide extra protection. Needs to be an attractive option. Mr A Ling will then approach Soames with the proposals.

c) Rachel has reported the blocked drains at Otley Bottom. It was felt the problem was mainly due to straw from the roadside which has been washed down and continues to block drain in this area.

d) Mr D Hook raised the issue regarding parking outside the church which he felt hadn’t been properly addressed at a previous meeting. PC to approach Parochial Church Council regarding parking on the roadside and whether cars could use the bowls club each Sunday. Mr A Ling will initially speak with Revd Jane Hall on whether bollards could be placed periodically to provide passing places on Church Road during services.

e) Rachel has ordered the 30mph stickers for wheelie bins and Mr D Hook requested that two stickers be given to residents so they are on display on weekly collections. Cllr Tony Fryatt requested that within the letter it states that residents are to place the stickers where they will be seen by oncoming traffic, once the bin is placed roadside (this will vary for each resident).

f) Clerk to report cats eyes need replacing at Otley Bottom from the boundary of Otley College up to Gibraltar crossroads.

**15.093 Rights of Way** – no points raised.

**15.094 To receive the District Councillor’s report**

Cllr Tony Fryatt read his report – A revised scheme of delegation for planning issues is in place and the early results seem to indicate that it is working as hoped. This has reduced the planning committees workload substantially. Cllr Tony Fryatt will give out aide memoirs to PCs to assist with the process. Cllr Tony Fryatt is pushing to get SCDC moving on affordable housing and as such they have employed a Housing Enabling Team to get this on track. Mr Hook asked Cllr Fryatt the best time to open discussions with the developer of Hubbards and it was suggested before planning is submitted. Cllr Tony Fryatt recommended bringing Lawrence Homes in with an Enabling Officer to open discussions. Clerk to organise a letter at earliest opportunity to Lawrence Homes to begin pre-application discussions. Clerk to organise a separate meeting with PC to purely discuss the Hubbards site and the requirements the PC has against the type of housing required for Otley before Lawrence Homes attend a PC meeting. Cllr Fryatt raised that money may be available early next year to organise a further survey of the village to establish housing and social needs of residents. Clerk to add to a future agenda for discussion as it will play an important part of providing support to the housing requirements for the Hubbards development and for any future development & CIL payments. Finally Cllr Tony Fryatt wished everyone a very happy Christmas. (full report attached).

**District Council Briefing December 2015**

Site Allocation and Area Specific Policies

The consultation on the future development in the District ended on 30th November. The responses are currently being evaluated and there will be a Working Party meeting on 6th January to finalise the draft plan. If you have any remaining concerns, please let me have them and I will discuss them at the Working Party.

Scheme of Delegation

The new scheme of delegation for planning applications is in place and the early results seem to indicate that it is working as hoped. The purpose of the change is to eliminate those cases that do not justify full consideration by the Committee. The Parish Council or Ward Councillor will request that an application is referred to the Committee giving material planning reasons to justify such a move. We intend to provide a written aide memoir to help Parish Councils with the process. If you have any queries, please let me know.

Affordable Housing

We are facing a very severe housing shortage, particularly for the young first time buyers and those wishing to downsize. At last I have made some tangible progress. SCDC are developing proposals to improve the delivery of affordable houses. It has taken longer than I had hoped but we should have a “Housing Enabling Team” in place for the early part of the new year. This team will explore ways in which we can work with Parishes to develop and build our rural communities with low cost housing, social housing, self-build, shared equity schemes.

And finally, I would like to wish you all a very Happy Christmas and a busy New Year!

Tony Fryatt

14th December 2015

**15.095 To receive the County Councillor’s report.**

Mrs Osborne read from Cllr Matthew Hicks report. A public consultation looking at the future provision for Suffolk’s Fire and Rescue Service has been launched and feedback and views via the consultation are encouraged. The consultation on reducing the number of fire engines in Ipswich closes on Monday 22nd February when the County Council’s cabinet will consider the proposals. In response to customer feedback the county council is proposing changes to the running of household waste recycling centres by changing opening hours and removing the limits on rubble and plasterboard but introducing nominal charges. The changes complement a number of planned and recent improvements to Suffolks HWRCs, improvement of layout and plans for a reuse shop on site. Finally, an information session for aspiring farmers and agricultural entrepreneurs took place at Otley College as a Grow Your Future programme, providing support to individuals to set up and run their rural enterprise with sites typically between 10-50 hectares in size, with suitable buildings and in some cases accommodation. (full report attached).

