

OTLEY PARISH COUNCIL

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

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

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO)

Vice Chair: Mr Mike Bowers (MB)

Councillors: Mrs Claire Gasson (CG)

Mr Gavin Grant (GG)

Mr Martin Hunt (MH)

Mrs Emma Flint (EF)

Mrs Abigail Lord (ABL)

Mr Miles Ellis (ME)

Tonight's meeting was chaired by the Vice-Chair Mr Mike Bowers. Meeting started at 7.30pm

Members of the Public – 2 Members of the public were in attendance at the very start of the meeting, they left at 7.38pm.

AGENDA

1.) Chairman's Welcome, Apologies and Approval of Absences. Apologies were received from Anthony Ling (Chairperson) and Dan Clery (District Councillor) These apologies were approved and accepted.

2.) To receive Declarations of Interest and Consider requests of Dispensations – ME declared an interest ref Planning Application DC/24/1848/FUL Land Adjacent 3 Boundary Cottages Ashbocking Road Otley Retention of Engineering works to ditch including culverting.

3.) Public Forum (For any matters on the Agenda). Members of public provided a background to planning application DC/24/1848.FUL. There is a boundary dispute and in view of this, retrospective planning has had to be applied for. Following discussions members of the public left the meeting at 7.40pm. Councillors later took a vote regarding this planning application and agreed a No Objection.

Elaine Bryce County Councillors arrived at 7.32pm.

4.) To resolve that the minutes of the Annual General Meeting (AGM) held on Monday 20th May 2024 are a true and correct record. A minor change required under 10 Other Items C) initials EM should be ME, correction made. Proposed by MH Seconded by GG

5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery. Report received from Dan Clery for May 2024. Elaine gave her report which had previously been circulated to Councillors. The main discussion point was the meeting that Elaine attended last Friday afternoon recently with 10 Parish Councils, 9 of which she represents to do with the Otley Roads. It was noted that the works at Otley Bottom B1079 has now been finished and surface dressing has also been completed. The next road works towards Grundisburgh are due to start end of July and then from 12th August 2024 for seven weeks with Hopkins Homes and Anglian Water, to improve the visibility splay as part of their planning conditions. The meeting Elaine attended highlighted that it is best to use local knowledge as where its best to place signage in an effort to reduce the impact diversion can have on local communities. (Unnecessary road closures and poor

signage can be frustrating for road users) Highways are also committed via their Communication Team to use the various social media platforms such as What's App, emails etc to keep the public informed of road closures for works but also to liaise with Clerks and Parish Councils as they will have their own local methods of communicating with their residents. Highways have acknowledged that following the works at Otley Bottoms and the future works in Grundisburgh, there will be wear and tear / damage on the roads that have been used for the diversions, following the completion of all these works, inspections will take place and where possible to do so within the confines of the budget they will prioritise making repairs. Highways have also given a commitment to work more closely with the utility companies in order to co-ordinate and reduce the number of road closures. Although not in our parish the condition of the road towards Henley Cross Keys was discussed. Other areas mentioned were High House and Charity Lane that require repair. Elaine agreed to raise these issues, any further concerns to contact Elaine who will raise it with Councillors Paul West Cabinet Member for Highways. EB left the meeting at 8.05pm.

6. MATTERS ARISING – To receive progress on the following

a.) Storm Drains and Footpath on Chapel Road /Flooding Action Group and Emergency Preparation Cards - Regarding Storm Drains and Footpath on Chapel Road. Clerk has emailed Highways Department to ask if there is a map available to the Parish Council so we know where the storm drains are sited in the village. No response has been received as yet. But there have been two reports on the Highways Reporting tool, dated the 11th & 13th June 2024 regarding long term drainage and flooding issues, on Chapel Road (Outside Foxgloves and No 7.) The response from Highways was as follows “We have carried out an initial site investigation and determined further action is required which cannot be done within the usual routine maintenance activities. This may require working with others, including adjacent landowners, to ensure surface water responsibilities are clear and action coordinated. Remedial work is prioritised according to the impact, to properties flooding and risk to highway users. Work involving a lower risk will take longer to solve.”

Footpath on Chapel Road – ME to feedback. Newlands to the shop there are bits of the footpath that are uneven but one particular bit near the Newland Bus Stop, where the pavement is coming up. ME has taken some photos which he will send to the Clerk., and any other area along that road that may need reporting. It was suggested that the “What Three Words App” was a good method to use as it gives the exact location and is used by Highways.

