

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 16th July 2023.

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

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO).

Chairman: Mr Anthony Ling (AL) Joined the meeting later.

Councillors: Mrs Emma Flint (EF)

Mrs Susan Montgomery (SM)

Mr Martin Hunt (MH)

Mr Martin Liddell (ML)

Mr Gavin Grant (GG)

Mrs Claire Gasson (CG)

Mrs Abigail Lord (ABL)

County Councillor: Elaine Bryce. (EB)

District Councillors: Dan Clery. (DC)

Members of the Public - None

The Meeting opened at 7.30pm

1.) Chairman's Welcome, Apologies and Approval of Absences. Due to the Chairperson being delayed Martin Hunt agreed to take the meeting until he arrived.

Apologies have been received from Mike Bowers (MB) and Colin Hedgley District Councillor. Apologies were accepted. All in favour.

2.) To receive Declarations of Interest and Consider requests of Dispensations – None

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

4.) To resolve that the minutes of the Annual General Meeting (AGM) held on Monday 15th May 2023 are a true and correct record. It was noted that the initials of one of the Councillors had been incorrectly recorded This was rectified in pen. Minutes were then agreed as a true record, they were signed by the Chairperson when they arrived, as well as the correction initialled. Proposed by ML and Seconded by GG.

5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery & Colin Hedgley. EB gave her report (See Website for full details) She wished to express how much she enjoyed attending the village Fete which took place on 1st July 2023 and seeing the progress of the Community Orchard, which she is happy to support. Councillors raised their concerns regarding the number of Pot Holes that are waiting to be repaired and the length of time road closures occur particularly with Anglian Water. EB noted these concerns.

ABL arrived at 7.35pm.

DC gave his report for June & July (See Website for full details). He advised the Parish Council that there has been some changes around East Suffolk Planning Committee Procedure. Colin Hedgley is on the Planning Committee South and the Strategic Planning Committee. If there are concerns or disputes regarding an applications they need to be raised with our District Councillors and the Planning Officer. A dispute can then go to the Scrutiny Committee, and from there has to be agreed by full council.

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

a.) Neighbourhood Plan – Any further update. GG has taking over the Neighbourhood Plan, he is working alongside others in getting it prepared and good progress is being made. ML was sincerely thanked for all his hard work and input he has had with the plan over the last few years. ABL mentioned that she still has some

paperwork from when consultation took place with the village in 2018. It was agreed that this would be handed onto GG so that all documentation could be collated together, once this was done it could then be handed onto the Clerk for it to be filed and stored appropriately.

b.) Community First Response Project – Update on number of calls they have received since launching. MB not available to give update, item carried forward to next meeting.

c.) ANPR Camera – Council have agreed to take part in this scheme. Clerk has requested EB to send through details of how to apply.

d.) Lorry Survey Meeting – Clerk advised Clopton Clerk which areas of concern Councillors had regarding lorries coming through the village. She emailed for an update and was advised they are still in the process of trying to arrange a meeting with Highways. It has been suggested that they contact our County Councillor to request said meeting, which they are now in the process of doing. They will keep us informed of any progress.

7. OTHER MATTERS -

a.) Paediatric Defib Pads – Clerk has contacted Community Heartbeat to ask if they could supply these under the yearly support costs that we pay, which last year was £162 plus VAT. Advised that you can use a set of adult pads on a child but they would need to be placed on a different part of the chest to where you would put them on an adult. As a result Paediatric Pads are not covered by our yearly support cost. If we wish to purchase a set the cost are £85 with £12.50 carriage plus VAT. = £117. Agreed to carry this item forward to next meeting as MB not present. Council felt they would like his opinion on this matter before making any definite decision on whether Paediatric Pads are purchased.

b.) The Bowls Club – A discussion took place regarding whether it would be appropriate for the Parish Council to use some of the CIL monies to assist the Bowls Club. It was highlighted that in order for CIL monies to be used you would need to know exactly what it would be used for. A general financial grant would not be suitable, as the Regulations need us to report on what has been funded. The club would need to identify what support is needed to remain open and active in the community, once this was provided the Clerk could go back to CIL to obtain advice and clarification as to whether it is compliant within the regulations. ML agreed to speak with The Bowls Club to make them aware of the process.

c.) CIL monies considered creating a Parish Infrastructure Investment Plan?

As a reminder the key thing to remember about Neighbourhood CIL is that it should support new growth and mitigate the demands this places on the community. For example can CIL monies be used to help pay legal fees if St Mary's Church wish to pursue the additional land for the graveyard? The Clerk has been in contact with the CIL and Section 106 Officer to check this out. They have responded to say "The Parish can indeed use CIL to pay fees which are directly associated with acquiring the additional land for the church graveyard." It was suggested that the Clerk contact the Church representative to let them know this funding is now available. While discussions took place around what other projects CIL monies could be used for, such as the Community Orchard, it was agreed that further discussion was required in order for a plan to be put in place.

Chairperson AL arrived at 8.10pm and took the meeting over from MH.

d.) Outdoor Play & Sports Fund - The funds can only be spent on capital projects and its not there for revenue, and for projects that will benefit the community of Otley. ABL and EF agreed to take the lead, liaise and come up with some general suggestions as a starting point before consulting with the village. The Bowls Club may also wish to consider applying for some of this funding. Clerk will email ABL and EF further information regarding the criteria involved with applying for this fund. There are two pots of money one for Outdoor Play the other for Sports.

e.) Advertising Parish Council Meetings – To encourage residents to take more of an interest in the work of the Parish Council it has been suggested that a portable notice board be obtained to put outside the village hall on the day of our meetings remind people they are welcome to attend. SM agreed to look into the cost of obtaining said notice board. The Agenda is always published on the two static notice boards five days before a meeting.