**December 2015 report for the Thredling Division from Cllr Matthew Hicks**

Consultation to shape the future of Suffolk Fire and Rescue Service

A public consultation looking at the future provision for Suffolk’s Fire and Rescue Service has been launched and I would encourage everyone to feed back their views via that consultation. Views are being sought from members of the public, fire and rescue staff and all interested parties regarding proposals for changes to the service including: reducing the number of fire engines in Ipswich, Bury St. Edmunds and Lowestoft , replacing the second fire engine at Sudbury with a rapid response fire fighting vehicle and closing Wrentham Fire Station. The changes proposed by the county council meet the ongoing reductions in funding for the fire service and also reflect the significant 26% reduction in 999 call demand over the last 5 years in Suffolk. Suffolk’s Fire and Rescue Service is highly skilled and dynamic and whilst these proposals are challenging, I am confident that they will ensure the county council can continue to provide an outstanding service to the residents of Suffolk. Suffolk County Council recognises the significant important of our fire and rescue service and has done everything possible to protect it against reductions in funding.   This includes investment in new fire stations, training facilities, fire engines, firefighting clothing and equipment, not to mention an innovative collaborative approach with Suffolk’s blue light emergency partners and there are plans to develop this further in the future. The consultation will close on Monday 22 February 2016 and once the results have been collated, the County Council’s Cabinet will fully consider the response to the proposals, before any final decisions are made. Full details of the proposals and consultation are available at www.suffolk.gov/uk/fireredesign

Proposed changes to Household Waste Recycling Centres 2016/17

In response to customer feedback, the county council is currently proposing two changes to the running of Household Waste Recycling Centres (HWRCs).  These changes will improve the services offered by Suffolk’s HWRCs, as well as reducing costs for the county council. The county council is proposing to change opening hours at weekends so that they are more convenient for customers, remove the limits currently set for customers on the amount of rubble and plasterboard, but introducing nominal charges for disposing of all rubble and plasterboard materials. The county council is currently working with FCC Environment, which operates all 11 of the county’s HWRCs to develop a proposal offering extended weekend opening times.  This will help to ease congestion on sites at peak weekend times and will also give residents greater flexibility over when to visit.  Extended opening times could be achieved at no additional cost by closing on one day midweek when sites are at their quietest. At the moment, rubble and plasterboard are accepted from residents in limited quantities, currently standing at two bags per vehicle per day.  These materials are legally classed as construction waste, not regular household waste, meaning that the county council is not obliged to accept them.  However, in order to continue providing this service to residents, the county council is proposing to introduce a new nominal charge for all rubble and plasterboard; but removing the limit of two bags.  This would effectively mean that residents could bring all of their DIY waste on a single visit. Work is not being undertaken to research and further develop the proposals, which will include considering the level of the charges, how these will be levied, impact of tonnages received, communicating the changes in sufficient time and safeguarding measures to protect against fly-tipping.   These changes complement a number of planned and recent improvements to Suffolk’s HWRCs including an extension to the Mildenhall Centre, improvements to the layout of the Foxhall Road centre, including plans for a reuse shop on the site.

Time to grow your future

Last week an information session for aspiring farmers and agricultural entrepreneurs took place at Otley College.  Suffolk County Council, Eastern Enterprise Hub and Easton & Otley College ran the event looking to encourage new applications. The Grow Your Future programme is part of the County Farms Estate Initiative run by the county council and is aimed at encouraging rural entrepreneurs to submit agricultural or rural industry business proposals; successful applicants would then be given the opportunity to take up a tenancy of a site within the council’s farm estate. The programme goes on to provide support to those individuals to set up and run their rural enterprise and sites are typically between 10 and 50 hectares in size, with suitable buildings and in some cases, accommodation. Further details of the programme along with more information can be found via www.eehub.co.uk

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**15.096 To receive the Police Report** – no report received.

