

Minutes of Annual General Meeting held on Monday 16th May 2022.

The meeting was held in Otley Village Hall

Present:

Clerk: Mrs Mary Hunt
Chairman: Mr Anthony Ling (AL)
Councillors: Mr Martin Liddell (ML) Mrs Sandra Grant (SG) Mr Martin Hunt (MH) Mrs Sue Montgomery (SM) Mrs Emma Flint (EF)

The meeting opened at 7:50pm following on from the APM Meeting.

1. Nomination to Chair Meeting – AL was proposed by ML and seconded by MH. All in favour.

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

3. Appointment of Officers Vice Chairman- ML was proposed by MH and seconded by SG. **It was resolved** that ML would continue to be Vice Chairman. All in favour.

Otley Community Council representative -	Rotating*
SALC representative -	AL*
Responsible Finance Officer -	Clerk*
Service Administrator-	Clerk*
Emergency Planning Officer -	JV.*

Finance Committee - AL, ML, JV & MH*

Planning Committee - All Councillors*

Rights of Way – JV*

Woodbridge SNT/Priorities Setting Meeting representative - MH*

Delegated Human Resources Person- AL & ML*

(* Proposed on block by SM and seconded by EF 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 where necessary.

4. Apologies for absence - County Councillor Elaine Bryce & District Councillor Tony Fryatt (already attended the APM earlier), Mrs Jayne Vaughan (JV) & Mrs Abigail Lord (AL) apologies were accepted. The following day Mr Mike Blowers (MB) sent his apologies via email.

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

6. Public Forum (for any matters on the agenda) - None

7. To sign the minutes of the Parish Meeting held on 14th March 2022 as a true record. Proposed by MH
Seconded by ML.

8 Matters Arising:

8a) Neighbourhood Plan - Any further updates since last meeting, ML advised that it should be completed, work commitments permitting, within the next 4 to 6 weeks. He also provided feedback from the Suffolk Coastal Local Plan Workshop he attended via Microsoft Teams on 31st March 2022. The purpose of the workshop was Preparation of Housing in Clusters and Small-Scale Residential Development in the Countryside Supplementary Planning Document. It was unclear if the workshop was to clarify the designation of a cluster or to dissuade them. The demonstration plans were not to scale so it was difficult to visualise. Waiting for draft recommendation for the implementations of Clusters, and full clarification of the policy etc.

8b) Electric Car points - Register of interest form has been completed & returned via email as requested By Environmental Strategy Officer from Suffolk County Council. Included on the form were the contact details of who to contact for further discussion regarding a possible electric charging point. No further response has been received regarding this matter.

8c) Countryside Code of Conduct Poster – Update on printing the poster, this is in progress.

8d) First Responder advert for Facebook – Carried forward to next meeting.

8e) Jubilee Benches – Laurence Homes have kindly agreed to buy a Jubilee Bench for the Village. The Parish Council had previously agreed to buy two benches, following discussions it was agreed that two benches previously agreed on would be purchased, one would be for the Community Orchard the two seater the other possible location could be Rubin's Wood opposite Otley Hall on side of Laurence Homes. ML agreed to take some photos of other locations, before final decision is made for the site of the second bench.

8f) Carried forward from March meeting - Discuss equipment for Speed Watch a) Second Camera b) PV Panel, It was agreed that some prices and options to be researched and then sent round to Councillors before next meeting. A discussion also took place regarding possibly having Speed Watch equipment permanently on Helmingham Road. It is understood that Crowfield Parish Council have recently purchased new equipment, including a PV panel. Clerk to make contact with them to ask about it.

8g) Community Partnership Members invitation – The Parish Council have received an e-mail from Andrew Jolliffe Communities Officer on 22th April 2022. to invite us to join this group. Clerk was asked to contact Andrew to ask for some more information, such as how often they meet, where and level of commitment etc.

8h) Willow Tree on Chapel Road has died, we believe that it was poisoned, it was agreed this was a great shame.

8i) Tree Guard for Parish Council Oak Tree – Photographs of suggested Tree Guard from Designer Metal Suffolk Ltd Tree Guard Specialist in Elmsett was sent round to Councillors to consider in preparation for today's meeting, following discussions a full guard painted black at cost of approximately £130 plus VAT was chosen. Proposed by SC & Seconded by EF. It was asked if anyone is watering our tree, AL confirmed that Chris Taylor is kindly seeing this task.

8j) To discuss Planning Application DC/22/1361/FUL Land at 1 Charity Cottages Swilland Road – Following a discussion it was agreed that the Parish Council would be objecting to this application, on the grounds that the application is not conforming to the terms of the permissions.

