

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 11th July 2022.

The meeting was held in Otley Village Hall.

Present:

Clerk: Mrs Mary Hunt (Clerk)

Chairman: Mr Anthony Ling (AL) (Apologies)

Vice Chairman : Mr Martin Liddell (ML)

Councillors: Mrs Susan Montgomery formally Courteney (SM) (Apologies)

Mr Martin Hunt (MH)

Mrs Emma Flint (EF)

Mrs Jayne Vaughan (JV)

Mrs Sandra Grant (SG)

County Councillor: Elaine Bryce (EB) Did not attend and no Apology received.

District Councillor: Tony Fryatt (TF)

Members of the Public – None

The meeting opened at 7.31pm

1.) Meeting welcome was given by Vice Chairman ML who also chaired tonight's meeting. Apologies were received from Mr Anthony Ling and Mrs Sue Montgomery. Both apologies were accepted.

2.) To receive Declaration of Interest and consider request for Dispensations – None.

3.) Public Forum (For any matters on the Agenda) - None

4.) To resolve Minutes of the AGM held on 16th May 2022 were signed as a true and correct record. It was raised that a correction is required under Councillor responsibilities for Rights of Way should have been recorded as SG and not JV. This correction will be made electronically, changed on the paper minutes and initialled by Vice Chair Proposed by SG and Seconded by MH

5.) To receive Elaine Bryce County Councillors Report and Tony Fryatt's District Councillor Report. A report from Elaine Bryce has as yet not been received. Tony Fryatt presented his report full details can be found on the website.

Mr Mike Bowers (MB) arrives at 7.36pm

6) Matters Arising – To receive progress reports on the following-

a) To discuss the Consultation Draft Housing in Clusters and Small Scale Residential Development in the Countryside Supplementary Planning Documents. Consultation Period is from 17th June to 5th August 2022. Briefly discussed, it was agreed Councillors would put their thoughts and ideas on an email and send to the clerk who would collate all the comments and submit them before the end of the consultation period.

Mrs Abigail Lord (ABL) arrived at 7.39pm

b) Neighbourhood Plan – This is on going, ML continues to be working on it, if anyone else would like to get involved they would be very welcome. The Neighbourhood Plan involves a lot of work. Once it is completed and any changes made, it is sent round to the Parish Councillors for any comments, then to East Suffolk Council for a final look over as well as Consultation with the Village

c) Community Partnership Membership – As requested at last meeting Clerk has obtained further information as to what this involves, They meet on a quarterly basis and there is opportunity to be part of small working groups that meet in between on particular projects. The expectation is that the representative attends these quarterly meetings which last no longer than 2 hours. Everyone ‘chips in’ with projects or tasks if appropriate. Because there is usually good attendance tasks are evenly distributed therefore membership does not involve a great deal of work. There is also a Road and Traffic Safety Forum for our CP created to bring a greater voice to parishes, particularly rural ones. This also runs quarterly and coordinates local views. The premise of Community Partnerships is to be different from a typical Council meeting. Partnership meetings are more interactive, practical and focused on solving the issues. We have certain rules to follow of course, particularly relating to financial expenditure and each Parish in attendance having a vote. However, all other points are agreed ideally by consensus.

The most recent meeting took place this afternoon at Grundisburgh Village Hall. The next meeting we understand is in September. MB has kindly agreed to attend these meetings. Clerk to send him further information and to advise Andrew Jolliffe Communities Office with East Suffolk Council that Otley will be sending a representative to the next meeting.

d) Resident in Vine Road requested update regarding request made for a Slow Children playing Sign – This has been requested again this time via Highways Reporting Tool.

e) Village Sign – This is in progress

f) Jubilee Benches – Two benches were ordered from Realise Futures Eco Furniture and were delivered last week. One is to be placed in the Community Orchard, the other one is planned for Otley heights, near Ruben’s Wood /Martin’s field.