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

- a) To agree Clerks Salary for May and June 2023 = 24.5 hours at agreed rate = £281.75 Proposed ML and Seconded by GG
- b.) To agree payment to SALC for completion of Audit = £202.80 includes VAT. Proposed by ABL and Seconded by CG. And payment to East Suffolk Council for the Licence for Newlands = £55.67. Proposed by ML and Seconded by MH.
- c.) The Audit has been completed by SALC, a few comments / recommendations have been made. AGAR Exception Certificate, Section 1 & 2 Documents and Auditors Report have been submitted to PK Little John on 28th June 2022.
- d.) To discuss comments & feedback from the Auditor which had been circulated to all Councillors prior to this meeting. A discussion took place and clerk agreed to work through the areas that the Auditor highlighted for attention, a couple of things have already been addressed, such as page numbers added to the minutes. But in the immediate Clerk would -
 - Contact SALC to obtain clarification that the council is precluded from giving money to St Mary's Church and the Chapel
 - Suggestion from the Auditor that the Parish Council could obtain a .gov email. While some preliminary work has already taken place regarding this matter. Further work is required as well as the costs involved. Once this has been completed a vote can take place as to whether Councillors wish to go ahead with this idea.
 - Updating of GDPR paperwork, it was agreed that this would be prepared and circulated to Councillors by the end of August / early September 2023 so that it can be discussed and agreed at the next meeting in September.

Since last meeting the following payments have been made -
Annual SALC Membership Subscription for 2023/24 of £329.59.
Clerks Salary of £253.00.
Purchase of a set of Ink Jet Cartridges £83.40.

To receive financial report / bank Balances for Parish Council Accounts as follows -
Business Premium Account = £13,447.47 Community Account = £451.60 This gives a total £13899.07 of which £3424.47 is CIL monies.

9. PLANNING MATTERS

- a.) To receive planning decision Ref No

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

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

Proposal: Listed Building Consent - Extend into the raise the roof space above single storey utility room of The Parish Council submitted No Objection for both although they make comment on DC/23/1650/ LBC that they hope there will not be a loss of historic fabric. Awaiting Decision.

DC/23/2076/FUL

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

Proposal: Installation of PVA mounting frame to support Solar Panels in the rear of the garden. The Parish Council submitted a No Objection to this application. Awaiting Decision.

DC/23/2100/FUL

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

Proposal: Conversion of former dairy to dwelling (following grant of DC/21/2346/PN3). The Parish Council submitted a No Objection to this application. Awaiting Decision.

DC/23/2268/FUL

Address: Pear Tree Meadow Ipswich Road Otley Suffolk

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 planning application. Awaiting Decision.

DC/22/1329/FUL

Address: 8 Vine Road, Otley. Ipswich, Suffolk IP6 9NZ Refused AP/23/006 Under Appeal

An appeal has been made to the Secretary of State by against the decision of East Suffolk Council to refuse planning permission for 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 the original application this still stands. Awaiting Decision.

DC/23/2477/ROC Planning consultation - notification of public access consultation

Site address: Hillview, Church Road, Otley, Ipswich, Suffolk IP9 9NT

Proposal: Removal of Condition Nos. 12,13,14 and 25 of DC/13/3229/OUT – Outline planning permission for redevelopment of site to include up to 35 dwellings, up to 900 square metres of B1 Commercial space, landscaping and access roads. Existing buildings to be demolished - No longer relevant as no commercial space will be provided.

DC/23/2491/FUL

Site Address: Walnut Tree Cottage, Ipswich Road, Otley, Ipswich, Suffolk IP6 9JN

Proposal: Construction of two storey side and rear extension to existing two storey house. This was discussed at this meeting and it was agreed that the Parish Council have No Objection to this planning application.

10.) HIGHWAYS MATTERS. - NONE

11.) RIGHTS OF WAY- Footpath 18 and Byway 66 was reported week beginning 15th May 2023. On the 24th May Email received from Rights of Way Officer, bridge has been inspected at Junction of FP 18 where it meets Byway 66, found sleeper bridge consisting of four sleepers in situ, not collapsed & had chicken wire attached for anti-slip protection, no handrail as it only spans a very shallow ditch, ROW attached photo. Response to ROW officer with additional photographs. Requesting replacement of chicken wire before winter. SM agreed to monitor this situation and to let Clerk know if there are any changes to the structure etc.

12.) SPEED WATCH & SID RESULTS.- Speed Watch took place Monday 10th July at 8am in Chapel Road outside TB house, they caught 6 motorist including one doing 48 mph. Sid Results were provided. It was agreed that the SID sign would be moved to Chapel Road before the next meeting.

13.) COMMUNITY COUNCIL REPORT. Volunteer is required to attend the next Community Council Meeting. 13th September 2023. Wednesday 7.30pm.

14.). COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

As the Chairperson was not present when thanks was given to ML for all his work on the Neighbourhood Plan he wanted to also give his personal thanks for the 8 + year service he has given to the Parish Council as both a Councillor and as Vice Chair.

Meeting finished at 9.25pm.

Date of next meeting 18th September 2023 at 7.30pm.