

## **OTLEY PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held on Monday 20<sup>th</sup> November 2023**

**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)

District Councillor: Mr Dan Clery (DE)

Members of the Public – Two members of the public were in attendance for part of the meeting.

### **Meeting Opened at 7. 25pm**

1.) Chairman's Welcome, Apologies and Approval of Absences. Abigail Lord sent her apologies, they were accepted and approved. Sue Montgomery has resigned as a Parish Councillor with immediate effect after approximately eight years of service. She was thanked for the valuable contribution she has made during her time as a Councillor. The Casual Vacancy Notice started on the 17<sup>th</sup> November and is being advertised on the Website and Village Notice Boards, it is due to end on the 7<sup>th</sup> December 2023. There is still one other vacancy on the Council.

2.) To receive Declarations of Interest and Consider requests of Dispensations – AL declared an interest re Grass Cutting bill for Newlands and Martin H in relation to Clerk/ RFO Salary review.

3.) Public Forum (For any matters on the Agenda) – Two member of the public in attendance in relation to the Neighbourhood plan.

4.) To resolve that the minutes of the meeting held on Monday 18<sup>th</sup> September 2023 they were signed as a true and correct record.

5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery. No Apologies or report received from County Councillor EB

### **6. MATTERS ARISING – To receive progress on the following -**

a.) Neighbourhood Plan – To approve Final Consultation of the Draft Plan.

The new Chairperson of the Neighbourhood Plan GG gave an update regarding the Draft NP Plan. We are nearly ready to go to print for the Consultation Draft which is from the 8<sup>th</sup> January 2024 for seven weeks (Period from 8/1/ to 26/2/24) this includes a consultation event in the Village Hall.

District Councillors DC arrived at 7.33pm.

From there the comments from the village and East Suffolk Council are collated and taken into consideration, before moving onto the next stage of the process. Leaflets / Questionnaires has been printed and will be going out door to door to all of the Parish on the 5<sup>th</sup> 6<sup>th</sup> and 7<sup>th</sup> January 2024. The following questions and queries about the plan were highlighted – East Suffolk Council initially advised we adopt the National Suffolk parking policy which is for the whole of the county. This would be very difficult for a rural village to achieve, instead the plan makes reference to encouraging more sustainable use of transport / car usage.

Councillors asked about the following - Green Spaces to the West of the South West of St Mary Church cannot be designated as a green space as the setting of the church is protected. They are on the map but cannot technically be a green space because they are privately owned. A discussion took place around the various photographs within the plan, some photos have been moved from the main text to the appendix. It was acknowledged that the views of the area have been well presented. A suggestion of Google earth and possible drone shot could also be included to further enhance presentation of said photos.

The progress report for the Neighbourhood plan was paused to enable DC to give his report as he has other meetings to attend this evening. This report can be found on the PC website, but the main elements included the effects of the recent flooding, anyone effected can apply for compensation by reporting on the Highways reporting tool. Various contact numbers relating to this have previously been circulated to the Councillors by the Clerk. Winter cost of living grants. Several consultation at regarding litter and dog bins. Rural Development Healthy Environment is taking place from 15 /10/23 to 10/1/24.

DC left the meeting at 7.50pm.

Neighbourhood Plan Continued – On the leaflets that are been produced there is a direct link to Otley One Suffolk, that will take people to the Parish Council website. Once the PDF is finalised which will included The Plan, Consultation Feedback form and any other necessary information. Martin H will create a place holder page with the various links required. The Parish Council have recently purchased a Sandwich Board which will be used to advertise the Consultation day in the village hall in 13th January 2024. Other areas discussed were the design guide which can be read alongside the main plan. A suggestion was made that some FAQ could be prepared before the Consultation to help people understand the process of a Neighbourhood Plan process.

AL wished to express his thanks to all those individuals past and present who have been involved with putting together and developing the Neighbourhood Plan. It was proposed that this draft NP goes forward to the village for public consultation. Proposed by MB and Seconded by Martin H.

Members of the public who attended regarding the Neighbourhood Plan left the meeting at 8pm.

**b.) Parish Council E-mail – Cost of Secure E-mail system**

At the last meeting it was agreed that the Parish Council would have a secure e-mail system for the Councillors and Clerk. Clerk contacted EB to ask if there was any funding available to help pay for this email system, they have kindly offered to fund it for the first year as a one off via their locality budget.

Confirm costs for from One Suffolk/ Community Suffolk Action are as follows. £30 per year, per mail box one of each Councillors plus Clerk with the a .org.uk Domain name at £24 per year. (otleyparishcouncil.org.uk) All will have an individual email. Can use it as webmail same way as gmail and hotmail or link it into outlook or other email client. MH is happy to organise this. At the present time the yearly costs will be £264 that would increase if we had a full council to £324. This service may need to be paid for monthly therefore Councillors need to agree to an ongoing financial commitment. Approval for setting up of a Direct Debit was given at this meeting. Going forward if the amount needs to be changed this would be put on the Agenda to be agreed at a future meeting. Agreement to the setting up of secure email system Proposed by MB and Seconded by MH. Clerk will sent EB an email to accept and thank her for their offer of funding.

