

OTLEY PARISH COUNCIL

APPROVED Minutes of the Parish Council Meeting held on Monday 15th November 2021

The meeting was held in Otley Village Hall following Government guidelines in relation to Covid 19 rules and regulations.

Present:

Clerk: Mrs Mary Hunt

Chairman: Mr Anthony Ling

Councillors: Mr Martin Liddell, Mrs Susan Courteney, Mrs Sandra Grant, Mr Martin Hunt, Mrs Jayne Vaughan.

District Councillor Mrs Tony Fryatt.

The Meeting opened at 7.30pm

Mrs Abigail Lord joined the meeting via Teams at 7.35pm

21.064 Item 1 Chairman's Welcome and Apologies for Absence. Welcome to a member of the public and Amanda Marks who has been invited to attend regarding the role of Tree Warden. Apologies have been received via email from County Councillor Elaine Bryce.

21.065 Item 2 Declarations of interest to items on agenda – Mr Martin Hunt declared that he is related to the incoming / new Parish Clerk therefore when the Councillors vote to elect her to the position he will abstain.

21.066 Item 3 Public Forum – Amanda Marks spoke about the role of a Tree Warden.

The Tree Council is a charity and umbrella body that brings everyone together with a shared mission to care for trees and our planet's future. There is a national and local network of Tree Wardens, although in East Suffolk there is a shortage.

The role of the Tree Warden is to promote for public benefit, the conservation protection and improvement of the environment through the planting, care, nurture and cultivation of trees throughout their borough. The position is voluntary. Amanda Marks would like to put herself forward, she says she is not an expert but is an enthusiast with a love of trees and nature. She hopes to encourage people to pull together to care for trees and increase the communities interest in nature, trees and hedge rows, along with making people appreciate the work our farmers do, and maybe have a record of which Farmer farms which land. Next year is the Queen's Platinum Jubilee. The Queen's Green Canopy (QGC) is a tree planing initiative created to mark this very special occasion, everyone across the UK is being invited to plant trees from October 2021, when the tree planting season begins, through to the end of Jubilee year in 2022.

A discussion took place about whether an inventory of trees within the parish has ever been completed. It was thought one was completed but some considerable time ago, and if this information is still available to review. A map of Otley Parish and public rights of way may also be useful. Martin Liddell advised that planners and developers have to consider the importance of trees and green spaces when putting plans together to develop residential areas. All planning applications have to prove they are in line with (National Planning Policy Framework) committed to sustainability and protecting the environment etc.

If Amanda Marks takes up the role of Tree Warden she is happy to organise and coordinate the planting of trees, along with tree protection. She would also like set up a website, "Nature Friendly Otley" and a Facebook page where photos and progress of what is being planted can be posted. The Parish Council thanked Amanda for putting herself forward for this role and would like to take her up on her offer. Proposed by Sue Courteney, Seconded by Sandra Grant. It was resolved that Amanda Marks was voted to be Voluntary Tree Warden.

While Amanda Marks is willing to do the work / put her time in for free, she requires a budget to set up and design the website and register the domain name "Nature Friendly Otley". A discussion took place regarding the amount that would be needed to get the project up and running. £500 was agreed on. Proposed by

Martin Hunt and Seconded by Sue Courteney. Amanda was asked to proceed with the setting up of the website, but before publishing it / going live to report back at the next Parish Council Meeting in January 2022 so that the Councillors can review it. Abigail Lord expressed that we have to be careful on how and what is published and who would be responsible for administration of said Website, as there could be legal ramifications. Amanda left the meeting at 8pm.

21.067 Item 4 Minutes of the Parish Council Meeting held on 13th September 2021- It was resolved that the minutes of the meeting, circulated to all members, be signed as correct. All agreed.

21.068 Item 5 Matters Arising -

- a) Appointment of New Parish Clerk. Proposed by Martin Liddell and Seconded by Jayne Vaughan. The new clerk is happy to take up the role on the same rate of pay as the previous clerk. Proposed by Sue Courteney and Seconded by Sandra Grant.
- b) Neighbourhood Plan – Any further update since last meeting. Martin Liddell reports that he has had another meeting with East Suffolk Council, where the final draft is in progress. Consultation with the village will then take place, any comments from that consultation will be included before it goes back to the Council for checking before finally being adopted.
- c) Electric car points – Any further update since last meeting. Abigail Lord to check who to contact regarding the scheme as we need to establish if there is money still available for this project and to let the Parish Clerk know. The Parish Council would also consider making a contribution. Charging points will probably be sited at Millers Way.
- d) Any further feedback re Countywide Code of Conduct Poster? All agreed it is fine to circulate, a copy to the Parish Magazine. Abigail Lord agreed to get a quote for printing copies for a house drop possible from Deben Press in Needham Market.
- e) Defibrillator Battery. New Battery has now been fitted. While there are already Defibrillator posters on display in the village, a discussion around where else a poster should be displayed, it was agreed that one should be posted in the new notice board at Newlands and two at the Church, one on the notice board the other inside the porch.

