

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18th November 2024. This meeting was held in Otley Village Hall (Back Room).

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO)

Chairperson: Mr Anthony Ling (AL)

Mr Gavin Grant: (GG)

Mrs Emma Flint: (EF)

Mr Miles Ellis: (ME)

Mr Martin Hunt (MH)

Mrs Claire Gasson (CG)

Mrs Abigail Lord (ABL)

Meeting started at 7.30pm

AGENDA

1.) Chairman's Welcome, Apologies and Approval of Absences. Apologies have been received from Mr Mike Bowers (MB) and County Councillors Elaine Bryce (EB) These apologies were accepted.

2.) To receive Declarations of Interest and Consider requests of Dispensations. ME declared an interest in the following items on the agenda Item 6 d) ref the quote to repair / replace the notice board at Newlands.

3.) Public Forum (For any matters on the Agenda) None

4.) To resolve that the minutes of Monday 16th September 2024 are a true and correct record. Agreed Proposed by ME and Seconded by GG

5.) To receive reports from Elaine Bryce Country Councillor & District Councillors – Apologies received by EB No apologies received from DC at the time of this meeting. Reports from both County Councillor and District Councillors were circulated prior to this meeting.

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

a.) Neighbourhood Plan Update – GG gave a progress report to say we are waiting for the basic condition statement to reviewed and checked over by Ben Norton (Neighbourhood Plan Consultant) It is hoped this will be done shortly, as soon as this has been completed GG will send an email round to notify the Councillors and members of the Neighbourhood Plan group. Once this has been completed the plan can then be submitted to East Suffolk Council.

b.) Update regarding Outdoor Play & Sports Fund Update – From previous discussions this fund £60,000 was going to be spent on play equipment, resurfacing the village hall car park and a replacement mower for the Bowls Club, however the Parish Council has just received some more CIL monies to the total of £27,016 from Miller's Way Housing Development and works involving Boundary Cottage. In view of this there are other options that could be considered –

i) Using the CIL monies to resurface the car park which is going to cost between £25,000 to £30,000 it would then leave more funds available to spend on the other projects that are being considered. Or

ii) The CIL monies could be used to replace the village hall roof which desperately needs doing. AL has arranged for a roofing company to provide a quote for these works. This quote would include stripping the roof, remove the asbestos, new insulated roof,, new guttering and double glazed windows. While it was acknowledged that this would be a costly project ie (removing the asbestos is likely to cost between £15,000 to £20,000.

In discussion it was felt that the Village Hall was an integral part of the village and our community. Along with the £27,016 CIL money just received the Parish Council still has other CIL monies which could be put towards the project. The Community Council could also possibly provide some funds towards the cost of the windows as well as looking at applying for grants and other funds, the total cost of the project would come to around £50,000. The Outdoor Play & Sports Fund can then be used for the projects previously highlighted above. It was agreed in principle that the CIL monies that Parish Council holds will be used towards the replacing of the village hall roof etc.

c.) Dog Bin along Helmingham Road – At the meeting in September the Councillors had agreed up to £150 for the cost of a dog bin to be sited along Helmingham Road, near the village boundary. The Clerk contacted East Suffolk Council to make the request and was advised that the cost would exceed the £150. ESC had carried out a site visit and would be happy to place a bin at the sited location, but because this is Suffolk County Highway's land there will be a charge of £160 to obtain a licence and the cost to supply and install 1 x Glasdon 25 litre dog bin would be £316 plus VAT. Giving

a total cost of £476 plus VAT. Clerk was able to confirm that the licence is a one off cost and the bin would be emptied the same as the others in the village. In view of these costs this matter was brought back to this meeting for further discussion. Following a vote of 4 in favour and 3 against, Proposed by ABL and Seconded by ME, it was agreed that the Parish Council would go ahead with the purchase of said bin, but it was also acknowledged that once this bin has been installed a reminder to residents should be put out on the Village Facebook page about the appropriate use of dog bins etc ABL has offered to do a poster to help explain this.

d.) Notice Board – The notice board at Newland needs replacing. Three quotes have been obtained and were discussed. It was agreed that the Parish Council would accept quote from Mr J Ellis for £1,000 the notice board would be made of Oak and the legs from the present one be reused. It was felt that this would match the one that is situated next to the Dr Surgery. Proposed by ABL and Seconded by CG.

e) Discuss cost for Frame for Old Map of the Village – This map has been kindly donated to the village by Christine and Brian Childs. CG has obtained a quote to get this framed at the Fraser Gallery Woodbridge, 3 cm black wooden frame in glass = £180, Acrylic = £220. It was agreed to have the map framed with Acrylic as its lighter and safer Proposed by EF and Seconded by ME. The following wording was suggested to go on the bottom of the frame “Gifted to Otley Parish Council by Christine and Brian Childs” It is planned for the map to be hung in the Village Hall and be unveiled at the Fete. CG will now arrange the framing and GG will let Christine and Brian know about these arrangements and are check they are happy with the suggested wording.

f.) Community First Responders - Thank you to the Community First Responders for providing a training evening for the village on the 1st October on the use of Defib and Resuscitation, those who attended found it very useful and informative.

g.) War Memorial repair – Thank you to Mr J Ellis for completing the repair and also to the Community Orchard for recently planting some bulbs around the Memorial.