Flooding Action Group – GG gave feedback and sent information round prior to this meeting. The purpose of this group was to get people to inform anonymously what damage and costs they incurred following the last lot of flooding. The idea is to try and get Insurance Companies to do something to help prevent flooding. It was felt that this would only increase premiums. Initially when the flooding occurred there was funding available from Suffolk County Council to apply for but this is now time expired

Emergency Flooding Preparation Fridge Magnets from East Suffolk Council – The following areas have been identified as flood risk from DEFA’s flood risk mapping to have one of these Magnets, Otley Bottoms, Millers Way, and Newlands. While it was agreed that the properties in Otley Bottoms should have one, Millers Way and Newlands are not really areas that flood. Following a discussion it was agreed Little Meadows, The School and the Drs Surgery should be offered one. Information regarding this matter has already been put on the Parish Council Website. ABL kindly agreed to upload the OR Code from the Magnet onto the Village Facebook Page along with advising if anyone would like a Magnet / Guides to contact the Clerk, via email.

- b.) Neighbourhood Plan – To approve final version which was circulated to prior to this meeting for Councillors to read and study and raise any questions. All Councillors were happy for it to proceed to the next stage. Proposed MH and Seconded by ABL
- c.) Outdoor Play & Sports Fund – This item to be carried forward to the next meeting.
- d.) Churchyard Land – This item also to be carried forward to next meeting
- e.) Correct signage for Thompson's Lane – The Parish Council wrote to the owners of Goldsmith Barn, to ask if they would consider agreeing to signage / spelling for Thompson's Lane, to include the "P". After careful consideration the owners of Goldsmith Barn replied to to say, at this time they have declined to agree to the change, due to the time and costs it would involve getting their address changed / Business documentation etc. The Gazetteer Officer from East Suffolk Council and Ex Resident who requested the change has been informed of this decision.
- f.) Lists of groups / organisations in the village – This has now been completed and put on the Website. Laminated copies have been put up the two notice boards, post office and Village Hall. The next stage is to encourage the various group to provide short details of what the various groups provide etc.
- g.) Councillor Basic Training – ME, GG and CG have all signed up to complete the Basic Councillor Training Sessions 1 & 2. They will be doing their training in the next couple of months.
- h.) Youth Club – Clerk has contacted the resident who expressed an interest in the possibility of setting up and running a youth group, they have replied to say they are unable to so at the moment but may consider at a later time.
- i.) Naming of 5 Bungalows off Miller's Way – Following the Parish Councils submission of Blacksmith's Close the Gazetteer Officer from East Suffolk Council has confirmed via email that the Developer was happy with the name of Blacksmith's Close and the address has been officially released.

7. OTHER MATTERS -

- a.) Newlands Play Area – The PC were not made aware that the play equipment at Newlands was going to be removed. Clerk made contact with East Suffolk Council who confirm there is no current plans to replace the equipment. The areas will just be an open space so that informal activity can take place on it. This play equipment was put in when the Newlands development was built some 20 + years ago. The Parish Council does not own this land but rents the meadow next to it. When this arrangement was set up it was to enable people to use the meadow as an open space and to walk their dog. Clerk was asked to go back to East Suffolk Council to ask them to again clarify that they have no intention of replacing the play equipment. There are also concerns that following the removal of said equipment some rubble was not cleared away and the ground is uneven. Clerk to follow up.
- b.) Disposal of old bank statements and Archiving old documents to Suffolk Records Office. Clerk advised that following clarification from SALC as follows LTN40 (Local Council Documents and Records) says you have to retain the last completed audit year's bank records (statements, paying-in books, cheque book stubs). So, effectively, when the next audit is completed, you can then dispose of the previous bank statements. SALC doesn't have facilities, to store documentation that needs to be kept infinitum, they can be placed at the Suffolk Records Office. Clerk will now start the process

of disposing of old bank statements and at a later stage will sort out documentation for storage at the records office.

c.) Road closure of the B1079 in Grundisburgh – GG has been attending these meetings, most recent notes were circulated to councillors prior to this 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 2024 = 30.5 hours at agreed rate = £396.50 Proposed GG Seconded EF

b.) To agree payment to SALC for completion of Audit = £267.60 includes VAT. Proposed ABL Seconded GG

c.) To agree payment for Basic Councillor Training Session 1 & 2 booked for ME Also agree payment for same training for GG and CG. Proposed ABL Seconded MH

d.) The Audit has been completed by SALC, AGAR Exception Certificate, Section 1 & 2 Documents and Auditors Report have been submitted to PK Little John on 17th June 2024

d.) To discuss comments & feedback from the Auditor. Full Audit Report has been previous circulated to all Councillors prior to this meeting. Comment received from the Auditor as follows - Clerk had omitted to say that SALC were doing the Audit. AGAR should be signed after the Audit has been completed not before. These are recommendations only. Going forward the Audit will be booked to take place in April before the AGM.

