OTLEY PARISH COUNCIL

**Minutes of the Parish Council Meeting held on Monday 14th March 2022**

The meeting was held in Otley Village Hall following Government guidelines in relation to Covid 19 rules and regulations.

**Present:**

Clerk: Mrs Mary Hunt (Clerk)

Chairman: Mr Anthony Ling (AL)

Councillors: Mrs Susan Montgomery formally Courteney (SM)

Mr Martin Hunt (MH)

Mr Mike Bowers (MB)

Abigail Lord (ABL)

District Councillor: Tony Fryatt (TF)

Two members of the public.

The meeting opened at 7.30pm.

County Councillor: Elaine Bryce (EB) Sent her apologies.

1. Apologies have been received from Mrs Sandra Grant (SG) Mrs Jayne Vaughan (JV) and Mr Martin Liddell who observed the meeting via Teams. Approval of Absence was accepted and agreed by the Councillors where in attendance. It was also highlighted by the Chairman as a reminder that anytime a Councillor is unable to attend a meeting and they send their apologies they have to be accepted and minuted.

2. To receive Declaration of Interest and Consider request for Dispensations. AL declared an interested regarding Item 8 Finance C. Invoice for Grass and Hedge cutting for Newlands.

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

Gardening Club to talk about the idea of a Community Garden and Orchard. - Two members of the gardening club presented the following idea. We seek to develop an area within the village to create a Community Orchard and Garden. They see the benefits as

1. An opportunity to garden together to improve well-being and share skills.

2. A Source of food for the Community

3. Develop an opportunity for multi generational interaction, learning and sharing gardening skills.

4. Improve the area for wild life, for example, bird boxes, bug and butterfly hotel.

5. A quiet place to sit and reflect.

6.A forest school opportunity with den building for the young.

7. Accessing Trees invite families or individuals to sponsor a tree or bush.

With the support and knowledge of the Otley and District Gardening Club look to the community to help support and develop a suitable area. A similar project has been set up in Ashbocking. Things to consider going forward are who would be responsible for looking after the area, maintenance, access to water and land drainage. The Ashbocking project had water and land drainage put in. Suggested area to consider where to place Garden and Orchard the top corner of playing field, behind the basket ball hoop. While the Parish Council would support this project the piece of land that has been suggested belongs to the Community Council, they would need to be spoken to. The next Community Council Meeting is on 30th March 2022. District Councillor TF advised that he would be prepared to offer some funding from May 2022. ABL mentioned that Woodbridge have a Community Garden, it maybe worth contacting them for some advice and guidance around setting up such a project.

a) To Co-opt Emma Flint (EF)as a Parish Councillor. Proposed by ABL and Seconded By SM.

4. To resolve that the minutes of the meeting held on 24th January 2022 are a true and correct record, All Agreed.

5. To receive [Elaine Bryce County Councillors Report](http://otley.onesuffolk.net/assets/County-Councillors-Reports/E-Bryce-Monthly-Parish-Report-March-2022.pdf) & [District Councillor Tony Fryatt Report](http://otley.onesuffolk.net/assets/County-Councillors-Reports/Tony-Fryatt-report-March-2022.pdf), both have been circulated prior to this meeting. Full details can be found on the Otley Parish Council Website or clicking the hyperlinks above.

6. Matters Arising - To receive progress reports on the following -

a) Amanda Marks Tree Warden to give a further update on progress of tree planting, Amanda has sent her apologies but provided an update via email. She now has the commemorative oak tree for the Parish Council and managed to get another 7 oaks for Otley Church as they wanted to plant them for the Queen’s 7 decades. Thanks to AL for collecting them for the church. Nature Friendly Otley website is now live at [https://naturefriendlyotley.co.uk](https://naturefriendlyotley.co.uk/) were you can read the interview she did with (AL) she hopes to start interviewing other farmers and villagers shortly. The site can now been accessed from Facebook and she has also linked up with the Gardening Club. The Parish Council have received an invoice from Amanda Marks for her work on setting up and developing the website. The figure of £500 was agreed and minuted on the 15th November 2021 to cover this expenditure, the invoice received is slightly more than the £500 in view of this it was agreed that, the Clerk would request clarification and receipts. It was acknowledged that considerable work and effort has gone into getting this project off the ground, thank you to Amanda for all her hard work.

b) Clerk to give progress on request made to Laurence Homes regarding the Planting of Jubilee Oak Tree on St Marys View / Miller Way. - Laurence Homes have consulted with the Management Company Temple who advised that it is not a good idea to plant an Oak Tree anywhere on the Estate, it is not recommended to plant less than 30 meters from a house. Oak trees can compromise the foundations and grow so big they overshadow and block out the light. Said Oak Tree has now been planted on the playing field by Chris Taylor who kindly offered to do this task. Councillors agreed they were happy that a suitable place has been found for it.