**15.097 WSNT Priorities Setting Meeting Updates/Speedwatch/SAVID**

There were no further reports from the WSNT. SAVID points were discussed earlier in the meeting. A report was received from Tony Barrett on Speedwatch. Otley’s speedwatch was suspended for 3 months owing to problems with the speed camera. There are currently 6 Otley volunteers but ideally we would like 2 more to ensure sessions run every month. The Police are increasingly relying on Speedwatch to educate drivers and help target their speed control units. The police send letters to drivers recorded by Speedwatch. Surveys were carried out on 7th and 9th December. Between 8-9am 120 cars were recorded in Chapel Road, most drivers doing over 30 but only a few were over 36, which is the lowest speed we record. Between 2.30-3.30pm on Helmingham Road the traffic was lighter but speeding much worse. Several cars 40+mph and 3 cars doing over 50mph. Speedwatch is a small but reasonably effective way of calming traffic through our village. (full report attached).

**Speedwatch Report by Tony Barrett**

We suspended Otley's Speedwatch activities for 3 months because of problems with speed camera batteries, finances, insurance and training.  These issues, that are not fully resolved,  are all associated with the Area Coordinator and have made it difficult to recruit new volunteers.

There are currently  6 Otley volunteers.    Otley was working with Clopton but the very sad death of Juliette Bellfield means the Clopton group is no longer active.   Ideally, we would like 2 more volunteers in Otley to ensure we can run sessions every month.

The police are increasingly relying on Speedwatch to 'educate' drivers and help target their speed control units.  We know that there have been several speed traps set up in Helmingham Road as a result of our work.

The police send letters to drivers recorded by Speedwatch.  Many drivers just need a reminder that they are breaking the law and that they are affecting village residents.  Other drivers are more serious offenders, they get a visit from the police if they are recorded at more than 50mph or have been recorded 3 times in Suffolk or Norfolk.  Police traps can be set up to catch really persistent offenders

With the arrival of new batteries, we reinstated Otley Speedwatch and carried out surveys on the 7th and 9th December.

Between 8 and 9am we recorded over 120 cars in Chapel Road.  The vast majority of these were coming from the direction of Crettingham.  Otley does seem to be increasingly used as a cut through for people traveling to Ipswich.   Most drivers were doing over 30 but only a few of were over 36, the lowest speed we record.

Between 2.30 and 3.30 in Helmingham Rd the traffic was lighter but the speeding much worse.  We recorded several cars at 40+mph and three cars doing over 50 mph in a 30mph limit.  These drivers had seen our signs and were decelerating at the time, so had been driving even faster.

Traffic speeding in Otley is not only a danger, it also has a direct impact on quality of village life.   It causes noise, effectively disconnects our local pub from the village and dissuades people who would like to walk, cycle or let their children walk to school by themselves.

Speedwatch is a small but reasonably effective way of calming traffic through our village.

Tony Barrett

**15.098 To receive the Community Council Report**

Otley community council is looking for a new Chairman and secretary. It was reported that the fireworks raised £300 and the Christmas dinner dance raised around £900 which was very pleasing. Mrs A Lord asked that the Community Council be made aware of the state of the kitchen and that they should consider a deep clean by a professional company ready for the new year. It was reported that there is a possibility of a commercial dishwasher being proposed for the kitchen.

**15.099 Matters to be brought to the attention of the Council**

a) Sector Led Body for Audit Procurement – it was agreed by all Councillors that the PC would opt out of the NALC audit procurement services. Mrs Osborne had spoken to our current auditor, Heather Heelis who was happy to be retained by the PC for 2015/16 with the rates as last year (£55). Mr A Ling proposed the PC not only follow the Transparency Code but also complete an Assurance Review with Heather Heelis as good practice each year; with a full review undertaken if there were any queries by local electors.

b) Rachel is awaiting a response from the Clerk of Westerfield PC to see if the £25 donation made towards speedwatch covers the insurance.

c) Unsung Hero Nomination to be added to next agenda as Mr R Ling was unable to attend the meeting and all councillors wanted to personally congratulate him on his award for his hard work and continued service to Otley Parish Council.

d) Letter received from Suffolk Accident Rescue Service thanking the PC for their continued support via donation of £50 towards their work in Suffolk.

**15.100 Councillors reports and items for future agenda:**

a) Mr P Whiffing attended the Annual Town and Parish Council Liaison and Budget Review Meeting on behalf of Otley PC and circulated a copy of his notes. Clerk to add to next agenda for discussion.

**15.101 Date of Next Meeting**

Monday 18th January 2016

With no further matters to discuss the meeting closed at 9.20pm