

OTLEY PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 14th July 2014

Present:

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

The meeting opened at 7.30pm.

14.31 Apologies for absence – Cllr P Bellfield and WSNT PC Debbie Howgego

14.32 Declarations of interest to items on agenda – none received.

14.33 Public Forum – no members of the public were in attendance.

14.34 Minutes of meeting held on 19th May 2014 – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record.

14.35 Matters arising -

- a. Bus shelter application has been successful and a site visit completed. **It was resolved** to make a donation of £500 towards the costs. Proposed by Mrs S Grant and seconded Mrs J Vaughan. Clerk to write a letter to Mrs B Rudderham for her assistance collecting signatures of support.
- b. Clerk to maintain contact with Highways regarding road markings to highlight dangers to drivers of cars exiting the village hall car park and of school.
- c. Clerk waiting for confirmation from SCC that a mobile VAS could be purchased by PC. Clerk to contact Framlingham Town Council regarding their recent purchase. PC to consider sharing costs with another parish. Mr A Ling read data received from Mr T Barrett and the Speedwatch Team. Mrs S Grant to pass on thanks to WSNT for their increased focus on the speeding issues in Otley. Mr D Hook informed the meeting that he will be the PC contact for the group SAVID. A group of parish councils who have set themselves up as a pressure group to tackle speeding issues.
- d. Standing Orders have been updated and circulated to all members. **It was resolved** they be approved and adopted by OPC. Proposed Mrs I Lincoln and seconded Mrs A Lord.
- e. Financial Regulations have been updated and circulated to all members. **It was resolved** they be approved and adopted by OPC. Proposed Mrs J Vaughan and seconded Mrs S Grant.
- f. Suffolk Local Code of Conduct has been updated via SALC and circulated to all members. **It was resolved** they be adopted by OPC. Proposed Mr B Childs and seconded Mrs I Lincoln.
- g. Terms of Reference for Committees - it was agreed that these be kept on file for future discussion.
- h. Mr R Ling attended an Emergency Planning meeting. Clopton/Boulge are organising first aid courses which Otley Parish Council may wish to join. Clerk to contact Mr Chris Angwin, Clopton PC. It was agreed that a list of qualified first aiders already within the village should be collated. Clerk to inform Doctors Surgery of PC intentions.

14.36 Finance –

- a) There were no cheques to authorise.
- b) **It was resolved to authorise payments via BACS** – £28.22 Clerks Expenses. £396.12 Clerks Salary. Proposed Mr R Ling and seconded Mrs S Grant.
- c) To receive the financial report from the RFO including balances at bank –
Balances are as follows:

Community C/Acc	£ 290.85 Cr
Business premium Acc	£ 8,393.74 Cr

14.37 Planning –

- To receive planning decisions : **DC14/1209 The Hoot, Moat Farm** erection of porch – approved; **DC14/1276 Bowerfield House, Helmingham Road** proposed use of first floor over outbuilding as residential annexe – approved with conditions; **DC14/1259 Shrubbery Cottage, Chapel Road** – removal of existing cement based render – approved.
- To consider the following planning applications : **DC14/1702 Shrubbery Cottage, Chapel Road**, addition of single storey rear extension – no objections. **DC14/1895 Shrubbery Cottage adjoining Springfield, Chapel Road**, proposed first floor side and single storey rear extension – no objections.
- Councillors to refer comments to clerk re: consultation on Suffolk Parking Standards.
- Clerk read letter received from Hilary Hanslip regarding Site Specific Allocations and Area Specific Policies and the review of a number of policies from the Core Strategy. A package of information

due and surgery-type sessions to be arranged. Neighbourhood Plan to be discussed after these meetings.

- Mr M Liddell has spoken to SCDC and the planning application for the Hubbards site will progress once the S106 monies have been agreed. Mr B Woolnough, SCDC, is encouraging talks about the Anglia Timber Site. PC has had initial talks with the owner about the site but would like to be formally consulted by the owner and potential developer.
- It was agreed that members of the Planning Committee should forward holiday dates to Clerk to ensure swift circulation of all planning applications.

14.38 Highways

- a. Letter received from resident concerning safety of pedestrians and cyclists on Otley Hill. Clerk to contact SCC Rights of Way to enquire about permissive path across land from college to join footpath 38 along The Gull to enable students to walk FP's safely to village shop. Clerk to contact Highways to enquire about signage to highlight dangers as raised in letter. Resident also raised issues in Hall Lane with the increase in girth of the hedge alongside Otley Hall leaving little verge for pedestrians. Mr A Ling to contact the owners.
- b. Mr A Ling offered to cut hedge on corner of Chapel Road/Hall Lane and Mr B Childs to contact owners.