c) Otley Gardening Club re Community Garden – See Public Form

d) Festival of Suffolk Lord Lieutenant’s Torch Relay request for Torch Bearer, participant to be advised by 31st March 2022. It was suggested and agreed that as Russell Ling is one of the oldest residents in the village the he should be approached to ask if he would be prepared to carry the torch.

d) Feedback regarding First Responder Scheme. MB gave feedback, they have spoken to the person who is in charge of the First Responders, Map show responders are 8 miles away which is around 18 minutes from the Village to Ipswich hospital. There are First Responders in the following areas Helmingham, Claydon and Wickham Market, but they are not able to cover Otley. It would be worth putting something out into our community to ask if there is anyone who is interested in doing the training. ALB agreed to put something on Facebook, if anyone comes forward to contact the Clerk.

e) Neighbourhood Plan.- still in progress, but there is now enough information for it to be completed. East Suffolk Council are preparing a Supplementary Planning Document to provide further guidance of policies SCLP5.4 Housing in Clusters in the Countryside (Suffolk Coastal Local Plan 2020) and Small Scale Residential Development in the Countryside. They are holding a virtual workshop for Town and Parish Councils to provide an opportunity for feedback on any experience of these policies in practise etc This workshop will be conducted via Microsoft Teams on 31st March from 4.30pm to 6.30pm. ML would like to attend. Clerk to book him a place.

f) Electric Charging – Contact has been made with Environmental Strategy Officer from Suffolk Council County regarding this project.- There is an Expression of Interest form to be completed, it was agreed that the Clerk would complete and submit, at some stage a survey would need to be completed. Suggestion of where Electric Charging point could be installed are, small car park leading into St Mary’s View. In the email that the Clerk received from the Environmental Strategy Officer they mentioned the Village Hall Car Park, the difficulty with this, is that it already gets used extensively by people who are not attending events at the Village Hall. This will be highlighted on the Expression of Interest Form.

g) Progress of the printing of Countryside Posters- Memory stick in now available with Poster on it, they just need printing, AL agreed to do this. The plan is for them to be put up on the notice boards, at the post office and leaflet drop for the new estate.

h) To discuss Platinum Jubilee Benches x 2. Information and cost which were circulated to Councillors. A discussion took place around whether Eco type benches should be considered. EF agreed to send via clerk a website of a company that makes Eco furniture to circulate to Councillors after this meeting. In the meantime a Budget of £500 for each bench was discussed and agreed. Proposed by ABL and Seconded by SM. It should be noted that there will be additional costs for installing them, a decision also needs to be made as to where they will be placed, a suggestion of by the flower bed on left hand side entrance to St Mary’s View and Junction of Chapel Road and Spring Park.

i) To discuss and adopt updated [Standing Orders](http://otley.onesuffolk.net/assets/Annual-Documents/Standing-Orders-2022.pdf) were circulated to Councillors. Adopted and agreed. Proposed by MC and Seconded by SM.

j) To discuss equipment for Speed Watch suggestions - a) second speed camera b) PV panel. Batteries need recharging every week. Discuss second camera which is thought to cost around £3,500 and would have new technology including data collection. The present one is 10 years old or we could purchase a PV panel. It was agreed that this item be carried forward to next meeting.

7. Planning Matters

a) To receive planning decision Ref no:

**DC/21/3806/FUL**

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

Proposal: Conversion of a redundant building to two semi-detached dwellings

The Parish Council submitted a response of Objection to this application.

**Application Permitted on 24th January 2022**

**DC/21/5335/FUL**

Address: Woodhurst, The Green Otley Ipswich Suffolk IP6 9BP

Proposal: Construction of one detached dwelling with double garage

The Parish Council submitted a response of Objection to this application.

**Application Permitted on 27th January 2022**

**DC/21/5450/FUL**

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

Proposal: Two Storey rear extension, front entrance porch and associated alterations.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision**

**DC/21/5356/LBC**

Address: White Horse Farm, Chapel Road, Otley, Ipswich, Suffolk IP6 9NU Proposal: Listed Building Consent – To replace 4 modern wooden window frames with new frames with slim double glazing units.

The Parish Council submitted a response of No Objection to this application.

**Application Permitted 22nd February 2022.**

**DC/21/5659/FUL**

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

Proposal: Proposed Balcony.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision**

**DC/22/0476/FUL**

Address: Bay Tree Cottage, Chapel Road, Otley, Ipswich, IP6 9NX

Proposal: Single Storey extension for en suite accommodation.

