

Dear Councillor

There is to be a Parish Council Meeting to be held at Otley Village Hall (Back Room) on Monday 17th March 2025 at 7.30pm to which your presence is requested and required.

Public Attendance – Members of the Public are welcome to attend.

AGENDA

- 1.) Chairman's Welcome, Apologise and Approval of Absences
- 2.) To receive Declarations of Interest and Consider requests for Dispensations.
- 3.) Public Forum (For any matters on the Agenda)
- 4.) To resolve that the minutes of the Parish Council Meeting held on Monday 20th January 2025 are a true and correct record.
- 5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery.

6.) MATTERS ARISING – To receive progress on the following -

- a) Neighbourhood Plan Regulation 16 Consultation and Inspection.-
- b) Sport and Play Fund -
- c) Village Hall Roof / Grants -
- d) Dog Bin along Helmingham Road -
- e) Old Map of Village -
- f) Grit Bin on Otley Hill-
- g) Deer Signs -

7. OTHER MATTERS -

- a.) To agree and update the following Policies -
Equal Opportunities / Diversity Equality and Inclusion.
General Privacy
Data Protection
Data Retention & Disposal Policy
Data Protection Impact Policy Assessment
Subject Access Request Policy
Website Accessibility
Standing Orders
Financial Regulation 2025 /26
Code of Conduct

All these policies have previously been circulated two weeks prior to this meeting

- b) Request for funds from Hand Bells Group
- c) Agree Term and Conditions for PK Little John (External Auditors)
- d) CATS (Coastal Accessible Transport Services limited / Volunteer Drivers for hospital visits)

8.) Finance – To Authorise BACS payments, acknowledge any receipts received and payment made since last meeting.

- a) To agree Clerks Salary for January & February 2025 = 24 hours at agreed rate = £312.00
- b) Auditor is booked to take place week beginning 28th April 2025
- c) Agree cost of Footpath Grass Cutting
- d) Donation to East Anglian Air Ambulance of £50.00
- e) Donation to Disability Advice Service of £75.00
- f) Significant Variances

Since the last meeting the following payments have been made

Clerks Salary for November & December 2024 = £286.00
C Ling & Son for Newlands Grass Cutting - £120

Payment received from EB's Locality Budget (one off payment) towards the cost of Parish Council Secure Email System = £258.00

Other Payment made -

Purchase of second battery for old SID = £53.93
ID Asbestos ref VH Roof for Asbestos Refurbishment & Demolition Survey to roof & associated areas, including all samples = £420 including VAT.

To be advised of Bank Balances for the Parish Council Accounts – To be confirmed at the meeting.

9.) PLANNING MATTERS

DC/24/2635/FUL

Address: 2 Little Meadows Drive Otley Ipswich Suffolk IP6 9NW

Proposal: Erect Pvcu Replica Roof Extensions to front sides and rear of property. Following a site visit by one of the Councillors, the Parish Council requested a site visit by East Suffolk Council and for consideration for the application to be referred to the Planning Committee. The Parish Council submitted an Objection to this application. **Application Withdrawn.**

DC/24/4559/VOC

Address: The Old Barn Wood Farm Helmingham Road Otley Ipswich Suffolk IP6 9NS

Proposal: Variation of Condition 2 of DC/23/0369/FUL-Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging points -Dwelling layout adjusted, porch added and other minor amendments. The Parish Council submitted a No Objection to this application. **Awaiting Decision**

DC/24/4477/FUL

Address: 7 Millers Way Otley Ipswich Suffolk IP6 9HF

Proposal: Single storey rear extension. The Parish Council submitted a No Objection to this application. **Application Permitted 11th February 2025**

DC/24/4253/FUL

Address: Otley College Of Agriculture And Horticulture Charity Lane Otley Suffolk

Proposal: HGV training facility for Otley College for HGV's up to 18.75m. The Parish Council have Objected to this application. **Awaiting Decision.**

DC/25/0646/FU

Address: Meadow View Cottage 1 Charity Cottages Swilland Road Otley Ipswich Suffolk IP6 9NE

Proposal: Retrospective application -To retain existing track – To discuss at this meeting.

10) HIGHWAYS MATTERS -

11.) RIGHTS OF WAY / FOOTPATHS -

Your report reference number is: 00500481

ROAD FROM GIBRALTAR ROAD TO SWILLAND ROAD, OTLEY reported on 20/12/2024 Otley Parish Council report that a 40mph repeater sign has fallen off it's bracket and was in the ditch – Response received on 3/02/2025 Highways have visited the location and assessed against Suffolk County Council's Highway Maintenance Operational Plan (HMOP). Unfortunately, at this time they are unable to take further action as this does not meet our intervention criteria. They will continue to monitor the location as part of our routine inspections.

Your report reference number is: 00500482

SWILLAND ROAD, OTLEY reported on 20/12/2024 Otley Parish Council report the this post has both it's 40mph repeater signs missing – Response received on 7/02/2025 Site visit completed and again does not meet the criteria at this time but will continue to monitor.

Your report reference number is: 00500483

CHAPEL ROAD, OTLEY reported on 20/12/2024 Otley Parish Council report the No Stopping sign has been bent over by an unknown vehicle. Also the narrow footpath that it is sighted on prevents parents passing it who have pushchairs. Can the sign be moved up against the school hedge to the benefit of everyone – Response received 1/02/2025 Site visit completed and again does not meet the criteria at this time but will continue to monitor.

12.) SPEED WATCH & SID RESULTS –

13.) COMMUNITY COUNCIL REPORT –

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

Date of next meeting Monday 19th May 2025 Annual Parish Meeting at 7pm followed by Annual General Meeting in the Main Hall.