

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18th March 2024

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

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO)

Chairman: Mr Anthony Ling (AL)

Vice Chair: Mr Mike Bowers (MB)

Councillors: Mrs Claire Gasson (CG)

Mr Gavin Grant (GG)

Mr Martin Hunt (MH)

Mrs Emma Flint (EF)

Mrs Abigale Lord (ABL)

Meeting started at 7.30pm

Members of the Public – There were two members of the public attended for the public forum they left the meeting at 7.45pm.

AGENDA

1.) Chairman's Welcome, Apologies and Approval of Absences – None received

2.) To receive Declarations of Interest and Consider requests for Dispensations – AL declared an interest Item 8 (e). Junior Tops request for further CIL funds.

3.) To co-opt a Member to the Council - Mr Miles Ellis was co-opted onto the Parish Council, Proposed by GC and Seconded by MH. A Declaration of Acceptance of Office was completed and signed by Mr Ellis and witnessed by the Parish Clerk.

4.) Public Forum (For any matters on the Agenda) Mr Stephen Podd and his sister Brony Bowser were both born in Otley, their family has a long established link with the village. Mr Podd is a keen historian and has done a great deal of research into the fields and the land of Otley, going back several centuries. He is also a member of the English place names society. Mr Podd has come to the meeting to ask the Parish Council to make a request to East Suffolk Council to correct the spelling of Thompsons Lane.

The current maps for the Ordinance Survey 1/25000 scale has Thompsons Lane recorded without the P in the middle, so when the Council put up the present signs they followed the OS map. Mr Podd can prove the correct spelling due to his family connections. They lived at Goldsmith Farm, at the top of the land, there were two James Thompson, their great great grandfather, and great grandfather who was the father of Mr Podd's grandmother. Evidence of this correct spelling was circulated to the Councillors prior to this meeting. It was agreed that the Parish Council would make a formal application to East Suffolk Council requesting the correct signage to be put in place at both ends of Thompson's Lane. Proposed by GC and Seconded by MH.

5.) To resolve that the minutes of the Parish Council Meeting held on Monday 15th January 2024 are a true and correct record. A Correction was raised by EF regarding item 2 on these minutes. To receive declaration of interest and consider request for dispensations under 7 Other Matters (c) This should read Diocesan Board of Finance, and the PCC does not deal with church matters. On the signed copy these corrections were made. The minutes were then signed as a correct record. All in favour.

6.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery. No apologies received from either party. A report for February was received by Mr Clery prior to this meeting and circulated to the Councillors.

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

a.) Neighbourhood Plan Consultation – GG gave an update. There has been some confusion regarding the statutory bodies being made aware of the Consultation Day that took place in the Village Hall in January 2024, despite GG having had several conversations with East Suffolk Council including sending them the leaflet with the date for the consultation on it. The Council have said they were not aware and that the Consultation period needs to be extended to 15th April 2024 to enable the statutory bodies to be consulted. One of the statutory bodies The Suffolk Wildlife Trust has offered to come and give a talk about increasing biodiversity, which the Parish Council will consider. They will also provide information around what to include in the plan. It was noted that there are statutory elements of biodiversity that have to be included in a Neighbourhood Plan. There have been 25 responses from the village. These have been split up into different categories as to who would deal with the questions and queries raised ie

Neighbourhood Plan

Parish Council

East Suffolk Council.

These will be discussed in more detail at the next meeting. A general reply will be sent to all those who responded during the village consultation period, and their comments put up on the website.

We are now at the end of the grant period, appropriately £65 will need to be returned to Groundworks UK by 31st March 2024. A meeting took place last week with Ben Norton and the individuals who have been involved with developing the plan. At a later date a meeting with East Suffolk Council will be arranged to discuss next steps. A note of thanks is recorded to all those involved with the Neighbourhood Plan both past and present for all their hard work.

b.) Update regarding Outdoor Plan and Sports Fund of £58,000 – A small committee of people from the Parish Council and the Community Council have met to further discuss how best to spend this fund. The following is being considered. Improving the present play equipment by adding a new slide as the present one is too small, having a proper rubberised surface / poured rubber matting. Activity /fitness equipment for children aged 10+, Outdoor table tennis table, Completely resurfacing of the Village Hall car park. Otley Bowls club are looking to have a new specialised mower this would cost approximately £7000.

Each item being considered has to have 3 quotes provided before the application for this fund can be submitted and it has to be approved by the Parish Council. East Suffolk Council will not accept the application without it. Ideally if collectively all the items could be included in one application. If additional funds are needed / there is a shortfall the PC could be approached for funding using the CIL monies they hold. These projects will benefit the village and the community. This is seen as a project that will take the best part of a year to organise, so hopefully work can start by Summer 2025.

