

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 15th January 2024

This meeting was held in Otley Village Hall (Back Room)

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO)

Chairman: Mr Anthony Ling (AL)

Councillors: Mrs Claire Gasson (CG)

Mr Gavin Grant (GG)

Mr Martin Hunt (MH)

Mrs Emma Flint (EF)

Mrs Abigail Lord (ABL)

Meeting Started at 7.30pm

AGENDA

1.) Chairman's Welcome, Apologies and Approval of Absences.

Apologies had been received from Mr Mike Bowers (MB) ABL will be arriving late. These apologies were accepted and approved. Apologies were received the following day from Mr Dan Clery (DE).

2.) To receive Declarations of Interest and Consider requests for Dispensations.

AL declared an interest under items 7 Other Matters (C.) EF has recently taken up employment with the Diocesan Board of Finance Ipswich and St Edmundsbury and although the PCC don't deal with church matters it was felt good practise to just declare this interest. There have been occasions in the past when the PCC have raised church issues / financial matters with the Parish Council.

3.) Public Forum (For any matters on the Agenda)

A member of the public was present throughout the meeting.

4.) To resolve that the minutes of the Parish Council Meeting held on Monday 20th November 2023

Are a true and correct record. All in favour and signed by AL.

5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery.

A parish report from (DC) had been received in early January 2024 and was circulated to Councillors prior to this meeting.

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

a.) Neighbourhood Plan feedback from Village Consultation day on 13th January 2024 – 65 people from the village attended the event and seemed very engaged with the project. The Historic Map provided lots of talking points. It was generally felt that things were well presented. A couple of emails were sent prior to the day which have been responded to. So far about 10 responses have been received. There were several comments and concerns regarding the Haggs development, particularly the number of houses being considered and the infrastructure that would be required.

At the consultation day a query was raised regarding the planting scheme at Millar's Way (on the church side) Although some planting did take place, it died and has left the area bare and scrubby. Clerk to check the records regarding the original Miller's Way development including map which shows layout and planting scheme, along with the conditions and time frame for when this should have been completed.

There is 6 weeks left of the consultation, reminders will be put up on the Village Facebook page at intervals to prompt people to get their comments in, EF will do this. At the end of the consultation period all the comments will be collated and where possible included in the plan. There were a few other issues raised on the day which are outside the remit of the Neighbourhood Plan.

b.) Parish Council E-mail now set up – Thank you to MH for setting this up, he has since written a new set of instructions on how to get set up as the original ones received were not easy to follow. At the moment the PC is using both email systems but once everyone has changed, the clerk will send out an email to the old email to remind Councillors they have mail on their new system. If anyone has any problems or needs assistance to give MH a ring. Cost to set the system up was slightly less than previously quoted. Initially it was thought a monthly payment would be required, this is not the case, payments are 12 months and a pro-rata fee if and when a new Councillor joins the PC up until we have a full complement of members.

c.) Feedback from Outdoor Play and Sports Fund meeting – A meeting with Sarah Shinnie from East Suffolk Council took place with representatives from the Community Council and the PC. She was able to give information and advice about schemes, procurement, consultants, companies that supply materials and equipment and on how best to spend the £60,000 that is available for groups within the village to apply for. She has since sent an email out with said information. The next step is for another meeting to be convened with the representatives to come up with a list of possible projects and report back at the next meeting. Ideas so far are, improve the current play equipment including changing to proper safety matting, adding gym equipment, the resurfacing of the car park.

d.) Update re Churchyard land – To be carried over to the next meeting.

ABL arrived at 7.50pm

e.) Emergency Plan update – Prior to this meeting the Clerk sent round the plan with updated numbers from East Suffolk Council as of 2/11/2023. The Chair and Vice Chair are usually on the list as contacts as well as one other representative from the PC, at the present time this is ABL. Those on the list receive an alert via email from Suffolk County Council with a list of things to be considered, and check on known vulnerable people. It should be noted that the utility companies have a list of vulnerable people, it is unlikely they would wish to share this information under GDPR rules.