14.39 Rights of Way

- a. Mr R Ling reported that hedges/trees on Byway 66/Green Lane have been cut back by Lings & Holmes.
- b. Clerk has already reported the overhanging cherry trees on Chapel Road between Swiss Farm and Peel House but to check with Highways when work will commence.
- c. Mr R Ling to contact Mr Hague regarding the fence along this part of Chapel Road with the intention of removing this as per a previous verbal agreement.
- d. Clerk to report loose and slippery sleeper bridge along footpath 68.

14.40 District and County Councillor's report – Cllr P Bellfield had not been able to attend due to recent illness and no report was received.

14.41 Community Police Report – PC Debbie Howgego gave her apologies but sent a report. There have been 2 reported crimes since our last meeting – attempted burglary of metal shed in church grounds and conveyance of motor vehicle in Hall Road. In comparison Clopton 2, Hasketon 3, Wickham Market 7, Melton 12 and Woodbridge 52. Current police priority is to increase road safety through Ufford, tackle anti-social behaviour in Rendlesham and reduce ASB in Otley during lunchtimes. The next community panel meeting will be on Wednesday 30th July 7pm at the Lindos Centre, Melton. The SID has been deployed and speed checks carried out, 36 x warning letters sent out, 9 x cautions, 5 x speed awareness courses and 2 x FPN's issued. The next visit of the mobile police station is Thursday 24th July 0845-0945 in the village hall car park. The Clerk read a message from Chief Constable Douglas Paxton and Police & Crime Commissioner Tim Passmore regarding police service and performance measures. A public meeting with the Chief Constable and Police & Crime Commissioner has been arranged for Monday 21st July 1830-2030hrs at Market Hall, High Street, Saxmundham.

14.42 WSNT Priorities Setting Meeting Updates/Speedwatch Results – Mrs S Grant attended a meeting with Framlingham and Saxmundham SNT. SNT's are keen for the public to report any suspicious vehicles straight away as number plates are required to catch criminals via CCTV within the Ipswich area. Mr D Hook informed the meeting that the SAVID group are investigating roundel speed signage for wheelie bins and will confirm to PC costings once approved. Mr Barrett's Speedwatch Team recorded 32 speeding drivers in 2 x 1 hour sessions (most >40mph) along Helmingham Road and 4 vehicles doing > 36mph in a 30 min session along Chapel Road. This data influenced the WSNT to monitor traffic along Helmingham Road in June.

14.43 Community Council Report – the main area of concern raised was how to keep the bar area clear and tidy in the village hall. Mr B Childs will attend the next meeting on behalf of PC and will raise the issue of the toilet area needing a refresh of paint. The next meeting is Monday 15th September at 8pm in the back room of the village hall.

14.44 Matters to be brought to the attention of the Council –

- a. Councillors to pass comments and ideas to clerk on ways to improve the website.
- b. Letter received from SARS thanking PC for their continued support and donation of £50.

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- c. A letter was received from SPS confirming membership which gives free entry to Little Hall in Lavenham. Anyone wishing to visit should contact the Clerk.
- d. CD now received regarding consultation on East Anglia THREE wind farm and with Mrs A Lord
- e. Councillors confirmed information received regarding IER (individual electoral registration).
- f. It was noted a letter was received from The Planning Inspectorate to confirm that the Secretary of State has made a decision granting development consent in relation to East Anglia ONE offshore windfarm.
- g. A letter has been received by Vitalise requesting a donation to their services to local people with disabilities and their carers. As the PC already makes a donation to Disability Advice Centre it was agreed not to make a donation to Vitalise at this time.
- h. A letter has been received from SCDC regarding Recycling Tours of the Great Blakenham plant.
- i. A letter has been received from SCDC regarding changes to weekly refuse collections. Mrs J Vaughan will place a notice on the village Facebook page.

14.45 Councillors' reports and items for future agenda –

- a. With one grave of a WWI veteran within the church grounds and numerous names on the war memorial it was agreed that some form of anniversary commemoration should be undertaken. PC to give some thought and item to be added to next agenda.
- b. A complaint has been received regarding HGV drivers remaining overnight on the Hubbards site and the mess left along the pathway. PC to monitor.

14.46 Date of next meeting – Monday 8th September at 7.30pm in the Village Hall (back room)

With no further matters to discuss the meeting closed at 21.15pm

Signed Dated