The other play area at Newlands which the Parish Council rent was also discussed, this is the responsibility of the County Council, it is understood that East Suffolk Council are considering removing it.

c.) Update re Churchyard Land – The plan is that AL is going to speak with the person who was involved with making the original offer of the land to see if it is still available. Then make some enquiries around costs of Land registry and conveyancing. Although the Parish Council have set aside some funds to pay for this (See Minutes AGM May 2023 Item 6 Public Forum), no doubt costs will have increased. Depending on the outcome of this, if the land is still available we can then advise the PCC, so they can discuss the matter further and take a vote on how they wish to proceed.

d.) Emergency Plan Update – This has been updated with the names and contact numbers of the Councillors who agreed to be on the plan. This will now be put onto the PC website. The Plan will be reviewed again in a year's time.

e.) ANPR Camera Loan – Our application has been accepted and we are on the waiting list for the loan of this camera.

8.) OTHER MATTERS

a.) Request for correct signage for Thompsons Lane – See Public Forum.

b.) Grass Cutting Schedule / Costs – The costs will be the same as last year (£1886.78 inclusive of VAT) This was agreed Proposed by GG and Seconded by EF.

c.) CG to give feedback following attendance to Planning Forum for Town and Parish Councils - CG supplied the following notes -

Development Management Team.

13% appeals allowed – less because of local plans. Planning inspectorate only allow comments through planning portal – no e-mails.

Planning fees have gone up 25-35%

Local CIL fund– match funding for small projects – need to apply for – represents 3% of CIL monies –up to £50k of match funding – apply April and May.

Consultation on local validation list – what is required for a planning application.

Pre App – privacy issue – public access debated. Pressure from central government to deal with much at pre-app stage, but public interest to see what is there – good practice to put in D&A.

How they want us to respond – precise – don't ask question – ask the officer – one power point slide for referral panel – reference planning policy and material consideration. Be clear in what your response is – object or support.

New planning committee member call in process – Parish Council + Ward Member to Planning Committee member triggers referral panel process. (Colin explained this to us before).

Planning Policy Team

Consultation on 3 draft supplementary Planning Documents on Self Build, Rural Developments, and Healthy environments.

Neighbourhood plans / levelling up/NPPF – 23 Made plans.

Parish council should be signed up to CM IS because it will give notification if application goes to committee – calendar of committee meetings.

East Suffolk Planning Delivery Dashboard, East Suffolk Council Open Data Portal,

Specialist Services

Design & Heritage

Design Guide – going to develop a district wide design guide starting next quarter.

Landscape - now checking landscaping post development and enforcing if not delivered.

Ecology – BNG – coming in now – 10% increase over what is already there – may be off site - not householder or sites under a certain size.

d.) List of groups and activities in the village – Clerk advised that this is in progress, and will provide update at next meeting.

e.) Request from Junior Tops for additional CIL monies to purchase Clothes Steamer at cost of £89.99. AL advised that monies previously agreed £600 for Junior Tops to purchase privacy screens and a clothes steamer, did not cover the cost of both these items. The screens chosen were of a better quality so more expensive. Additional funds of up to £40 are required to cover the clothes steamer. Proposed by MB and seconded by GC.

f.) Councillor Training – Discussed if any of the Councillors wish to do some Councillor Training. To let Clerk know if interested but in the meantime they will clarify if this training is in person or online.

9.) FINANCES

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

a.) To agree Clerks Salary for January and February 2024 = 28 hours at agreed rate = £370.50 Proposed by MB and Seconded by CG

b.) To agree cost of hire of Village Hall July 2023 to January 2024 = £85 Proposed by EF and Seconded by ABL

Since last meeting the following payments have been made

- Clerks Salary for November and December 2023 = £311.50

- CIL monies spent Community Orchard Lawn Mower = £618. 99 and Junior Tops Privacy Screens = £654.00 this figures include VAT.

- Refreshments for NP Consultation Day = £44.69 (covered by grant monies)

- Hire of Village Hall for NP Consultation Day = £60 (covered by grant monies)

Budget Variance supplied and update given regarding spending on CIL monies and balances remaining.

Bank Balances for Business Account = £16,675.91 and Community Account = £3,922.82

9c.) To review the following policies -

Updated Standing Orders – Change from last year increase from £25,000 to £30,000 to cover contract quote for purchases over £30,000

Financial Regulations & Associated Risk Assessments. - Change from last year increase from £25,000 to £30,000 as above.

Asset Register

Public Land & Building Assets.

Public Liability Risk Assessment.

Data Protection Policy.

Website Accessibility.

Internal Controls Statement & Report.

These policies were circulated to the Councillors a week prior to this meeting to give them time to read through and ask any questions. None raised. Agreed enbloc and where appropriate signed by Chairperson AL and Clerk.

