

## **OTLEY PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on Monday 16<sup>th</sup> September 2024. This meeting was held in Otley Village Hall (Back Room).**

### **Present:**

Clerk: Mrs Mary Hunt (Clerk & RFO)

Chairperson: Mr Anthony Ling (AL)

Vice Chair: Mr Mike Bowers (MB)

Mr Gavin Grant: (GG)

Mrs Emma Flint: (EF)

Mr Miles Ellis: (ME)

Mr Martin Hunt (MH)

Mrs Claire Gasson (CG)

Mrs Elaine Bryce – County Councillor: (EB)

Mr Dan Clery – District Councillor: (DC)

There was one member of the public present.

Meeting started at 7.30pm

### **AGENDA**

**1.)** Chairman's Welcome, Apologies and Approval of Absences. Apologies were later received via email from Mrs Abigail Lord, who had been held up at work

**2.)** To receive Declarations of Interest and Consider requests of Dispensations. ME declared an interest in the following items on the agenda 7 a) Repair of War Memorial and 7 c) Quote to replace Notice Board at Newlands, and MB for items 7 f) Community First Response request for the Parish Council to pay for the hire of the hall for the training event they are doing for the village on 1<sup>st</sup> October 2024.

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

**4.)** To resolve that the minutes of Monday 15th July 2024 are a true and correct record. Proposed by GG and Seconded by MB

**5.)** To receive reports from Elaine Bryce Country Councillor & District Councillors Dan Clery – EB gave her report, this has previously been circulated to the Councillors, but they wished to highlight a couple of items. Following the recent fire at Sackers Waste Management plant at Great Blakenham the Council are doing a programme around a wider awareness of how to dispose of batteries, this includes electricals that contain batteries, batteries for cars and general household ones and vapes etc. Waste batteries and electrical items should never be thrown into household waste, instead they can be recycled at any of Suffolk's 11 Recycling Centres, local recycling banks and many supermarkets also accept batteries. More information can be found on the Suffolk Waste Partnership website <https://suffolkrecycling.org.uk/>

Flood reports are still ongoing following Storm Babet, Investigations found that areas were severely impacted by flooding due to the amount of rainfall that overwhelmed the natural flow routes and capacity of watercourse and drainage infrastructure. The situation was compounded when overland flow paths converged with water from rivers that had burst their banks. Recommendations include short, medium and long term proposals aimed at Individual Homeowners, Community Groups, Landowners and Risk Management Authorities, such as Implementing Community Flood Plan, Grants available to make properties more resilient to flooding, removing blockages in the watercourse and improving drainage infrastructure both private and publicly owned, creating new natural flood management features. Grants of up to £5,000 are still available to make homes more resilient to future flooding. Application can be made until April 2025 Contact [floodgrants@suffolk.gov.uk](mailto:floodgrants@suffolk.gov.uk).

The following issues were discussed. The impact last years flooding had on School Transport and the problems it caused getting children back from school to home, could there be better communication between the Contractors who provide school transport and parents / significant others so that we do not have the issue of children being stuck at School unable to get home. Pot hole patching was also discussed in particular the Junction of Ipswich Road and Helmingham Road, this road has been closed several times, each time a small section is done and within a few months it breaks down and another bit has to be repaired, would it not be better to repair the road completely rather than doing bits at a time. EB agreed to raise both these issues.

EB reminded the Clerk to resubmit request from her Locality Budget for cost of email system for the Parish Council and Community First Response will also be making a request to this Budget for a Raiser Lifting Chair.

EB left the meeting at 7.45pm and District Councillor DC arrived and gave his report, which has also been circulated to Councillors prior to this meeting. ESC are formulating plans for changes to waste bin collection. General waste collection could change to every 3 weeks, and include the distribution of a food waste bin. There will be some publicity around this it will probably take around 18 months to get started. DC highlighted that in his most recent Parish Report there is further explanation around the plans for waste and recycling collections, but if there are any updates regarding the matter he will email the clerk who will forward the information onto the Councillors. Councillors expressed concerns around the increase level of recycling and that it would lead to the having more bin lorries on the roads as well as the materials / oil required to manufacturer more bins. Continuing with the theme of bins DC is on the scrutiny committee and asked if there are any problems with the present bin collection service, none were highlighted at this time but if there are any problems to let him.

To help improve biodiversity and help the climate East Suffolk Council have agreed a Tree and Hedgerow Strategy which is seeking input from community groups, residents and experts to identify key priorities and requirements for tree and hedgerow planting as well as the management of the existing trees across the district. This strategy aims to enable 250,000 trees to be planted across East Suffolk, which in turn will help the environment, reduce carbon dioxide along with Flooding and provide essential wildlife habitats. While it was acknowledged that it is important to consider the environment and biodiversity a discussion around how overgrown some of the roadside hedges have become including where road signs can be obscured. DC advised that if this the case Highways should be made aware so that it can be cut back so the sign can be seen.

DC report also highlighted Ease the Squeeze to access this service and the support available, if people are worried about the increasing cost of living they can via [www.eastsuffolk.gov.uk/community/squeeze](http://www.eastsuffolk.gov.uk/community/squeeze). DC left the meeting at 7.56pm.