A discussion about Snow Plough took place but it was felt that this would be covered by the Council's gritter lorries as they have them on the front of said lorries. It was also noted that times are now different with Facebook and other social media outlets that information tends to get shared almost immediately.

It was agreed for the plan to be updated as follows for clerk to check with the Village Stores that they are happy to be on the list as having a generator, to add ABL contact number and check with MB that they are happy for their number to be on the plan. Plan will be reviewed every couple of years and kept in the PC records.

7. OTHER MATTERS

a.) Request for loan of ANPR Camera this has now been requested

b.) Water leak on Chapel Road – Water continually running out of Foxgloves down Chapel Road due to the owner having filled in part of the ditch and blocked the main pipe

the leads into the storm drain. AL has been in contact with the owner and asked them to dig out the ditch, they agreed to do so in the very near future. AL will monitor.

c.) Requests for CIL Monies from Junior Tops and Community Orchard – The Community Orchard would like to request funding for a heavy duty Lawn Mower that can also do mulching, they have identified a suitable one which costs £620. Proposed by MH and Seconded GC.

Junior Tops - Would like to request the purchase of some Privacy Screens for costume changing, at a cost of between of around £400 and a Clothes Steamer for around £100+ which should come to about £500. Following a discussion it was felt that a spend of £600 should be agreed in case the cost of these items are slightly more than quoted. Proposed by MH and Seconded ABL. It was also agreed that the Privacy Screen would be the property / kept by the Community Council and would be available for other groups to use.

d.) B1079 and Otley Bottom – Clerk has contacted Highways both via the website and by phone to report the problems and inconvenience this was causing. Highways have emailed back under reference number 437122. “They have raised our query with the Area Manager, who confirmed the traffic lights and other restrictions are in place as a precaution for the safety of highways users following the edge of the road collapsing.” It was discussed whether the PC should write to the cabinet member for Highways and Flooding expressing our concerns as follows

- Health and Safety issues when the traffic lights break down people are getting out of their cars to direct and manage the traffic.
- HGV are getting stuck due to lack of room to manoeuvre.
- Creation of a rat run onto other roads.

After further discussion it was agreed that the clerk would write to the Cabinet Member, copying in County Councillor and both District Councillors.

8. FINANCE – To Authorise BACS Payments, acknowledge any Receipts received and Payments made since last meeting.

a.) Appointment of Auditor - This year the Audit will cost more due to the amount of money the PC has received, this includes CIL monies and the money received for the Neighbourhood Plan grant although any money not spent on this grant has to be returned. Cost for Audit will be £274 Proposed by EF and Seconded by ABL.

b.) To agree Clerks Salary for November and December 2023 = 26 hours at agreed rate (13 hours @£11.50 & 13 hours @£13 = £318.50 – Proposed ABL Seconded EF

c.) Request for Precept has been submitted.

Since last meeting the following payments have been made

- Clerks Salary for September and October 2023 = £293.25
- Suffolk Plant Centre Christmas Tree for the Village = £50
- Grass Cutting Bill for Newlands = £240
- Norton Taylor Nunn (NP Plan) = £2,072.40
- ICO Annual Payment = £35
- Community Action Suffolk Secure Email System = £258
- Gipping Press (Leaflets for NP Plan Consultation) = £191.40

Budget Variance were presented at the meeting.

The Parish Council has £12,522.24 in Reserve Funds.

Neighbourhood Plan Grant - to date £ 2,263.80 has been spent.

To receive balances for the Parish Council Accounts = Business Premium has £21,847.69 and Community Account £362.00 these figures include recent interest received.