21.069 Item 6 Finance:

- a) To authorise BACS – Invoice for £75 to cover cost of hire of the Village Hall. Proposed by Martin Liddell and Seconded by Jayne Vaughan. A discussion took place regarding whether the Parish Council would like to continue meeting in the main hall, it was agreed that they would.
- b) To receive and approve payments since last meeting: Mrs Rachel Green Salary July/ August 2021 waiting to be advised of amount. New Clerk Salary September / October 2021 = £143.75, plus Clerks reimbursement signed for Delivery Barclays Bank = £2.06 Total = £145.81. Proposed by Jayne Vaughan and Seconded by Sandra Grant.

Since last meeting the following agreement with Councillors via email the following expenditure has taken place.

One Suffolk Website Hosting = £60.

Community Heartbeat = £151.20.

Cost of refurbishment of the play area =£2,599.92.

We have also received Community Infrastructure Levy (CIL) payment of £1,686.56. To be used on community Projects, some of this monies was used toward cost of refurbishment of the play area see above.

Cost of Poppy Crosses for Remembrance Sunday at Otley War Memorial is £100 this has been paid under Section 142 monies. Thank you to new clerk for arranging these and thank you to Sue Courteney for making the Parish Council wreath and also thank you Jayne Vaughan for donating the Cyclamens.

- c) To receive the financial report from the RFP including bank balances of bank accounts. Unable to provide at this time due to new clerk awaiting access to on-line banking.

21.070 Item 7 Planning

- a) To receive planning decisions

Ref no: DC/21/3545/FUL

Address: Pheasant Cottage, The Green Otley Suffolk IP6 9PB

Proposal: Extension to incorporate an annexe and associated internal alterations, including three bay cart lodge to replace existing two bay garage.
Response required by 17th August 2021
The Parish Council submitted a response of no objection to this application.
Application Permitted 17th September 2021.

Ref No: DC/20/5113/VLA

Address: Land At Hillview Church Road Otley Ipswich Suffolk IP6 9NP

Proposal: Variation of Legal Agreement DC/13/3229/OUT – In accordance with the requirements of the s106, the applicant has agreed to dispose of the affordable housing units to a registered provider. The registered provider requires amendments to the obligations relating to the disposal of the affordable housing units in the event that there is a default on a mortgage or change relating to any of those affordable housing units. Take off next time.

Ref No DC/21/3806/FUL

Address: Wood Farm, Helmingham Road Otley, Suffolk IP6 9NS

Proposal; Conversion of a redundant building to two semi-detached dwellings.

Response required by 3rd September 2021

The Parish Council submitted response of objection to this application.

Awaiting Decision.

Ref No DC/21/4525/FUL

Address: East View Church Road Suffolk IP6 9NP

Proposal: Retrospective Application Retention of single storey rear extension. The Parish Council submitted a response of no objection to this application.

Awaiting Decision.

Ref No DC/21/4536/FUL

Address: 32 Millers Way Otley Ipswich IP6 9HF

Proposal: Balcony of ground floor garden room. Under PD garden room, attic, boot room. The Parish Council submitted a response of no objection to this application

Awaiting Decision.

b) To consider the following application: None at present.

21.071 Item 8 Highways.

a) Traffic lights at B1078 Otley Bottoms. Complaint from a member of the public regarding the length of time these traffic lights have been in situ. Email response has been provided to them. A request for an update on the progress of these works have been requested.

b) E-mail from Estate & Management re traffic calming near the college. They would like to explore the possibility of anything reasonable just for the 50 metres of Charity Lane before the B1078 junction where their staff and students cross the road between the two parts of their site including consider traffic calming signs, 20mph speed restrictions. a crossing or speed bumps.

