

## **OTLEY PARISH COUNCIL**

### **Minutes of the Parish Council Meeting held on Monday 10<sup>th</sup> October 2022.**

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

#### **Present:**

Clerk: Mrs Mary Hunt (Clerk)

Chairman: Mr Anthony Ling (AL)

Vice Chairman: Mr Martin Liddell (ML)

Councillors: Mrs Emma Flint (EF)

Mrs Susan Montgomery formally Courteney (SM)

Mr Martin Hunt (MH)

Mrs Abigail Lord (ABL)

County Councillor: Elaine Bryce (EB) None Received.

District Councillor: Tony Fryatt (TF) sent his Apologies.

Members of the Public - None

#### **The Meeting opened at 7.30pm**

1.) Meeting welcome was given by Chairman (AL) Apologies were received from Mrs Jayne Vaughan (JV), Mr Mike Bowers (MB) Mrs Sandra Grant (SG) and Mr Tony Fryatt (District Councillor) -All Apologies 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 from the meeting held on 11<sup>th</sup> July 2022 were signed as a true and correct record – Proposed SM and Seconded by MH

5.) To receive County Councillor Report from (EB) and District Councillor Report from (TF) – None received.

#### **6.) MATTERS ARISING**

**a.) Neighbourhood Plan –** Discussed at some length. ML advised that having made a few alterations to the plan, he has now sent it back to East Suffolk DC for them, if they are happy to do so, their habitat and environmental assessment. When signed off the next stage is for ML and ABL to get together to discuss Regulation 14 which is, Pre- submission Consultation and Publicity. Before submitting a plan proposal to the local planning authority, a qualifying body must publicise and consult the details of a proposed plan to the village. Once this has been completed the plan is returned to the Inspectors for any further amendments before going back to the village for a final consultation and for a referendum to take place. There is still a long way to go with the plan, at least another 18 months. The other issue is the time and work involved with the layout of the documentation as it needs to include things such as photographs, images, appendices etc. MH offered to help with it, as has a member of the village offered their assistance. It was agreed that going forward this project does need to progress. A note of thanks was given to ML for all the hard work he has already put into the Neighbourhood Plan.

**b.) Community First Response Project** – A meeting was held in the Village Hall in September with a representative from East of England Ambulance Service NHS Trust, to discuss the details of the project with the people who have volunteered 6 from Otley and 3 from Clopton. A Parish Councillor from Clopton who attended this meeting, has already approached Tony Fryatt District Councillor to ask if he would consider applications for funding from his Enabling fund. The maximum funding would be £1,000, and an application between the two Parish Councils could be submitted. The plan had been for the clerk to attend said meeting but due to recovering from Covid it was not possible. MB did attend and was able to get some details of requirements and costs involved to set the project up. There does appear to be confusion around obtaining full details regarding how many medical bags would be required one or two, the cost of equipment and yearly on costs. It has been established that while initially the cost of training each volunteer was going to be £35 per person, from the 1<sup>st</sup> November 2022 this will now be free. The clerk has emailed East of England Ambulance Service to ask full breakdown of cost of equipment, medical bags, and yearly costs. No response has been received as yet. It was felt that further clarification is needed to establish exactly what is involved, full costs and the sustainability of the project as it would be run by Volunteers. It was also felt that one person needs to be responsible for coordinating the project possibly MB, but would need to be asked. Clerk advised they would be happy to assist MB but in a voluntary capacity and not in their role of Parish Clerk.

**c.) Village Sign** – MH has obtained two quotes, one from Signs of the Times Ltd for £1557.40 plus VAT = £1,868.88 includes refurbishing of both sides, remove old paint and repaint in colours of our choice. Quote does not allow for painting of the bracket just the panel. This does not include carriage we would have to arrange and pay for this, lead in to complete the work would be approximately 4 to 5 weeks from receiving the sign. Second quote is from The Village Sign People is for £1,764.46 this includes grit blast a double sided plastic sign, treat with a specialist etch printer, two coats of undercoat then repainting the sign with sign writers enamel paint. They do not charge VAT. This company will collect the sign and return it once the work is completed lead in to complete the work is 12 months. Following a discussion it was felt that another quote should be obtained to see if it is comparable to the two quotes we already have. It was suggested that the Parish Council approach the Sign Writer who did the Village Hall Sign. Clerk to make contact with them and request a quote.

**d.) Jubilee Benches** – To confirm where the two benches purchased by the Parish Council will be placed as well as Laurence Homes have now also purchased a bench and have asked if theirs could be placed on the playing field, near the play equipment as they have noticed that after school this area is often populated by the children and parents, this bench would give the parents somewhere else to sit. This area is owned by the Community Council who we understand have agreed to this idea. Clerk to email Laurence Homes and Chairperson of the Community Council so they can liaise and agree between themselves exactly where the bench will be placed. The two benches that the Parish Council have purchased will be given to the Community Orchard who will place them within the Orchard area as and when appropriate.

**e.) Countryside Code of Conduct Posters & Rights of Way** – The Countryside Code of Conduct will now be distributed within the village. To the Hubbard houses, some in the Otley Post Office, notice boards and The Surgery. A digital version could also go on Otley Post Office site and Facebook.

**f.) Speed Watch Equipment / Sid Sign** – Has been purchased and arrived. Arrangements are in place to drop this equipment off to ML. This new equipment will be set up and then consideration will be given to selling the old one.

**g.)** Community Partnership Meetings – To receive any feedback from (MB) who attends these meetings. Carried forward to next meeting.