Since the last meeting the following payments have been made
Clerks Salary for March and April 2024 = 26 hours at agreed rate = £338
SALC Membership Subscription for 2024/25 = £340.66
Cost of Licence for land / Meadow at Newlands = £55.67
Cost of Ink jet cartridges and 2 reams of paper = £105.90 includes VAT
Yearly cost of NMA phone for Community First Response = £250

Budget Variances were presented at the meeting.

To be advised of Bank Balances for the Parish Council Accounts = Community Account £1,301.73p this figure included £1,400 we have recently received from VAT claim. Business Account £22,452.84p

9.) PLANNING MATTERS

DC/23/1457/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. An appeal to the Secretary of State has been submitted. The Parish Council resent their original objections as well as further comments to highlight the number of planning application that have been submitted for this property. A recent Re-Consultation request was received from East Suffolk Council Planning regarding the appeal. Again the Parish Council objected but acknowledge that an ecology report has been carried out. **Application permitted 12th July 2024.**

APP/X3540/W/23/3329747 AP/23/0071 REFUSE

Address: 1 Charity Cottage, Swilland Road, Otley, Ipswich, Suffolk

Proposal: Retention of use of land for the stationing of shipping containers for storage use. Retention of access track. An appeal to the Secretary of State has been submitted. Parish Council original OBJECTIONS included in this appeal. **Awaiting Decision.**

DC/24/1104/FUL

Address: Hall Farm, Hall Lane Otley Ipswich Suffolk IP6 9PA

Proposal: Creation of sun room to north elevation and extension of utility room to southern elevation. The Parish Council submitted **NO OBJECTION Application permitted 22nd May 2024**

DC/24/1848/FUL

Address: Land Adjacent 3 Boundary Cottages Ashbocking Road Otley Suffolk IP6 9NH

Proposal: Retention of Engineering works to ditch including culverting. Comments required by 18th July 2024. Following further discussion at this meeting the Councillors agreed to submit a **No Objection.**

10.) HIGHWAYS MATTERS -

a) Works at Otley Bottoms – Previously discussed (See Items 5)

b) Surface Dressing of Chapel Road – Previously discussed (See Item 5)

11.) RIGHTS OF WAY

Report reference number 00472928 OTLEY BRIDLEWAY 072, OTLEY

Date reported: 24/05/2024 Description: Otley Parish Council reports that the Sign is leaning. Works ordered 29/5/2024

Report reference number 00472933 OTLEY BOTTOM JUST PAST THE CATTERY

Date reported: 24/05/2024 Description: Following email from Otley Parish Council to Josh White from Highways advised to take a picture and report on reporting tool. Large pothole which when filled with water conceals its dangerous depth, also bank has worn away considerably. Response received on 27/05/2024 works ordered.

Old Hubbard's Sign and Lease Land Area - Should a footpath sign be here? Reported to Rights of Way Officer who will either arrange a signpost or attach discs to end of the bridge.

Report reference number 00475617 THE GREEN, OTLEY

Date reported: 09/06/2024 Description: Otley Parish Council that the Finger-post near Villa Farm Cottages Otley has a rotten post and has fallen into the ditch Response received on 10/6/2024 Works ordered.

Report reference number 00475619 OTLEY FOOTPATH 013, OTLEY

Date reported: 09/06/2024 Description: Otley Parish Council report a Missing Finger Post. Response received on 10/6/2024 works ordered.

Your report reference number 00479029 OTLEY BRIDLEWAY 028, OTLEY

Date reported: 28/06/2024 Description: Otley Parish Council report that the finger post is rotting and post is leaning Response received on 3/7/2024 works ordered.

Still waiting for works Greenways into Haags Field and Wood Farm works still not completed Clerk to again chase up with Rights of Way Officer.

12.) SPEED WATCH & SID RESULTS – No report this meeting due to lack of traffic because of the road works. The SID was very recently moved from Otley Green to further back at Helmingham

Road for traffic coming into the village. While at Otley Green from 20th May to 11th July 2024 results were as follows - 15,000 cars were recorded in one direction. 85 per centennial speed was 35.9 miles per hour. Regarding Speeding half the vehicle are going over the speed limits the average being 34 miles ph. The highest recorded was 70 mph at 8pm on 2nd June 2024. A discussion took place regarding whether the Parish Council wishes to considers purchasing a second SID, (the old original SID is in poor condition and may not be worth keeping?) Clerk to get quotes for another SID one with data log and one without.

13.) COMMUNITY COUNCIL REPORT

Wanting to upgrade the toilet and put in a disabled toilet, looking to apply for grants. The Fete went well. Community First Response is offering to do a demonstration in the Village Hall for use of defibrillator & resuscitation techniques.

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS – None noted at time of this meeting

Date of next meeting Monday 16th September 2024 at 7.30pm Back Room

Meeting finished at 9.15pm