

Dear Councillor

There is to be a Parish Council Meeting to be held at Otley Village Hall (Back Room) on Monday 16th September 2024 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, Apologies and Approval of Absences.
- 2.) To receive Declarations of Interest and Consider requests of Dispensations.
- 3.) Public Forum (For any matters on the Agenda).
- 4.) To resolve that the minutes of Monday 15th July 2024 are a true and correct record.
- 5.) To receive reports from Elaine Bryce Country Councillor & District Councillor Colin Hedgley.

6. MATTERS ARISING – To receive progress on the following

- a.) Update regarding Emergency Preparation Cards
- b.) Neighbourhood Plan – Next Step
- c.) Update regarding Outdoor Play & Sports Fund -
- d.) Update regarding Churchyard Land -
- e.) Newlands Play Area -
- f.) Councillors Basic Training -

7. OTHER MATTERS -

- a.) Repair of War Memorial
- b.) Old Map of the Village to be donated to Community Council request for Parish Council to purchase a Frame to put it in.
- c.) Quote to replace Notice Board at Newlands
- d.) Request for Dog Poo Bin along Helmingham Road
- e.) Thank you letters to Resident who cleared and tidied up Donkey's Ears and Resident who tidied up War Memorial.
- f.) 1st Responders Evening 1st October 2024 request for Parish Council to pay for the hire of hall for this event
- g.) Purchase of batteries for old SID and Quote for second new SID.

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

- a.) To agree Clerks Salary for July and August 2024 = 27 hours at agreed rate = £351 plus £2.55 for cost of 3 2nd class stamps.
- b.) Poppy Crosses and agree donation to The Royal British Legion
- c.) To agree cost of Annual Insurance at same cost as last year = £304
- d.) To agree cost of Annual Grass Cutting = £1886.78 inclusive of VAT.
- e.) To discuss New Version of Financial Regulations 2024 that were circulated prior to this meeting.

Since the last meeting the following payments have been made

Clerks Salary for May and June 2024 = 30.5 hours at agreed rate = £396.50

Payment to SALC for completion of Audit = £267.60 includes VAT.

Payment for Basic Councillor Training Session 1 & 2 for three Councillors at a cost of £76.80 each x 3 = £230.40

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

9.) PLANNING MATTERS

- a.) To discuss whether site visit should take place for extensions.

b.) DC/23/1457/FUL

Address: Pear Tree Meadow, Ipswich Road Otley, Ipswich

Proposal: Construction of single storey (Paragraph 80) dwelling house with associated vehicle access, sewage treatment plant & landscaping, The Parish Council submitted an OBJECTION to this application. An appeal to the Secretary of State has been submitted. The Parish Council resent their original objections as well as further comments to highlight the number of planning application that have been submitted for this property. A recent Re-Consultation request was received from East Suffolk Council Planning regarding the appeal. Again the Parish Council objected but acknowledge that an ecology report has been carried out. **Application Permitted 12th July 2024.**

APP/X3540/W/23/3329747 AP/23/0071 REFUSE

Address: 1 Charity Cottage, Swilland Road, Otley, Ipswich, Suffolk

Proposal: Retention of use of land for the stationing of shipping containers for storage use. Retention of access track. An appeal to the Secretary of State has been submitted. Parish Council original OBJECTIONS included in this appeal. **Appeal Dismissed 14th August 2024.**

DC/24/2432/P3R

Address: Stanaway Farm Charity Lane Otley Suffolk

Proposal: Prior Notification - Change of use of an existing farm building to commercial use (B8 Storage and Distribution) While the Parish Council raised a No Objection they did raise the issue of traffic. **Application Decided Prior Approval No Required 29th August 2024.**

DC/24/1848/FUL

Address: Land Adjacent 3 Boundary Cottages Ashbocking Road Otley Suffolk IP6 9NH

Proposal: Retention of Engineering works to ditch including culverting. After careful discussion the Parish Council submitted a No Objection to this application. **Application Permitted 20th August 2024.**

DC/24/2387/FUL

Address: Little Owl Barn Otley Bottom Otley Ipswich Suffolk IP6 9NG

Proposal: First floor extension, glazed link to existing ancillary accommodation, internal alterations and construction of cartlodge to front of dwelling. Parish Council submitted a No Objection to this application. **Awaiting Decision.**

DC/24/2844/CLE

Address: The Flat At Bower Field House Helmingham Road Otley Ipswich Suffolk IP6 9NR

Proposal: Certificate of lawful use (Existing) - The first floor flat was formerly a residential annexe and is now occupied as an independent residential dwelling known as 'The Flat'. The Parish Council submitted an Objection to this application. **Awaiting Decision.**

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. **Awaiting Decision.**

10) HIGHWAYS MATTERS

11.) RIGHTS OF WAY / FOOTPATHS

Report reference number is: 00481926

CHAPEL ROAD, OTLEY

Date reported: 18/07/2024

Description: Otley Parish Council report a Paving Slab pushed up by roots. Trip hazard. Being investigated. Email received from Highways on 20/8/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

Report reference number is: 00484707

OTLEY FOOTPATH 021, OTLEY

Date reported: 07/08/2024

Description: Otley Parish Council report that a Finger Post fallen over. Advised works ordered.

Report reference number is: 00484815

OTLEY FOOTPATH 023, OTLEY

Date reported: 08/08/2024

Description: Otley Parish Council report AGAIN the footbridge has broken planks and requires repairing. Health and Safety Hazard. Advised that works have been ordered.

Report reference number is: 00484817

OTLEY FOOTPATH 020, OTLEY

Date reported: 08/08/2024

Description: Otley Parish Council report that the Finger Post has fallen over. Works ordered.

Report reference number is: 00485223

HALL LANE, OTLEY

Date reported: 12/08/2024

Description: Otley Parish Council report a finger post fallen over

Report reference number is: 00485105

OTLEY FOOTPATH 002, OTLEY

Date reported: 12/08/2024

Description: Otley Parish Council Report that the Way Marker is damaged.

Report reference number is: 00487860

OTLEY FOOTPATH 064, OTLEY

Date reported: 03/09/2024

Description: Otley Parish Council reports that a bridge is required over this currently dry ditch. This ditch fills with water in wet periods and the current situation results in very slippery banks both up and down.

Report reference number is: 00487862

OTLEY FOOTPATH 064, OTLEY

Date reported: 03/09/2024

Description: Otley Parish Council report that both the sleepers of this bridge are damaged and require replacing.

Report reference number is: 00487863

CHAPEL ROAD, OTLEY

Date reported: 03/09/2024

Description: Otley Parish Council report that there is a tree root or something else pushing the path up.

Email received from Highways on 04/09/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

Report reference number is 00487869

CHAPEL ROAD, OTLEY

Date reported: 03/09/2024

Description: Otley Parish Council report that the footpath surface between here and all the way North East to Newlands had broken up and become very uneven.

Email received from Highways on 04/09/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

12.) SPEED WATCH & SID RESULTS

13.) COMMUNITY COUNCIL REPORT

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

Date of next meeting Monday 18th November 2024 at 7.30pm Back Room