**h.)** Updating Website Details – MH raised that there are some things that need to be updated such as the number of homes in the village and population. Houses are approximately 330 and population 850. It was also noted that events that require emergency planning are rare and extreme. It was agreed that for the time being to take down the Emergency planning from the website while we check and update what are the duties are for the emergency advisers who are and have previously been JV and ABL. Neighbourhood Watch was also discussed and although we don't have an official one we do have a strong community spirit within the village along with a general willingness to help and support others when the need arises, as well as the Village Facebook page where people can ask for help, support and seek information.

## **7. OTHER ITEMS TO DISCUSS**

**a.)** Suffolk Climate Change Partnerships Community Thermal Imaging Project – Are running this project to enable the free use / loan of a thermal imaging camera for community groups and parish councils, to carry out community heat loss surveys. The camera is used to scan homes to identify areas where excessive heat loss is occurring and help identify the need for additional wall insulation or draught proofing around windows and doors. This could help enable bulk purchasing of materials such as loft insulation. Training is available on how to use the camera and how to interpret the heat loss images. Both Otley Green and the Parish Council has completed this survey. The Otley Green representative is willing to do the training. Regarding accessing peoples properties maybe something on Facebook asking for volunteers to have their home scanned. SM agreed to assist with this project.

**b.)** Concerns that the Oak Tree that was planted in the wild flower meadow is in the wrong place as wild flowers will not grow under trees – Discussion around plant succession as part of a natural process. The Community Council and the Community Orchard to have further discussion about this matter.

## **8. PLANNING MATTERS**

**8a** To receive planning decision Ref no -

**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 130m<sup>2</sup> which includes an entrance hall, clockroom & utility room. An open plan kitchen, dining & 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.

**Application Refused 15<sup>th</sup> September 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 1.0m, adding bifold doors, windows & roof lights. New cart lodge with studio /office over & replacement garage.

The Parish Council Submitted a **No Objection** to this application.

**Application Withdrawn 15<sup>th</sup> July 2022.**

## **9. FINANCE – To authorise BAC's payments, receive and approve payments since last meeting -**

**a.)** To agree invoice for Otley Footpath Grass Cutting from R C Contracts = £1,801.68 Proposed by MH Seconded by SM

**b.)** Clerks Salary for July, August & September = 20 hours in total = £230 Proposed by ML  
Seconded by EF.

**c.)** To clarify donation to Disability Advice Service as last time we gave them £75. Usually we receive a letter highlighting the work and support that the DAS provides to those living in the village. Clerk agreed to check this out and bring it to the next meeting.

**d.)** Since the last meeting the following invoices have been paid - Portable Speed Indicator Device (SID) with Smiley/ Angry Face & Bluetooth Date Collection at total cost of £4,888.80.

Renewal of Insurance – following receiving two quotes, our Insurance is now with Zurich at a cost of = £277.00 for the year, this was cheaper than the quote provided by previous insurance company. This had to be done now as otherwise we would not be covered for the following year.

Purchase of ink Jet Cartridges & two reams of paper at total cost of = £85.62.

**e.)** The following Standing Orders have also been paid out- Baptist Church - £100.00  
Otley Community Council = £100.00 and St Mary's PCC Otley - £100.00.

**f.)** To receive the financial report / bank balances from the Parish Council Accounts. Balances as follows Business Premium = £5,627.79 and Community Account = £693.87.

**g.)** Financial quarterly report of expenditure and variance from budget – to be presented at meeting, this was discussed in some detail. There has been an increase in cost of Insurance, and Newlands Rent Increase. There is also some items paid out that were not budgeted for, such as a contribution to Gibraltar Crossroads the Tree guard for our Jubilee Tree and a new SID sign. This was because at the time we had monies available to spend on these projects. But going forward while we are committed to the main part of our expenditure we will have to be more careful with our capital expenditure. Once the Grass Cutting Invoice is paid the Parish Council receive this money back from the County Council excluding the VAT. This money has not yet been received, so not included in these figures. Guidelines for reserves of monies a Parish Council should have is between 3 to 12 months. A Budget meeting needs to be arranged to set the budget for 2023/24 see item **h.**

**h.)** To set Budget Meeting with Finance Committee to discuss and set 2023/24 Budget, suggest 14<sup>th</sup> November 2022 for this meeting to take place.

## **10. HIGHWAYS MATTERS -**

**a.)** Road Safety Week –There is a meeting via Teams due to take place next week 23/10/22 MB is unable to attend. MH has agreed to deputise for him.

**b.)** Traffic Calming Measures (Easton have just had some calming measures put in) Do we wish to consider something similar in the village. Reference was made to previous discussions regarding traffic calming measures on Helmingham Road a few years ago. This was not proceeded with. It was felt that the Zebra Crossing has slowed the traffic down at the Post Office Junction. To make a request and case for Traffic Calming you would need to provide the appropriate evidence etc. It was agreed that for the time being we would see what data and evidence the new SID Sign provides.

## **11. Rights of Way**

**a.)** Re Footpath 053 Helmingham ref 00369213 reported on 7/08/2022 Re Reporting Bridges have further deteriorated and are in danger of collapsing. There are two bridges the second one is some distance further on. (Second time this has been reported).

**b.)** Re Footpath 061 re 00373983 requesting on 2/10/2022 Dog fouling sign requested at both ends.

**12. Speed Watch Results** – Completed a session in Chapel Rd, there were no offenders

**13. Items for consideration for inclusion on the next agenda / meeting**

Electric charging – EF has spoke with the Environmental Strategy Office SCC regarding Electric Charging Point. She has been advised that Otley is on the list to have a charging point but the land owners have as yet not been consulted.

**Meeting closed at 9.20pm.**

Date of next meeting Monday 23<sup>rd</sup> January 2023 at 7.30pm