

Minutes of Annual General Meeting held on Monday 20th May 2024.

The meeting was held in Otley Village Hall

Present:

Clerk: Mrs Mary Hunt
Chairman: Mr Anthony Ling (AL)
Councillors: Mr Martin Hunt (MH) Mrs Emma Flint (EF) Mr Mike Bowers (MB) Mr Gavin Grant (GG) Mrs Claire Gasson (CG) Mr Miles Ellis (ME)

The meeting opened at 7.30pm following on from the APM Meeting.

Two members of the public were in attendance, another member of the public arrived at 7.35pm.

1. Nomination to Chair Meeting – AL was proposed by GG and EF

2. Acceptance of Office - Chairman - having been proposed and seconded. **It was resolved** that AL would continue to be the Chairperson for Otley Parish Council. This will be their tenth year as Chair. All in favour. Declaration of Acceptance of Office was signed.

3. Appointment of Officers - Vice Chairman was proposed by MH and seconded by CG **It was resolved** that MB would be Vice Chairman of Otley Parish Council – All in favour.

Otley Community Council representative -	Rotating* Between the Chairperson and Councillors.
SALC representative -	AL
Responsible Finance Officer - Mary Hunt	Clerk* (It was noted the Mary Hunt was re-elected as RFO.)
Proposed by ME and Seconded by EF.	
Service Administrator - Mary Hunt	Clerk*
Emergency Planning Officer – Abigail Lord, Miles Ellis and Clerk. (It was noted that the Clerk would receive emails and information relating to an emergency situation from the relevant authorities such as East Suffolk Council and Suffolk County Council.)	

Finance Group - MH, AL, MB, GG* (Meets once a year in November to set Budget for following year before it is then presented to full council).

Planning Group - AL, MB, CG, GG, ME (Meet as and when necessary to discuss relevant Planning Applications).

Rights of Way – ME

Delegated Human Resources Person – AL

(* Voting en bloc, 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 relevant. Proposed by GG and Seconded by ME. **All in Favour.**

4. Apologies for absence - Apologies for absence have been received from Mrs Abigail Lord. These were previously accepted at the APM.

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

6. Public Forum (for any matters on the agenda) – Member of the public raised that when we had the storms there was a great deal of flooding in Chapel Road by Spring Park as a result several houses were affected. It appears the water came off the field near Holmes, and came through another residents garage and onto Chapel Road, putting several driveways and gardens under water, as well as flowing down the road like a river, not helped by traffic going through too fast. If this is going to be a recurrence is there anything the Parish Council can do about it, such as investigate why this water came from the field though some houses and across the road, are there ditches to be maintain? There was a discussion as to whether the drain further up Chapel Road towards Otley Green maybe blocked. If the storm drains are blocked flooding is going to occur. It was acknowledged that the day of the storm the amount of water coming off the field because the water table was so high drains would not have coped. It was noted that over time with building ditches get filled and the appropriate size of pipe is not always put in place. It was agreed the Clerk would raise this issue with Highways as well as asked if there is a map of the drains the Parish Council could have access to. AL will also speak to Holmes Plant & Construction to ask what drainage they have.

Resident also asked about state of footpath / pavement on Chapel Road, crumbling away and uneven, is there a possibility of this being repaired. It was acknowledged that it was unlikely that the whole length be resurfaced but if there is a particular area that needs attention due to there is a risk of tripping, this could be reported to Highways. AL asked ME if they would do a walk from Newlands to the Post Office to highlight where the worst bits are and to let the Clerk know so they can report it to Highways.

7. To sign the minutes from previous meeting Minutes from Parish Council Meeting held on 18th March 2024 was agreed as a true record Proposed by EF Seconded by ME

8. To receive reports from County and District Councillors – None Received at time of meeting.

9) MATTERS ARISING – To receive progress on the following

a) Further update regarding the progress of the Neighbourhood Plan – We are making slow progress. At the moment all the comments received from the respondents and the statutory bodies that needed to be consulted are being integrated into the plan. At the end of March the grant report was completed £65 of the grant monies from groundworks was returned as per the rules of said grant. A couple of meetings with East Suffolk Council have taken place to ensure we are keeping on track.