g) Countryside Code of Conduct Poster & Rights of Way Map – Rights of Way map is on the Website as a link to an on line footpath map. Country Code Poster to go on Notice Board and Face book page as well as Post Office. Maybe other copies of Country Code Poster to be printed out in put through doors to remind people of the County Code. Although the Rights of Way / Footpath Map is on the website a discussion took place regarding whether this should also be printed out and put up on notice boards, it was felt some people like to have a paper copy to refer to. SG has a copy of this map, it was agreed she would hand this onto ABL for her to reduce in size and print out. EF also may have access to a Suffolk County Council definitive Rights of Way that also has a QR Code which can be scanned using a smartphone.

h) First Responder Advert for Facebook – Carried forward from previous meeting. MB and ABL agreed to put together an advert for Facebook to get an idea if there are people interesting in training as a Volunteer First Responder.

i) Speed Watch Equipment and costs of Speed Indicator Device Sign (SID) – Information has been obtained by the Clerk from a company called Westcotec which was circulated and discussed. After further discussion and considerations the following was agreed Portable SID with smiley / Angry Face beneath. 10W solar powered complete with spare lead acid battery, bracket sets for sign and solar panel at a cost of £3,695 plus VAT. It was also agreed that a Date Collection Unit should be

purchased at cost of £379 plus VAT giving a total cost of £4,074 (including VAT would be £4,888.80 which the Parish Council can claim back) Proposed by ABL and Seconded by SG.

j) Defibrillator Pads and request for someone to check Defib if its activated while Clerk is away on holiday, both sets of pads have been replaced as previous one were due to expire end of June & July 2022. Last week the Defib was activated and one set of the new pads was used. A replacement set has been obtained. JV has kindly agreed to be the contact while Clerk is on holiday.

k) Feedback re Jubilee Fete, It was minuted that this event went well & was reasonably well supported.

7. Planning Matters

7a) To receive planning decisions Ref no

DC/22/1466/FUL

Address : 1 Little Meadows Drive Otley Ipswich Suffolk IP6 9NW

Proposal: Single storey, full-width extension to rear of property (10.9x4.5m), not within 2m of boundaries.

Plinth brickwork around timber frame extension. Larch cladding. Red pantiles to match existing house.

Creation of single storey porch under existing link roof between front of property and double garage. The

Parish Council Submitted a response of **No Objection** to this application.

Application Permitted 1st July 2022

DC/22/1329/FUL

Address: 8 Vine Road Otley Ipswich Suffolk IP6 9ZN

Proposal: Full planning approval is sought for development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The total GIA is 130m² which includes an entrance hall, cloakroom & utility room. An open plan Kitchen, Dinning & living area along with two en-suite double bedrooms, surrounded with a private garden & parking / turning area.

The Parish Council submitted **An Objection** to this application.

DC/22/1361/FUL

Address: Land At 1 Charity Cottage Swilland Road Otley Suffolk IP6 9NE Proposal: Retention of use of land for the stationing of shipping containers for storage use. Retention of access track. The Parish Council submitted **An Objection** to this application.

Application Refused 29th June 2022.

A discussion took place regarding this planning application that although it had been refused should the Parish Council contact the planning department to ask if they are going to issue enforcement for the Shipping Containers to be removed. Following discussions a vote took place the outcome of which was 2 to 4 against requesting enforcement.

DC/22/1090/FUL

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

Proposal: Installation of PVA mounting frame to support 4KW solar PVA panels. The system will be connected by buried cable to an inverter & battery system installed in the cart lodge workshop, similar to existing frame that is also connected by buried cable to the Cart Lodge Workshop. This system will provide green electricity to provide lighting, power & hot water the property. The mounting frame to be installed in a field that borders the listed curtilage of White Horse Farm. The Parish Council submitted **No Objection** to this application.

Application Permitted 1st July 2022

DC/22/1618/FUL

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

Proposal: Minor amendments to approved barn conversion to include raising roof by 1.0mtr, adding bifold doors, windows & roof lights. New cart lodge with studio/office over & replacement garage. The Parish Council submitted **No Objection** to this application.