Tony Fryatt advised that following a Community Partnership Meeting in October there is still money available in the budget for 21/22 to be spent on addressing Road and Traffic Safety. Applications are now being invited from stakeholders until 17th December 2021. This funding should only address Road and Traffic Safety as a priority at this point. Parish Clerk agreed to email contact at Estate & Management with this information along with proposal form, and contact details of who to speak to for advice and support with said application.

c) Cars Speeding on Vine Road and Children a Play Sign. The issue was discussed, Parish Clerk has already made enquires as to whether there is still a Police community liaison officer for our area, and if there is, to request they do a site visit and offer some advice on the matter, following this if it is felt a "Slow Children Playing Sign" would be helpful, this can be explored with Highways. Clerk is awaiting a call back from liaison.

21.072 Item 9 Rights of Way

a) Footpath signs that require attention.

Ref 00335750 Ipswich Road, footpath sign has fallen and needed replacing, rotten bases. Reported on 13/09/21. Works have been ordered.

Ref 00335751 Otley footpath 051, footpath sign damaged and fallen down, needs replacing. Reported on 13/09/21. Works have been ordered.

Ref 00337660 Church Road Direction sign missing from post. New post installed years ago, sign never fitted. Reported on 30/09/21. Location visit has taken place and assessed that at this time does not warrant remedial action, but will continue to monitor as part of routine inspections.

Ref 00337635 Otley footpath 069 E-422/052/0 sleeper bridge at the bottom of track where it meets E-422/069/0 needs wire nailed to it. Reported on 30/09/21. Works have been ordered.

Ref 00337640 footpath 061 E-422/070/0 Steps in bank down to footpath E22/060/0 dangerous, needs cutting back in gravel or hardcore on top. Reported 30/09/21. Works have been ordered.

21.073 Item 10 To receive the District & Council Councillor's Report.

Elaine Bryce Parish Report November 2021 -The following areas were covered in this report.

HEALTH – Extra Covid 19 Support coming to Suffolk.

TRANSPORT – Cabinet to study £50 million plan to boost Suffolk Bus Services. For more information see [Bus Back Better strategy for England](#) (GOV.UK)

LORRY ROUTE PLAN REVIEW IN SUFFOLK – The technical and Community led review of lorry routes that considers changes to the highway network since the plan was updated in 2011. For more information see Lorry Route Plan Review Suffolk County Council.

ENVIRONMENT – Suffolk continues to create the greenest county with £150,000 for new trees. On October 15th a joint bid by a number of Suffolk's authorities has secured funding from the Forestry Commission to plant around 3,000 trees this coming planting season.

Suffolk Businesses work hard to ensure we achieve net zero carbon by 2030 - Creating the Greenest County Awards 2021 sponsors show how they are making a difference.

PLANNING AND INFRASTRUCTURE – MPs from Norfolk, Suffolk and Essex and County Councillors, have united to protect the countryside and communities from the worst impacts of new pylons and cables. It was announced on October 12th that the Off Shore Electricity Grid Task Force (OffSET) has been set up to review and respond to the Government's Offshore Network Transmission Review (OTNR).

Suffolk County Council pledges to take its outstanding Sizewell concerns to the Secretary of State and the Government. - As the Sizewell C Examination draws to a close, Suffolk County Council has set out in its final response. They have raised a number of concerns, to take up directly with the Government's Secretary of State on behalf of the communities of Suffolk, along with continuing to use the opportunity to promote the community's response as well as influencing many aspects of the initial proposal in a much more considered proposition. The latest proposals include a promise of a great deal of new investment from the energy supplier into local infrastructure, upskilling local people & compensating the local economy & environmental impacts that the project would pose if it went ahead.

EDUCATION – 500th independent journey made by young people and adults with SEND.

The full transcript of Elaine Bryce Report can be found on the Parish Council Website.

November Ward Report by Tony Fryatt

Environmental Activities - East Suffolk have been very active to plan what we could be doing for the drive to zero carbon emissions during the COP26 activities. Pledging to become a carbon neutral council by 2030, and look for environmental benefits in everything we do.

Protection, education and influence -We will use our influence at all levels, our regulatory functions and appropriate enforcement to protect our natural environment including our outstanding coastline. As well as working through our community and business partnerships to achieve environmental gain and establishing a network of environmental champions throughout the district.