The next few stages are to work towards submission of the plan which will probably take between three to four months. If the design code can also be done at the same time the plan will have a legal standing. A letter has been prepared and is due to be sent out shortly to answer questions and queries that were raised as part of the consultation with the village. Some of these queries are not related to the Neighbourhood Plan, but need to be discussed as follows –

Condition of the roads generally (Potholes, collapsed edges etc)

Flooding at Otley Bottoms.(Hopefully being dealt with)

Condition of Footpaths

Traffic Volume

Traffic Speed (20mph speed limit in village) especially on quiet lanes

Number of HGVs

Lack of Public Transport

Right of way maintenance and upkeep

Needs of Young People in the Village.

The width of Footpaths. (AL was able to advise that the general width of a footpath should be 1.2 metres, cross field path the same, bridle path is 2 metres but with the with the new environmental regulations it is likely that the width of the footpaths may increase)

It was acknowledged that some of these issues are in the hands of Highways and the County Council. It was agreed that GG would send the list to the Clerk, they would work through it and report back as to what can be achieved.

b) To Further discuss the spending of the Outdoor Play and Sports Fund which is now just over £60.000 as some interest has recently been added – Representatives from the Community Council, Parish Council and Otley Bowls Club have had discussions about how best to spend this money, and have come up with a suggested plan / list – As follows

New Play and Fitness Equipment for the playing field for older children aged 9 to 10 years +

A Slide for the main climbing frame and a roundabout.

Improve the safe surface of the Play Area.

Complete resurfacing of the Village Hall Car Park.

New Mower for Otley Bowls Club

It is likely that the cost of these works and items will be more than the £60.000 that is available hence why the Parish Council have ring fenced some of the SIL monies to cover any shortfall.

AL has spoken with Sarah Shinnie from East Suffolk Council who's role is to support with the application to access this money. She has advised the next step will be to undertake a village consultation. This is going to be done using the Village Email, the Village Hall Facebook Page & putting some notices up around the village along with the suggested list as highlighted above. (As part of this consultation it will also clarify that this fund can only be spent on Outdoor Play & Sports Equipment, as per the criteria laid down by ESC). Once this consultation has been done a complete application with all agreed items can be made.

c) Further Update re Churchyard Land – AL has now made contact with the developer of Millers Way / Hubbard's site who made the original offer of this land. They have confirmed that they are still in agreement in principle to donate the piece of land to the church. The next step is for AL to arrange a meeting with the developer to discuss what is involved and the process moving forward. It is acknowledged that there will be legal fees involved in this process. (It was agreed at the AGM May 2023 Item 6: Public Forum, that the Parish Council would pay up to £1,500 towards any legal fees to secure this land for the church).

d.) Update Re correct signage for Thompson's Lane – Following the approach from an ex-resident regarding the correct signage / spelling of Thompson's the clerk has approached East Suffolk Council (Gazetteer Office Property Addressing) to ask what the process would be. They advised as follows - Before any changes can be made the Parish Council will need to contact the owners of the property in the Lane, as the address is officially down as Thomson's Lane and listed with the Royal Mail as this, as well as a financial implication for the home owner as they would have to arrange to change the address held on any documentation. East Suffolk Council would also require formal confirmation from the home owner that they are in agreement to the change.

Regarding the costs for any changes or new signage this would be met by the Parish Council current cost are around £489 for the provision of two new signs, supplied and installed, a cost for a single sign would be considerably less. It was noted that the existing frames are relatively new so they could be reused and just a new signs be fitted.

Clerk to write to the home owner on Thompson's Lane to ask if they will consider agreeing to new / correct signage and to approach the ex-resident to write a supporting letter detailing their family history relating to the lane that can be included with the letter.

e.) Update Re the lists of groups / organisations in the village – This is in progress, once completed it will be put up on the website, some laminated copies will be put up on the notice boards and in the village shop.

f.) Councillors Training (Dates sent round prior to this meeting). ME, GG and CG are interested in attending Basic Councillor Training, session 1 & 2, run by SALC. They will liaise with the Clerk as to which dates they are able to attend.

10) OTHER ITEMS

a) Naming of the road ref 5 new dwellings, off Millers Way - East Suffolk Council (Gazetteer Office Property Addressing) have approached the Parish Council to ask for a suggestion for the naming of the road for the 5 new dwellings. After some discussion it was agreed that Blacksmith Close would be put forward, as the name is relevant to that particular tract of land, as a forge stood at the entrance to the site.

b) Youth Club – The Parish Council has been contacted by the Community Development Office for East Suffolk Rural Youth Project who provide support and advise on how to set up clubs for young people. The clerk has also been tentatively approached by a resident who maybe interested in starting up a youth club. It was noted that there is still some equipment stored at the Village Hall from when the previous group, Fun for the Young, ran in the village, Table Tennis, football table & Air Hockey. Clerk to liaise with both parties.

c) Request from Community First Response for funding for NMA phone. Cost £250 to rent for a year. Same cost as last year. Proposed by ME and Seconded by EF.