**c.)** Following a few changes to agree the following policies which have been re- circulated prior to this meeting.

- Data Protection and Impact Assessment (DPIA)
- Data Retention and Disposal Policy

- Subject Access Request Policy

Discussed and agreed Proposed by GG and Seconded by MB.

**d.) CIL Monies** – To discuss any further ideas to spend this money on. The Parish Council has recently received some further CIL money. A discussion took place around various projects such as Community First Response and the Community Garden that may benefit from receiving some of these funds. Prior to this meeting the Clerk circulated to all Councillors information and the criteria for spending of CIL money they also approached CIL to confirm suggestions previously put forward are within the regulations as follows -

Equipment for use on community orchard /garden – Funding equipment such as gardening tools, lawnmowers etc for this site would constitute operation and maintenance of community infrastructure, so would comply with Regulation 59C.

Community First Responders Kits – The provision of these would also facilitate provision, operation and maintenance of the community infrastructure, supporting the community group.

It was agreed that if community groups from the village would like to apply for some CIL funding they can contact the clerk, who will check their request meets the criteria and then bring it forward to a future meeting.

**e.) Update ref Outdoor Play and Sports Fund.**

EF attended the last Community Council meeting to explain the process and criteria to apply for the Outdoor Play and Sports Fund, it was agreed that the best way forward would be to have a joint meeting between the Parish Council, Community Council and the Representative from East Suffolk Council who is involved with the project to explore further how best to proceed. This meeting is due to take place at the Village Hall Friday 24<sup>th</sup> November at 1.30pm.

## **7. OTHER MATTERS**

**a.) Planning Group** – It was agreed that there would be a planning interest group and the following councillors would take the lead with this, AL CG, MB and GG. Other councillors are welcome to provide input if they wish to.

**b.) Churchyard land** – When Laurence Holmes neared the end of their development at St Mary's View, they were approach to ask if they would like to donate some land to extend the churchyard. This was agreed to in principle providing the legal fees were covered, which the Parish Council agreed to at a previous meeting Ref Public Forum Minute No 6 of May 2023. At the present time the PCC are not keen on taking ownership of this land. Would the Parish Council consider taking it on and managing it. It was agreed that further clarification was needed before any decision was made. AL to look into this and report back at the next meeting.

**c.) Emergency Planning and Flooding**

There is a plan in place that was updated a while ago but it was felt in light of the recent bad weather / storms etc it needs to be reviewed. Clerk agreed to look out the present plan and circulate it before the next meeting and include the recent emergency numbers that were sent round to the Councillors from our District Councillors following Storm Babet.

Following the recent storms the Traffic Lights are back as the a different part of the river bank has collapsed, along with the general erosion of the highway at Otley Bottoms. Clerk will email EB to ask if this situation can be quickly resolved so that we do not have the same situation as before with Traffic Lights being in situ for over a year.

**d.) Thermal Camera Survey's** is due to take place from 9<sup>th</sup> -22<sup>nd</sup> January 2024 – This has been advertised on both notice boards and in the shop.

**e.) Suffolk Archives** – Hand written minute book from 1981 to 2004 and been placed in the Suffolk Record Office, a receipt for this item has been received. Thank you to Russell Ling for arranging this.

**8.FINANCE – To Authorise BACS Payments, acknowledge any Receipts received and Payments made since last meeting.**

- a.) To agree Clerks Salary for September and October 2023 = 25.5 hours at agreed rate. Proposed by MB and Seconded by GC.
- b.) Read out by Vice Chair to agree Grass Cutting Bill for Newlands. Proposed by GC and Seconded by EF
- c.) To agree Budget for 2024/25 and Precept. Budget for 2024/25 had previously been sent out to all Councillors to consider and comment on, following clarification it was approved. Proposed by GC and Seconded by MH. A proposal to increase Precept by 2% was discussed and approved. Proposed by MB and Seconded by GG.
- d.) Pay review for Clerk / RFO following discussion it was agreed to increase hour rate by £1.50 with immediate effect. Proposed by MB and Seconded by GG

**Since last meeting the following payments have been made -**

- Clerks Salary for July and August = £281.75
- Electoral Services for May 2023 Election = £100.98
- Hire of Village Hall = £77.50
- Cost of Annual Insurance = £304
- Donation to Royal British Legion = £50
- Donation to Air Ambulance (SARS) = £100
- Costs of Boards to Advertise Parish Council Meetings and chalk pens = £41.39
- Grass / Footpath Cutting = £1,886.78
- Community Heartbeat = £162
- Community Action Suffolk Hosting - £60

On the 18<sup>th</sup> October 2023 the Parish Council received CIL monies of £9,098.02 including this monies total amount in Reserve Funds = £12,522.24.

