

Minutes of Annual General Meeting held on Monday 15th May 2023.

The meeting was held in Otley Village Hall

Present:

Clerk: Mrs Mary Hunt
Chairman: Mr Anthony Ling (AL)
Councillors: Mr Martin Liddell (ML) Mr Martin Hunt (MH) Mrs Sue Montgomery (SM) Mrs Emma Flint (EF) Mr Mike Bowers (MB) Mr Gavin Grant (GG) Mrs Claire Gasson (CG)

The meeting opened at 7.40pm following on from the APM Meeting.

1. Nomination to Chair Meeting – AL was proposed.

2. Acceptance of Office - Chairman - was proposed by SM and seconded by MB. **It was resolved** that AL would continue to be the Chairman for Otley Parish Council. All in favour. Declaration of Acceptance of Office was signed.

3. Appointment of Officers Vice Chairman MB was proposed by SM and seconded by MH **It was resolved** that he would be Vice Chairman of Otley Parish Council. All in favour.

| | |
|--|---|
| Otley Community Council representative - | Rotating* |
| SALC representative - AL | |
| Responsible Finance Officer - Mary Hunt | Clerk* (It was noted the MH was re-elected as RFO.) |
| Service Administrator - Mary Hunt | Clerk* |
| Emergency Planning Officer – Martin Hunt | |

Finance Committee - MH AL, MB GG* (Meets once a year in November to set Budget for following year).
Planning Committee - All Councillors*
Rights of Way – GG
Delegated Human Resources Person - AL

(* Voting en bloc, all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms were signed by all Councillors present. Proposed by SM and Seconded by EF.

4. Apologies for absence - Apologies for absence have been received from Mrs Abigail Lord these were accepted.

5. To receive member's declarations of interest to items on agenda – None.

6. Public Forum (for any matters on the agenda) – Yes

A PCC representative came to the meeting to discuss the matter of the church obtaining some additional land for the churchyard. The background to this is, when Laurence Homes came to Otley 10 years ago, to do their consultation they spoke to various groups and said they would like to do something to support the village. A suggestion was put forward for Laurence Homes to gift a small piece of land (less than an acre) to the churchyard. This was agreed in principle but there was then a query that if the land was transferred / gifted, who would pay any legal fees. In preparation for this possibility, the church approached the Parish Council in July 2017 to ask if they would pay some money towards any fees that they may incur. At the time it was agreed and minuted that the Parish Council would contribute up to £1500. The Parish Clerk at the time also wrote to the Church to confirm this offer. For various reasons the situation has not been pursued until now. The PCC wishes to approach Laurence Homes to see if the gift of said land is still available and in preparation they wanted to confirm that the offer of the £1500 was still available from the Parish Council.

Because of the time lapse prior to this meeting the Clerk contacted SALC to check that it is still appropriate for the Parish Council give money to this project. The reply from the SALC Team as follows - The restriction is on 'works' relating to the church or an ecclesiastical charity, so paying the legal fees would not be a problem and the Council could do this if it wishes. NALC have confirmed previously that such expenditure is permissible. The relevant power would be S214(6), Local Government Act, 1972 as below, which is uncapped A burial authority may contribute towards any expenses incurred by any other person in providing or

maintaining a cemetery in which the inhabitants of the authority's area may be buried. Following a discussion it was agreed that the offer of £1500 towards possible legal fees still stands. Proposed by ML and seconded by SM. The PCC will now discuss the matter and will keep the Parish Council informed of progress.

7. To sign the minutes from previous meeting - Minutes from Parish Council Meeting held on 20th March 2023 was agreed as a true record Proposed by EF Seconded by MB

8. To receive reports from County and District Councillors – Dan Clery previous gave a short address at the APM

9. MATTERS ARISING – To receive progress on the following -

a) Neighbourhood Plan – In view of ML possibly moving from the village in the near future he has handed over the Neighbourhood plan to GG who gave an up date on where we are with said plan. He and the resident in the village who has been helping with this project have been doing a great deal of the computer work, going through all the different sections making sure they reflect what has been put together. They have also obtained a price for an Independent Consultant to scrutinise the plan when its finished, which would be no more than £2,000, it is hoped that we would be able to apply for funding to cover the cost of the Consultant. The only other costs involved would be the hire of the village hall and publicity as well as a 6 week consultation period. Very much an ongoing process. ML suggested that the plan does need some kind of formal leadership / chairperson. GG agreed to discuss the matter of chairperson, with the resident who has been assisting, and also put a considerable amount of work into the plan.