9. PLANNING MATTERS

DC/23/2268/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. **Awaiting Decision.**

DC/23/3138/ FUL

Address: Meadow View Cottage 1 Charity Cottage, Swilland Road, Otley, Ipswich IP6 9NE

Proposal: Creation of sun room to side of existing property. The Parish Council submitted NO Objection to this application. **Permitted 3rd October 2023.**

DC/22/2268/FUL

Address: 8 Vine Road, Otley, Ipswich IP6 9NZ Refused AP/23/006 Under Appeal. An appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission of full planning approval is sought for the development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The Parish Council submitted an Objection to the original application this still stands. **Under AP/23/0016/REFUSE Appeal Dismissed 9th November 2023.**

DC/23/3464/FUL

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

Proposal: 4Two storey rear extension, front entrance porch and associated alterations to an amended design to that approved under planning consent REF: DC/21/5450/FUL to incorporate a balcony over part kitchen with associated balustrade/opaque side screens. The Parish Council submitted An Objection to this application. **This application has be referred to Planning Committee South on the 28.11.2023. Permitted 29th November 2023.**

DC/23/4135/FUL

Address: Former Hall Lodge The Green Otley Ipswich Suffolk IP6 9PB

Proposal: Erection of Three Bay Cart Lodge. **Permitted 19th December 2023.**

DC/23/4429/CLP

Address: Field Cottage Helmingham Road Otley Ipswich Suffolk IP6 9NS

Proposal: Certificate of Lawfulness (Proposed) - Stationing of a mobile home within the residential curtilage of a dwelling-house, for purposes ancillary to the main use of the host dwelling-house, does not constitute development nor result in a material change of use within the meaning of Section 55 of the Town and Country Planning Act 1990 (as amended) and therefore does not require planning permission and **DC/23/4428/FUL** same address

Proposal: Erection of a timber pre-fabricated single storey granny annexe for ancillary use to the main dwelling. The Parish Council Objected to this application. **Awaiting Decision.**

10.) HIGHWAYS MATTERS -

a.) Report reference number is: 00437122 Swilland Road Otley

Date reported: 13/12/2023

Description: Otley Parish Council again reports this, having phoned up twice before. Traffic Lights & roadworks at Otley Bottoms. The Junctions is not suitable to have traffic lights there, because the B1078 is not wide enough to accommodate 2 lorries, which results in grid lock. Any delays in completing the roadworks must be avoided as this whole situation is unacceptable.

Footpath 069 needs reporting as bank is unsafe.

11.) RIGHTS OF WAY

Otley Footpath 059 00444609 (Donkey's Ears) Report the hedge and a large tree branch are reducing headroom of the path. Walkers have to stoop to pass. Highways to investigate and report back any decision or action that may need to be taken. Otley Footpath 064 was queried as previously the PC had been advised that along this footpath there were several repairs due to take place. Clerk to chase this up with Rights of Way officer.

12.) SPEED WATCH & SID RESULTS

No Speed Watch results due to the general poor weather. Regarding the thermal Camera surveys, there are six booked which is disappointing, as it was hoped more residents would take up the opportunity. Of the six they are mainly people who have already insulated their homes. SID Results feedback provided by MH, Average is 34 MPH the highest speed was 55 MPH. The old camera which was sited on Chapel Road going out of the village towards Monewden, has been taken down with the plan to swap it with the SID so that some data can be collected for that area of the village.

13.) COMMUNITY COUNCIL REPORT -No meeting has taken place since last meeting. Next one is due to take place end of January 2024.

14.) COUNCILLORS REPORTS & ITEMS OF FUTURE AGENDAS

CG to give feedback following attendance to Planning Forum for Town and Parish Councils.

Thompsons Lane

New people in the village maybe host an event later in the year.

Update the activities and groups that run in the village, to be put on the notice board. EF has a list to send to MH who will liaise with Community Council to check days and times when groups take place etc.

Christmas School Carol Singing – Some representatives from the PC attend this event, very enjoyable. Clerk sent a thank you email.

Meeting finished at 9pm.

Date of next meeting Monday 18th March at 7.30pm Back Room.