7. OTHER MATTERS -

a.) Grits Bins -Thank you to those Councillors who assisted with checking and the removal of two damaged Grit Bins at Newlands and Post Office Corner. The bin on Otley Hill also needs emptying and removing but it was felt this was too dangerous for Councillors / Volunteers and would possibly require a road closure. While Highways have advised that it is the responsibility of the Parish Council to empty and remove old grit bins. (They are only responsible for refilling them.) Clerk has sent an email to Winter & Soft Estate Highways to ask if on this occasion they would consider removing this bin under Health and Safety grounds, as no response has been received. It as suggested that if the Clerk did not hear anything back within a couple of weeks to contact EB County Councillor to ask if they are able to assist with this matter. Highways have also been informed that the replacement bins are now in place at Newlands and Post Office. A discussion took place regarding whether once this bin has been removed would it be necessary for it to be replaced as the road is gritted to enable the school buses to get through. It was felt on balance that a new bin should be purchased. Proposed by ABL and Seconded by ME.

b.) To agree Precept and discuss proposed Budget for 2025/26 which was circulated prior to this meeting – The finance group met on the 4th November 2025 to consider the Precept and put together the Budget for 2025/26. They would like to suggest that the Parish Council keep the tax charge the same as last year 2024/25 (£18.26) per household which would show as a 0% change on the 2025/26 council tax bill giving a Precept of £6,221.55, following discussion this was agreed. Proposed by EF and Seconded by GG. Clerk to request Precept of £6,221.55.

The Budget for 2025/26 was gone through, things of note are Capital Expenses allowed £500 for Dog Poo bins along Helmingham Road and £500 for the Neighbourhood Plan although this may not be needed, it was felt it should be included just in case there is any unexpected expenditure. Although £500 had been allowed for the new notice board this needs to be increased to £1,000 to cover the cost that was agreed earlier item 6) d. The expenditure for the additional grit bin and the picture frame will be included /spent from this year budget 2024/25. These minor changes were made at the meeting. Budget for 2025/26 was agreed Proposed by CG and Seconded by ABL.

c.) ME wishes to undertaken Councillor Planning Training Webinar One and Two – Agreed Proposed by ABL and Seconded by EF

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

a) To agree Clerks Salary for September & October 2024 = 26.5 hours at agreed rate = £344.50 Proposed by CG and Seconded by GG

b) Payment for Email System cost of renewal = £ 288.00 Proposed EF and Seconded by MH

Since the last meeting the following payments have been made

Clerks Salary for July & August 2024 = £353.55

Payment to The Royal British Legion = £100

Payment to Zurich for Annual Insurance = £304

Payment for Annual Grass Cutting = £1886.78

Replacement Batteries for old SID = £53.93

Other Payment made -

Annual payment to Community Heartbeat = £162

Annual payment to Website Hosting = £60

Cost for two replacement grit bins = £299.98

Bank Balances as follows - Current Account = £ 1,839.32 and Business Account = £ 46,302.81 this includes £27,016 that the Parish Council has recently received in CIL money.

9.) PLANNING MATTERS

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. **Application Permitted 1st November**

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. **Application Permitted 17th October 2024**

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 - None

11.) RIGHTS OF WAY / FOOTPATHS -

The following Footpaths have recently been repaired

- 1.) Sleeper Bridges between Haag's field and Wood Farm.
- 2.) Bridge from Wood Farm to Parishes Meadow
- 3.) From Parishes Meadow onto bottom end of Haag's Field

Other works planned included FP 15 and 23

The ditch between Greenways and the top of Haag's Field is still outstanding.

Reference Number is 00493738 Ipswich Road Otley / Near Pear Tree Farm

Date Reported - 18/10/2024

Description – OPC reports this footbridge is very dangerous, Health and Safety issue. Footbridge has now been replaced.

Reference Number 00495545 Gipsy Lane

Date Reported – 5/11/2024

Description – Please investigate, Centre panel rotting, very slippery, wire mesh well worn – Not the responsibility of Highways. Clerk to contact Landowner to establish if they wish to repair or close it.

12.) SPEED WATCH & SID RESULTS

Speed Watch results a couple of sessions have been run at both there were usual speeders doing around 40mph.

Sid Results were circulated prior to this meeting. A Battery has now been purchased, for the old SID which should enable it to be set up and used again.

13.) COMMUNITY COUNCIL REPORT – The annual firework display was well attended and raised around £1,000 for the Community Council Funds. Sadly the Christmas dinner and dance was cancelled due to a lack of interest. Consideration is being given to sending out a Questionnaire to ask residents what events they would like to see in the village.

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

The church Graveyard has been removed from the Agenda for the time being as further work is required before it can be brought back for Councillors to have any further discussions.

Date of next meeting Monday 20th January 2025 at 7.30pm Back Room

Dates for the rest of 2025. 17th March, 19th May, 21st July, 15th September & 17th November 2025.

Meeting Closed at 8.50pm