8k) Clerk will be away on holiday for the September 2022 meeting, discuss approaching previous clerk to take the minutes for that meeting. Councillors agreed they were happy for previous clerk to be approached.

9. Finance:

9a) To authorise BACs for the following payments -

SALC Membership Subscription for 2022/23 = £343.00 Proposed by SG & Seconded by EF
Licence for Newlands 1/1/2022 to 31/12/2022 = £48.83 Proposed by ML & Seconded by SM
Clerks Salary March/April = £ 218.50 Clerks Expenses None Proposed by ML & Seconded by SG

9b) As agreed at the March meeting the following payments have been made -
Contribution to B1078 Gibraltar Crossroads 40 mph Agreed solution funding =£625
Tree Warden invoice (Receipts Supplied) for setting up website = £525.03

9c) Re-submission of On-Line Banking Risk Assessment to include Risk relating to storage of Debit card
Proposed by ML & Seconded EF Clerk can now proceed with ordering Debit Card.

9d) To receive financial report from the RFO previously shared at APM. Bank balances of bank accounts
Current Account = £ 1,692.48 this includes VAT of £917.89 that was deposited on 6th May 2022.
Business Premium Account: = £12,823.30 this includes Precept of £5,343.75 as one lump sum received on 29th April 2022. Proposed by SM & Seconded by SC

9e) Acceptance of End of Year Accounts and Annual Governance Statement.(Documents for AGAR) and notification to Councillors of Significant Variances. Read out and agreed by all Councillors present and signed by Chair.

9f) Internal Audit documents to be submitted to SALC after AGM ready for documentation to be published by 1st July 2022. 'Dates for period for exercise of public rights' will be: Monday 27th June – Friday 5th August 2022.

10) Planning Matters

10a) To receive planning decisions

DC/21/5659/FUL

Address: Mautby House, Church Road, Otley, Ipswich, IP6 9NP

Proposal: Proposed Balcony.

The Parish Council submitted a response of **No Objection** to this application.

Application Permitted 23rd February 2022

DC/21/5450/FUL

Address: The Old Bakery, Helmingham Road, Otley, Ipswich, Suffolk IP6 9NS

Proposal: Two Storey rear extension, front entrance porch and associated alterations.

The Parish Council submitted a response of **No Objection** to this application.

Application Permitted 9th March 2022

DC/22/0476/FUL

Address: Bay Tree Cottage, Chapel Road, Otley, Ipswich, IP6 9NX

Proposal: Single Storey extension for en suite accommodation.

The Parish Council submitted a response of **No Objection** to this application.

Application Permitted 30th March 2022.

DC/22/1466/FUL

Address : 1 Little Meadows Drive Otley Ipswich Suffolk IP6 9NW

Proposal: Single storey, full-width extension to rear of property (10.9x4.5m), not within 2m of boundaries.

Plinth brickwork around timber frame extension. Larch cladding. Red pantiles to match existing house.

Creation of single storey porch under existing link roof between front of property and double garage.

The Parish Council Submitted a response of **No Objection** to this application.

Awaiting Decision

DC/22/1329/FUL

Address: 8 Vine Road Otley Ipswich Suffolk IP6 9ZN

Proposal: Full planning approval is sought for the development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The total GIA is 130m² which includes an entrance hall, cloakroom and utility room. An open plan Kitchen, Dining and living area along with two en-suite double bedrooms, surrounded with a private garden and parking / turning area.

The Parish Council submitted an **Objection** to this application.

Awaiting Decision

11) Highways Matters.

11a Work on the B1079 at Otley Bottoms has now been completed.

12. **Rights of Way.** ML to source Public right of way map that can be handed out with new Country Code Poster.

13. **To receive the District & County Councillor's Report** – Previously shared earlier at the APM

14. **To receive Police Statistics from Suffolk Police website/ WSNT Priorities -**

February 2022 report of a theft on Ipswich Road and one case of Violence and Sexual Offence at Otley Bottoms. March 2022 – None.

15. **Speed-watch results** – None Received

16. To receive Community Council Report – Previously shared earlier at the APM.

As a foot note it was felt it should be recorded that on the 31st May 2022 at around 11.30am Russell Ling who was both a Parish Councillor and Chair of the Parish Council for many year will be carrying the Jubilee Torch travelling on an E-Ricksaw from Newlands to St Mary's Church Otley. JV to be asked to put something up on Facebook and for Penny Sunaway to advertise this event on Post Office Notice board.

Agenda Items for Next Meeting – Village Sign to get costs for this to be refurbished.

Next meeting 11th July 2022. meeting closed at 8.55pm.