Elaine Bryce County Councillors Arrived at 8.05pm – She gave her report highlighting the following Violence Strategies, Tree planting nearly 2000.000, Renewable Energy, New SEND (Special Educational Needs and Disability) Funding and places. Highways contact has changed to now provide Milestones Infrastructure due to take over shortly. Full details for her Annual Report for 2023 can be found on the Website. It should be noted that in the last year through her locality budget Elaine has supported several project in the village, The Community Orchard, The Start up for the Community Choir (TOADS) and Community First Response Project.

b) Community First Response – MB give an update, all five of the original volunteers have now been trained. A 6th person in village has come forward to volunteer and now going through the training. How the service works, if you ring 999 you get through the Chelmsford East of England Ambulance Service, they look at the Responders in the village, and alert them via the MMA phone at the same time they will dispatch an ambulance, which may take some time, meanwhile the Responders attend and provide appropriate treatment and monitoring until the Ambulance arrives to take over. The service went live 2½ weeks ago, in the first four days they had eight calls. The Responders provide cover 24 hours a day, via a rota, it can get busy. Because they have only been running a few weeks full statistics of how many calls they have covered are not yet available but will be in the near future.

c) Village Sign – Has been fully refurbished, it was completed and put back up in time for the Kings Coronation.

d) Reflective mirror at junction of Chapel Road, Church Road and Helmingham Road (Post Office Corner.) Following a request from a resident this has been investigated, the clerk contacted Suffolk Highways the outcome was they would not approve the erection of mirrors they maintain, for the following reasons – Can increase risk and reduce safety due to reflected light, interfere with a driver's vision, a distraction, reduce the ability to judge an oncoming vehicle's speed, create an unreasonable dependence on the mirror, risk of vandals and broken glass.

10) OTHER ITEMS

a) Defib – MB has kindly agreed to do deal with the Defib if it happens to be deployed / used whilst the Clerk is on holiday later this month.

b) Request from PCC to fund legal costs towards purchasing Churchyard Extension – This was covered earlier under Public Forum item 6.

c) To agree updated Code of Conduct for Councillors. Version Approved 3rd 12.2020

Updated 19 January and 17 May 2021. Prior to the meeting this document had been sent round to all the Councillors to read and review. There was a discussion on point 10 Points 10.1 and 10.2. Page 8. Gifts and hospitality as a Councillor, and what is considered a personal gain. The statement does appear to be a bit confusing. It was acknowledge and agreed that if Councillors were offered any kind of gifts or hospitality to register / declare it to the monitoring office including if they had been offered but had refused to accept.

Councillors agreed to adopt this updated version of the Code of Conduct, Proposed by MH & Seconded by SM.

d) Discuss ANPR Camera Scheme – Do we wish to take part in this scheme, having access to an ANPR Camera for a two week period. Following discussion a vote took place, four in favour, three against. Clerk will contact Suffolk County Council to advise that the Parish Council is interested in taking part and to be put on the list to have said Camera when one becomes available.

e) Open Meeting following Lorry Survey – Clerk has had contact from the Parish Clerk from Clopton regarding the Lorry Survey that was completed some time ago. As a result of this they have approached Highways to have a meeting with them to further discuss the issue of lorries coming through the villages. It is hoped that this meeting would take place sometime end of May / June. It was felt the main areas of concerns were Helmingham Road, Church Road and Otley Hill. (In particular unmarked white Lorries).

11) FINANCE

a) To authorise BACS payments and approve payments since last meeting -

To agree Clerks Salary for March and April 2023 = 22 hours total @ agreed hourly rate = £253.00 Proposed by ML and Seconded by GG

b) To agree Annual SALC Membership Subscription for 2023/24 = £329.59 (Less than last year). Proposed by EF and Seconded by GG

c) Clerk request the following stationary (set of ink jet cartridges and 2 reams of paper) @ cost of approximately £100. Proposed by MB and Seconded by SM

d) To sign off CIL Report from 1st April 2022 to 31st March 2023. (Ref CIL Monies of £1,686.58 received October 2022). Signed by Chairperson.

e) Annual Significant Variance Report and any other documents relating to end of year, signed by Chairperson.

f) To receive financial report from the RFO previously shared at APM.

g) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR) Read out by Chairperson before they signed it in the presence of the Councillors.