Review of Section monies -Section 133 = £350 spent (£100 to Community Council £250 to Community First Response)

Section 137 = £100 (East Anglian Air Ambulance)

Section 142 = £50 (Royal British Legion).

10. 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 applications that have been submitted for this property. **Awaiting Decision.**

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 **Permitted 10th January 2024** 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. **Application Refused 10th January 2024.**

DC/24/0653/FUL

Address: Meadow View Cottage 1 Charity Cottages, Swilland Road, Otley, Ipswich Suffolk

Proposal: Land for use of Horses and Stables. **Awaiting Decision.**

Comments need to be submitted by tomorrow. Following discussion it was felt that an Objection should be put in under the grounds that the application form has been incorrectly completed, stable can be seen from road.

APP/X3540/W/23/3329747

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 PC original objections will be included in this appeal. Any further comment to be received by 27th March 2024.

A discussion about the Trees planted around Miller's Way there should be 60 as highlighted on the planting scheme, but its unclear as to actually how many there. Mr Ellis (MM) kindly agreed to go and count them and report back at the next meeting.

11.) HIGHWAYS MATTERS -

a.) B1079 / Traffic Lights and Works at Otley Bottoms. Clerk has been having regular email contact with Mr Paul West Cabinet Member for Highways and Flooding. They received the following email from Mr West today with an update regarding the proposed works at Otley Bottoms as follows -

Site visits have been undertaken this week to gather further data and enable designs for the scheme to progress, with it being hoped that a full design for the scheme will be completed by the end of March.

The works will require a full road closure to ensure the safety of the public and operatives and an application for this has been submitted. Repairs are currently planned to commence from late April, subject to required consents and approvals being in place.

The team will, of course, engage with the Parish Council and local community prior to works commencing and provide regular updates on their progress.

In the meantime, we would like to thank Otley residents for their patience and offer further reassurance that completion of these works remains a priority for Suffolk Highways, and we are committed to ensuring that a long-lasting solution is found for this historic recurring issue.

Kind Regards

Paul West

County Councillor for Bixley Division & Cabinet Member for Ipswich, Operational Highways and Flooding, Suffolk County Council.

Clerk asked to go back to Mr West to ask How long will the road be closed for so we can manage the expectations of the residents. Could the pot hole opposite Ipswich Road be repaired and to thank Highways for cutting the hedging but it has been noticed that the bottom part of the hedging was not cut.

12.) RIGHTS OF WAY

OTLEY FOOTPATH 069, Reference number 00447019

Date reported: 23/01/2024 Description: Otley Parish Council report that the bank has collapsed and there is Overhanging vegetation.

CHAPEL ROAD, OTLEY Reference number 00452943

Date reported: 16/02/2024 Description: Otley Parish Council report a sunken drain cover outside White Horse Cottage Otley (Chapel Road) Works have been ordered.

OTLEY FOOTPATH 023, Reference number 00454135

Date reported: 20/02/2024 Description: Otley Parish Council report a Broken plank in bridge walkway. Works have been ordered.

OTLEY FOOTPATH 064, Reference numbers 418590 & 397965

Following Clerk chasing confirm works were ordered to be completed as soon as ground condition allow.

13.) SPEED WATCH & SID RESULTS – No Speed watch results this month. MH circulated his report earlier. A few days ago the SID was moved from The White Hart to Otley Green. Today result are for while the SID was still at the White Hart, since January 2024 top speed was 70 mph, it was 85 mph last time. Average is around 29.8mph but this could be distorted by cars slowing down to go into the pub car park, 85th percentile is 35mph.

The 4 days the SID has been at Otley Green are top speed 55mph. Averaging at 31.5mph. 85th percentile is 38mph.

14.) COMMUNITY COUNCIL REPORT - Upcoming event are A Ceilidh Dance is taking place on 26th April, only 2 tickets left for this event. The village Fete is on 13th July possible have some Old Classic Cars on display. The Beavers are doing a treasurer Hunt. Music in the middle and some races. Nightingale Vets to do the Dog Show.

15.) COUNCILLORS REPORTS & ITEMS OF FUTURE AGENDAS -

Although not for a future agenda it was noted that A letter of condolence from the Parish Council has been sent to the Sunaway Family of the Otley Village Store following the unexpected passing of their son Jack.

Audit has been booked for 3rd June 2024.

Notice Board at Newlands needs repairing as the lock is sticking and the backing is coming away due to the amount of rain we have had as well as one of the glass panels is cracked. Clerk to obtain a quote to either repair or replace and present at the next meeting.

Meeting closed at 9pm

Date of next meeting Monday 20th May 2024 (APM at 7pm & AGM at 7.30pm) Main Hall.