8. Finance – To Authorise BAC’s payments, receive and approve payment since last meeting.

a) The Audit has been completed by SALC, a few comments / recommendations have been made including change to the AGAR are required. These changes have already been done and signed / initialled by the Chair. AGAR Exception Certificate, Section 1 & 2 Documents have been submitted to PK Little John on 30th June 2022.

b) Comments / Feedback from Audit Circulated to Councillors in preparation for this meeting – Audit has been agreed and signed of by SALC Auditor but it was agreed that the Clerk / RFO to work through the feedback suggestions and make the necessary changes going forward in particular to present to Councillors a three monthly review of spending and budget.

c) To agree invoice from SALC for completed Audit = £193.20 includes VAT. Proposed JV
Seconded SG

d) To agree invoice 768 for hire of Village Hall Nov 2021, Jan & March 2022 = £90 Proposed EF
Seconded SG

e) To agree invoice Eco Furniture from Realise Futures for two Eco Benches = £1,240.51 includes VAT. Proposed ABL Seconded EF

f) To discuss request received from Disability Advice Service for a Grant from the Parish Council Council advised that previously they have given a small grant to this organisation of around £50. Clerk / RFO was asked to look at previous accounts to check if this is the case, if so to give that same amount. Proposed ABL and Seconded EF

g) Request from Clerk to purchase a set of ink jet cartridges at approx cost of £60 & two reams of paper at cost of £10 = £70 Proposed FL and Seconded SG

h) Clerks Salary for May & June 2022 (19 hours for May & 11 hours for June) = 30 hours = £345
Proposed ABL and Seconded JV

i) Since last meeting the following bill has been paid Tree Guard at cost of £192 includes VAT.

j) To receive the financial report / bank balances for Parish Council Accounts. Balances as follows
Business Premium £ 12, 824.16 Community Account £ 919.15

Monies has also been spent out of the War Memorial and Plants Budget for plants / flowers for the Jubilee Celebrations which was agreed, approved and minuted at Parish Council Meeting on 14th March 2022 Finance 8 items b). This Budget was set at £30 for the year, £25.56 has been spent leaving £4.44.

9) Highways Matters – Request for Clerk to report a large pot hole near to chicken farm on Hall Lane. There is also one at junction of Ipswich Road and Helmingham Road.

10) Rights of Way – Re footpath 023 ref 00362070 reported on 24/05/2022 Broken plank on footbridge works ordered.

Footpath 030 ref 00362072 reported on 24/05/2022 Large branches causing a need to bend down to pass them.

Footway outside No 8 & 10 Chapel Road Otley ref 00364280 reported on 16/06/2022 Otley Parish Council request a Slow Children Playing Sign as residents have complained of inappropriate driving.

11. To receive Police Statistics from Suffolk Police website / WSNT Priorities – April 2022
One Incident at Otley College of a theft. One incident in Vine Road other crime, and One in Pearl Close of Violence and Sexual offences. May 2022 two incidents in Pearl Close one for anti social behaviour and one for Violence and Sexual offences. Two incidents at Otley College both for Violence and Sexual offences. Regarding the Woodbridge Safer Neighbourhood Team, it would appear that this is now covered at the Community Partnership Quarterly Meetings as part of their Road safety Forum which MB has already agreed to attend.

12. Speed Watch results - They carried out two sessions in June on Chapel Road and Helmingham Road. During both sessions the traffic was light with most drivers doing around 30-35mph mark. However, they recorded several at the 40-50 mark in both places. They also have a new speed gun. It is smaller and much more reliable, the old one didn't like battery pack, whether it was hot or cold and generally temperamental.

13. Items for Consideration for inclusion on the next agenda /meeting -
ABL requests an Update regarding Electric Car point.
To discuss Outdoor Play Space Equipment Fund (Monies available for both Play & Sports).

Meeting Closed at 8. 55pm.

Date of Next meeting 10th October 2022 at 7.30pm