11) FINANCE

a) To authorise BACS payments and approve payments since last meeting -

To agree Clerks Salary for March and April 2024 = 26 hours in total @ agreed hourly rate. Proposed by CG & Seconded by ME

b) To agree Annual SALC Membership Subscription for 2024/25 = £340.66 (Increase of £11.07 from last year). Proposed by GG & Seconded by MH

c) To agree cost of Licence for land at Newlands Otley period January to December 2024 = £55.67. (Same cost as last year) Proposed by GG & Seconded CG

d) Clerk request the following stationary (set of ink jet cartridges and 2 reams of paper) @ cost of approximately £100 Proposed by GG & Seconded MB.

e) To sign of CIL Report from 1st April 2023 to 31st March 2024.

f) Annual Significant Variance Report and other documents relating to end of Year.

g) To receive financial report from the RFO previously shared at APM.

h) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR) were read out by Chairperson signed by them and Clerk. **Item E and F were also signed off. It was resolved and agreed on bloc to accept all these documents - All Agreed.**

i) Audit Documents to be submitted to SALC, Audit booked for week beginning 3rd June 2024. Documentation to be published by Date for period of exercise of public rights will be Monday 1st July to Friday 9th August 2024.

Since last meeting the following payments have been made -

Clerks Salary for January and February 2024 = 28 hours at agreed rate = £370.50

Cost of hire of Village Hall July 2023 to January 2024 = £85

Payment to HMRC for Employers' PAYE = £2.41

Precept paid as one lump sum of £6,045.59 has been received on 30th April 2024.

VAT claim has been submitted.

To be advised of Bank Balance for the Parish Council Accounts - Community Account = £582.93 Business Account = £ 22,721.50.

12) 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. PC re-sent their original objections as well as further comments to highlight the number of planning applications submitted for this property. The PC has recently received a Re-Consultation request from East Suffolk Council regarding the appeal. Deadline for re-consultation 29th May 2024. **Following a discussion it was agreed that Councillors acknowledge that an Ecology report has now been completed but previous objections still stand - Not an Appropriate place to put a house or fit in with the general landscape of the village. View is property is not of exceptional design. Clerk will submit these comments. Awaiting Decision.**

DC/24/0653/FUL

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

Proposal: Land for use of Horses and Stables. **Application Permitted 8th May 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 PC original objections will be 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 a **No Objection** to this planning application. **Awaiting Decision.**

11.) HIGHWAYS MATTERS -

a.) B1079 / Traffic Lights and Works at Otley Bottoms – We have been advised today that the works are programmed to take place commencing Tuesday 28 May 2024 and will continue until Tuesday 23 July 2024. During this time, the road will be closed to ensure the safety of highway users and our operatives. For the duration of the closure, traffic will be diverted via B1078, B1077, A1214, A12, B1079 and vice versa.

12.) RIGHTS OF WAY

Reference 467340 Otley Bottoms and road going out of the village towards Woodbridge.

Date reported 22/4/2024 A considerable amounts of sand and gravel on road in centre of lane, where motorbikes normally travel left over from the floods. This is a danger to those users as well cyclists. Whilst road is closed for the bank repairs please can the road be swept. Response received on 29/4/2024 following liaising with contractor road will be swept whilst undertaking upcoming works.

13.) SPEED WATCH & SID RESULTS – They report having completed 4 sessions. The traffic was well behaved. The traffic lights are reducing the traffic through Otley and are helping to reduce speed. Cars tend to bunch up and go at the same speed as the slowest. SID results to be shared at next meeting.

14.) COMMUNITY COUNCIL REPORT- Previously shared at APM.

15.) COUNCILLORS REPORTS & ITEMS OF FUTURE AGENDAS – Clerk to obtain quote for repairing notice board of Newlands & Rota to be sent round to Councillors for Volunteers to do a slot for the PC's Stand for the Village Fete due to take place on 13th July 2024.

Meeting finished. 8.45pm. Date for next meeting Monday 15th July 2024 at 7.30pm Back Room.