Items d, e and g **All in Favour.**

h) Audit Documents to be submitted to SALC, Audit booked for week beginning 19th June 2023.

Documentation to be published by 1st July 2023. Date for period of exercise of public rights will be Monday 3rd July – Friday 18th August 2023.

Since last meeting the following payments have been made -

Community First Response Project = £250 to cover cost of phone for one year..

Payment to Carle Vince for refurbishment of Village Sign = £485

Since the last meeting the following receipts / Funds have been received -

Further CIL Monies of £1,737.66 received on 18th April 2023.

Reclaimed VAT of £1,441.57 received on 21st April 2023.

Precept paid as one lump sum of £5,863.33 on 28th April 2023.

Total funds in the Business Premium Account = £13,427.54 and in the Community Account = £1,485.49.

12) PLANNING MATTERS.

DC/23/0369/FUL

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

Proposal: Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging point. The Parish Council submitted NO Objection. Application Permitted 25th April 2023.

AP/22/0072/ APPEAL

Address: Land at 1 Charity Cottage Swilland Road Otley Suffolk IP6 9NS

Proposal: Retention of use of land for the stationing of shipping containers for storage use.

Retention of access track. The Parish Council Submitted AN Objection to the original application and this objection still stands. Appeal dismissed 12th April 2023.

DC/23/0014/FUL

Address: Land off Millers Way, Church Road, Otley IP6 9HF

Proposal: Construction of five single storey dwellings including one affordable unit. The Parish Council submitted NO Objection to this application. Awaiting Decision.

DC/23/0643/FUL

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

Proposal: Conversion and extension of former dairy building to dwellings and extension of residential curtilage. The Parish Council submitted a NO Objection to this application, but commented there is no 1st floor bedroom windows, if any are added they could overlook gardens of adjacent housing. Revised plans were submitted showing four roof lights for 1st floor Master Bedroom, placed high up in the main roof of The Old Dairy, no windows have been included at 1st floor level in the eastern elevation to avoid overlooking issues. The Parish Council again submitted a NO Objection but suggested a condition of the 1st floor lights should be at least 1800mm above 1st floor level to avoid overlooking. This application has since been withdrawn.

DC/23/1650/LBC & DC/23/1649/FUL.

Address: Shrubbery Cottage, Chapel Road, Otley, Ipswich, Suffolk IP6 9NT.

Proposal: Listed Building Consent – Extend into and raised the roof space above single storey utility room. One of these application is due to the property being listed. To discuss comments required by 24th May 2023.

13) HIGHWAYS MATTERS – Pot holes on Helmingham Road, and down towards Hope cottage.

14) RIGHTS OF WAY.

Reference number is: 00397964

OTLEY FOOTPATH 064, OTLEY

Date reported: 06/04/2023

Description: Otley Parish Council report Bridge planks are damaged on Otley Footpath number 64

Reference number is: 00397965

OTLEY FOOTPATH 064, OTLEY

Date reported: 06/04/2023

Description: Otley Parish Council report that bridge planks are missing where it crosses into the meadow.

Reference number is: 00402161

OTLEY FOOTPATH 018, OTLEY

Date reported: 05/05/2023

Description: Otley Parish Council report that the finger post base has rotted off and fallen over. Works have been ordered.

15). SPEED WATCH & SID RESULTS – No speed watch result. SID results Report Generated on 15/05/2023 traffic report from 1/04/2023 to 15/05/2023 85th Percentile Speed = 35.7MPH, Vehicles = 34,282 counts. 50th Percentile Speed = 30MPH Average Speed 30.2MPH. Max Speed = 85 MPH recorded on 3/05/2023 in the early hours. Total Vehicles Counted = 40,332.

16). COMMUNITY COUNCIL REPORT – Previously shared at the APM.

17) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS.

For agenda for next meeting Bowls Club.

DATE OF NEXT MEETING 17th JULY 2023 at 7.30pm

Meeting Closed at 9.15pm.