£4,341 Neighbourhood Plan Grant (Balance to be returned if not used).

To receive financial reports balances for the Parish Council Accounts Business Premium =£25,030.76 which includes reserve funds and Community Account = £ 202.05.

Case Book and Budget Variances were emailed to Councillors prior to this meeting which illustrates that the Parish Council is on track with its spending.

## **9. PLANNING MATTERS.**

### **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. The Parish Council submitted NO objection for both although they made comment on DC/23/1650/LBC that they hope there will not be a lost of historic fabric. **Permitted 16<sup>th</sup> October 2023.**

### **DC/23/2268/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. **Awaiting Decision.**

### **DC/23/3138/ FUL**

Address: Meadow View Cottage 1 Charity Cottage, Swilland Road, Otley, Ipswich IP6 9NE

Proposal: Creation of sun room to side of existing property. The Parish Council submitted NO Objection to this application. **Awaiting Decision.**

### **DC/22/2268/FUL**

Address: 8 Vine Road, Otley, Ipswich IP6 9NZ Refused AP/23/006 Under Appeal. An appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission of full planning approval is sought for the development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The Parish Council submitted an Objection to the original application this still stands. **Awaiting Decision.**

### **DC/23/0014/FUL**

Land Off Millers Way Church Road Otley IP6 9HF Construction of five single storey dwellings including one affordable unit. **Permitted 18<sup>th</sup> October 2023.**

**DC/23/3464/FUL**

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

Proposal: Two storey rear extension, front entrance porch and associated alterations to an amended design to that approved under planning consent REF: DC/21/5450/FUL to incorporate a balcony over part kitchen with associated balustrade/opaque side screens. The Parish Council submitted An Objection to this application. **This application has be referred to Planning Committee South which is due to take place on the 28.11.2023.**

**DC/23/3385/LBC**

Address: White Horse Farm Chapel Road Otley Ipswich Suffolk IP6 9NU

Proposal: Listed Building Consent - Replacement of back door and frame. The Parish Council Submitted No Objection to this application. **Application Permitted 25<sup>th</sup> October 2023.**

**DC/23/4135/FUL**

Address: Former Hall Lodge The Green Otley Ipswich Suffolk IP6 9PB

Proposal: Erection of Three Bay Cart Lodge. Comments to be submitted by 20<sup>th</sup> November 2023.

**10.) HIGHWAYS MATTERS -**

**a.)** Councillors were advised that Milestone Infrastructure are now the New Highways Partner. They asked for questions to be submitted from the Parish Council. The following was submitted When Pot holes need to be repaired and there is more than one can they not all be done at the same time rather than one or two to prevent having to keep coming back resulting in multiple road closures.

**11.) RIGHTS OF WAY -**

Footpath 023 / Spring Park - Following further concerns from a resident regarding this footpath & the width available. The Rights of Way Officer has completed a Site visit and reported the following. While the path is narrow with hedges either side, it has been cut back as far as it can be. Path is quite muddy, but passable without too much difficulty. The section of path between the hedges is only single file, there is no capacity to be any wider, or suggestion that it should be. The ROW officer looked at the Eastern section of this route, it was deleted in the 1979. (Review of the def Map state that it was to remove from the road, presumably as a result of the houses being built?) The notes make no reference to width the path should be. The hedge growth will be monitored and the adjoining owner contacted if its becomes overgrown but it is in reasonable condition at the present time. Clerk has written back to the resident to advise them of the response received from Rights of Way.

**12.) SPEED WATCH & SID RESULTS -**

Speed Watch advise not much to report as they have been rained off several times. They have a new site at the top of Hillbrow, Church Road, Police have said they can only clock cars leaving the village. Sid Results were not collected this time.

**13.) COMMUNITY COUNCIL REPORT -**

The Fireworks was a successful night with approximately 500 people attending. The Parish Council have purchased the Christmas Tree at a cost of £50 it is planned to be put up and decorated on the 1<sup>st</sup> December 2023. The lights will be switched on that evening. The village choir (TOADS) will be in attendance singing some carols. Date of next meeting for the Community Council is due to take place January 2024.

**14.) COUNCILLORS REPORTS & ITEMS OF FUTURE AGENDAS -**

At the present time the Parish Council has one vacancy, to discuss advertising and encouraging interest in joining the PC. You need to be 18 years plus. Maybe advertise it on Facebook or at the Neighbourhood Village Consultation day in January 2024.

Meeting finished 9.05pm

Date of next meeting Monday 15th January at 7.30pm