Free event focuses on eco-friendly agriculture - A free online event is taking place next month to explore examples of eco-friendly agriculture in East Suffolk and how others can follow. Titled 'Farming Today, Fit for Tomorrow', attendees can learn more about sustainable farming and how we can all help to fight climate change by thinking about how our food is grown. Organised by the [East Suffolk Greenprint Forum](#), the event will include guest speakers from Suffolk Farming & Wildlife Advisory Group, Oak Tree Community Farm, Maple Farm Kelsale, Peach and Pippin, Wakelyns Agroforestry and Fobbing Farm. The event is taking place on 19th November 2021 2pm to 4pm on Zoom, open to all but registration is required.
https://my.eastsuffolk.gov.uk/service/Greenprint_Forum_event_registration

Surveys and consultations Currently running some surveys and consultations we want to encourage participation as feedback from people in East Suffolk is invaluable and helps us ensure we're making the right decisions for our communities. East Suffolk Survey which closes on 29th November 2021
<https://eu.surveymonkey.com/r/EastSuffolkSurvey>

The Affordable Housing Supplementary Planning Document.
<https://eastsuffolk.inconsult.uk/ESAFFHSGDRAFT/consultationHome>

The Sustainable Construction Supplementary Planning Document.
<https://eastsuffolk.inconsult.uk/SUSCONSPDDRAFT/consultationHome>

The draft East Suffolk Cycling and Walking Strategy.
<https://storymaps.arcgis.com/stories/cbc57e4a9cc24e4ee7d174fb34b1bf0e>

Social media We keep our communities up to date in a variety of ways and social media has an important role to play.

Facebook: www.facebook.com/eastsuffolkcouncil
Twitter: <https://twitter.com/EastSuffolk>

Community Partnerships -The Community Partnership meet in early October they presented an outline plan for funding proposals for the rest of the financial year.
The organiser of the partnership writes: There is approximately £15,000 remaining in our budget for 21/22 which should be spent on addressing our current priority – Road and Traffic Safety.

Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule. - The Community Infrastructure Levy (CIL) is "a charge which can be levied by local authorities on new development in their area. It is an important tool for local authorities to use to help them deliver the infrastructure needed to support development in their area" (Planning Practice Guidance on CIL). CIL works alongside planning obligations (made under Section 106 of the Town and Country Planning Act 1990), which are used to secure on-site infrastructure and some other elements, the most significant of which is often affordable housing. To view the consultation material, including supporting information, please visit www.eastsuffolk.gov.uk/planning-policy-consultations.

The full transcript of Mr Tony Fryatt's report can be found on the Parish Council Website.

21. 074 Item 11. To receive Police Statistics from Suffolk Police website/ WSNT Priorities.

Two reports in September 2021

Little Meadows -Violent and Sexual Offences. Further investigation not in the public interest.

Newlands – Anti Social Behaviour, No details.

21.075 Item 12. Speed Watch Results – None.

b) Feedback from Road Traffic Workshop attended by Mr Martin Hunt, he advised that there were over 20 people who took part in the workshop over Zoom. There are limited monies / budget available to communities for various schemes such as Walk to School. Other ideas include Car pooling, engaging with school communities around road safety etc.

21.076 Items 13. Amanda Marks to speak about the role of Tree Warden. See item 3 Public Forum for details.

21.077 Item 14. Matters to be brought to the attention of the Council - Community Council meeting next week, Anthony Ling agreed to attend this meeting. A letter from the Community Council has been received which was read out thanking the Parish Council for their financial assistance with the refurbishment of the play area.

21.078 Item 15. Councillors reports & items for future agenda. Each Councillor is requested to use this opportunity to report minor matter's of information elsewhere on the agenda and to raise items for future agendas.

A suggestion was put forward for the Community Council and the Parish Council to purchase a Christmas Tree to be set up just outside the Village Hall cost between £25 to £30 Proposed Sandra Grant and seconded by Jayne Vaughan.

Jayne Vaughan agreed to compile a list of the Parish Council's responsibilities, this has now been completed and is ready to be advertised. The Community Council are planning to do a similar thing, so that the village is aware of what each organisation is responsible for.

Martin Liddell has copies of the Landscape maps of Millers Way if anyone would like one. It is understood that there is some planting due to take place on the lagoon, trees and vegetation etc. It would be good to have a date when this planting is completed, and whether the area will require maintenance.

Abigail Lord put forward a suggestion for someone to join the Parish Council, it was suggested that they be invited to attend the next meeting.

The member of the public who has attended tonight's meeting would like to join the Parish Council, they were asked to send their details so they can be co-opted at the next meeting.

Meeting finished 8.55pm.

Date of Next Meeting 24th January 2022. 7.30pm.