The Parish Council submitted a response of No Objection to this application.

**Awaiting Decision.**

8. Finance - To authorise BACS payments, receive and approve payments since last meeting -

a) Request for Precept for 2022/23 of £5,343.75 has been submitted to East Suffolk Council.

b) Re submission of Budget for 2022/23. Proposal SM Second MH

c) To agree Invoice from C Ling & Son cost of grass and hedge cutting Newlands playing field = £216 including VAT. Proposed by ABL and Seconded SM

d) To agree Cost of Clerk Training Modules 4,5, & 6 @ Cost of £25 = £90 including VAT. Reversal of previous decision to purchase Charles Arnold-Baker Book Proposed by SM Seconded by MB

e) Previous Clerks last Salary Claim September / October 2021 = £80.50. Proposed by MC Seconded by ABL.

f) Current Clerks Salary Claim for January / February 2022= £ 350.75. Proposed by SM Seconded by MB

g) Since last meeting the following payment has been made Clerk Training for Modules 1,2 & 3 = £75 + Vat = £90 total.

h) Grass cutting E-mail has been sent to RC Contractors confirming that we have accepted 5% increase in cost from £1,715.26 to £1,801.68 for 2022, also requested to see have sight of insurance documents.

i) To discuss and agree contribution of £625 towards cost of B1078 Gibraltar Crossroads 40 mph funding solution. Proposed by ABL and Seconded by MH

j) To discuss and adopt updated [Financial Regulations](http://otley.onesuffolk.net/assets/Annual-Documents/Financial-Regulations-2022.pdf) which were circulated to Councillors.

k) All items pertaining to this item have been circulated to Councillors prior to this meeting.

Approve and Accept Public Risk assessment.

Risk Assessments for on line banking management and BACS.

Asset Register.

Public Land & Building Assessment.

All items in K were agreed on block Proposed by MB and Seconded by SM

l) Review of Section 137 monies a total of £450 has been spent in the last year.

m) Discuss and consider application for a Business Debit Card for online purchases in relation to the updated financial regulations. Following a discussion it was agreed that in order to progress this matter the Risk Assessment for on line banking management which has just being agreed to be updated again to reflect risk involved with having said card if obtained.

n) To receive the financial report / bank balances for Parish Council Accounts. Balances are as follows Business Premium Account = £9,479.55p Community Account = £607.27p

9. Highways Matters

a) Traffic lights past Otley Bottoms – The Parish Council has been advised that remedial works to stabilise and repair the damaged bank on the B1079 at Otley Bottoms is to start on 28th March 2022 Works will take six weeks. A member of the public has contacted a Councillor asking whether the Parish Council can prevent traffic using Ipswich Road as a diversion route for the upcoming six week closure at Otley Bottom, they were advised that the road is question is a public Highway and would require a traffic order.

b) Speeding issue on Vine Road – A request for a slow children playing sign has been made to Highways.

c) Discuss road speed limits from the bottom of Otley Hill to past the junction of B1078 and B1079. This item was discussed, it is understood that this has previously being requested but not proceeded with. Another request could be made to Highways regarding this matter.

10.Rights of Way.

Re Footpath 059 ref 003455456 which was reported on 17/12/2021 Rights of Way Officer has inspected the route, they did not find the surface to be severely damaged by a wheeled vehicle, but there are signs of use by what looks like a mobility scooter. Route to be monitor with view to carrying out repairs Spring / Summer should it be considered necessary.

Re Footpath Otley Boat 066 ref 00350023 reported on 8/2/2022 Works Ordered.

Re Footpath 051 ref 00353021 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Ipswich Road ref 00353023 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Footpath 064 ref 00353024 Finger post rotted and collapsed reported on 28/2/2022 Works Ordered.

Re Footpath 022 ref 00353941 Some Boards rotting and collapsing under weight of pedestrians reported on 6/3/2022. Awaiting outcome.

11. To receive Police Statistics from Suffolk Police website / WSNT Priorities. December 2021 One incidence of Anti-Social Behaviour in Pearl Close, Three incidents of Violence and sexual offensives at The College. January 2022 none reported.

12. Speed Watch results – Community Speed watch sessions have not taken place for some time due to Covid. A recent session did take place on Chapel Road for one hour between 3pm and 4pm. One car was recorded doing 36mph. Speed watch have been given a brand new modern camera that is smaller, lighter and gentler on the battery than the old one.

13. Items for Consideration for inclusion on the next agenda / meeting

Date of next meeting 16th May 2022 AGM / APM. At 7pm

Meeting closed at 9.15pm