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

a.) Update regarding Emergency Preparation Cards / Magnets – As agreed at the last meeting the preparation cards / Magnets have been delivered to properties at Otley Bottoms and Little Meadows. There are still some available if anyone wishes to have one. ME has taken a few to deliver to residents at Newlands who have requested one.

b.) Neighbourhood Plan – All the basic conditions are finished, just waiting for Ben Norton to check through them. Once this is done there will be another 6 week consultation with East Suffolk Council and from there it will go to the Inspectors. A discussion around the design code took place. A neighbourhood plan design code is a set of rules and requirements that help ensure new development complements the identity of an area and can be used to inform planning decision and can be a useful addition to a Neighbourhood Plan. We may wish to add a design code for Swiss Cottage Farm but will wait to see what advice we receive from ESC when they do their consultation.

c.) Update regarding Outdoor Play & Sports Fund – ME gave an update regarding the outdoor gym equipment that is being considered by the Community Council. Earlier today a representative from Fresh Air Fitness who provide Outdoor Gym Equipment visited the village playing field to have a look at the space available, took measurements and photos so they can provide a quote. This company do complete outdoor Packages that can be added to at a later date. A discussion regarding accessibility equipment took place, it is possible to have a roundabout accessible for both able bodied and a wheelchair user, it was felt that was something that should be considered as well as a slide to be added to the Climbing frame. Three quotes have been obtained to completely resurface the Village Hall Car Park all a similar cost of around £25,000 plus VAT. The Bowls Club need a new Lawn Mower at a cost of between £5,000 to £6,000. All these projects are going to cost more than the £60,000 that is available in the fund, in view of this the Parish Council have ring fenced some CIL monies to use to pay for the shortfall. Before any decision can be made a Consultation with the Village needs to take place.

d.) Update regarding Churchyard Land – Nothing to report.

e.) Newlands Play Area – Clerk went back to East Suffolk Council Assist Management to get again clarify that the team who manage Play Areas have no plans to replace the equipment that was removed. The space will now just be an open space with regular grass cutting so that informal activity can take place on it. East Suffolk Council did agree to remove the rubble that was left on the site following the removal of the play equipment.

f.) Councillors Basic Training - ME has completed his training and found it very enjoyable and informative. GG is due to do the first session of this training on Thursday but as yet has not received any notification / link from SALC. Clerk to chase up tomorrow.

## **7. OTHER MATTERS -**

a.) Repair of War Memorial – A quote to carry out the repair has been received from Mr J Ellis has been received for up to and no more than £100 following a discussion it was agreed to accept this quote Proposed by MB and Seconded by GG.

b.) Old Map of the Village to be donated to Community Council request for Parish Council to purchase a Frame to put it in –It was felt that in the first instance the Parish Council would need to have the dimension of the map before agreeing to pay for a frame. The Community Council have a meeting later in the week, they will be discussing the Map and were they would like to have it hung in the Village Hall.

c.) Quote to replace Notice Board at Newlands – At quote has been received but it was unclear as to exactly what work needs to be carried out. Clerk agreed to check this out and report back at next meeting.

d.) Request for Dog Poo Bin on Helmingham Road – A resident has made this request, following discussion among the Councillors a vote took place, four voted in favour with three against. Regarding cost it was agreed to fund up to £150 proposed by ME and Seconded by EF.

e.) Thank you letters have been prepared by the clerk to thank the Residents who cleared and tidied up Donkey's Ears and the Resident who tidied up War Memorial these letters were signed by the Chairperson and Clerk will deliver to them tomorrow. Thank you also needs to go to the Chairperson who provided their trailer to remove the foliage / branches etc following the clearance of Donkey's Ears.

f.) 1<sup>st</sup> Responders Training Evening 1<sup>st</sup> October 2024 request for Parish Council to pay for the hire of hall for this event which will be £25 as they will be using the main hall. Proposed by GG and Seconded by CG.

g.) Purchase of batteries for old SID and Quote for second new SID. Clerk has obtained a quote for a second SID but the cost for this is over £5,000. MH reported that he has also looked into the purchase of replacement batteries for old SID system, these will cost around £55 each. Following a discussion it was agreed to buy replacement batteries proposed by ME and Seconded by GG.

## **8.) Finance – To Authorise BACS payments, acknowledge any receipts received and payment made since last meeting.**

a.) To agree Clerks Salary for July and August 2024 = 27 hours at agreed rate = £351 plus £2.55 for cost of 3 2<sup>nd</sup> class stamps. Proposed by MB and Seconded by EF

b.) Poppy Crosses and to agree donation to The Royal British Legion – Clerk advised that we can again recycle last years crosses they having been cleaned and painted. Last year the Parish Council donated £50 following a discussion it was felt we should increase the donation to £100 Proposed by MB and Seconded by GG.

c.) To agree cost of Annual Insurance at same cost as last year = £304 For comparability the Clerk did obtain another quote but that was more expensive. Following discussion the £304 was agreed to Proposed by MB and Seconded by EF

d.) To agree cost of Annual Grass Cutting = £1886.78 inclusive of VAT. Proposed GG and Seconder ME

e.) To discuss New Version of Financial Regulations 2024 these were circulated prior to this meeting and are based on the NALC 2024 version. Following a discussion they were adopted. Proposed by GG and Seconded by MB.

Since the last meeting the following payments have been made -

Clerks Salary for May and June 2024 = 30.5 hours at agreed rate = £396.50

Payment to SALC for completion of Audit = £267.60 includes VAT.

Payment for Basic Councillor Training Session 1 & 2 for three Councillors at a cost of £76.80 each x 3 = £230.40

Budget Variances were presented at the meeting and Cash book was circulated round to Councillors prior to this meeting.

Bank Balances for the Parish Council Accounts – Community / Current Account £2,657.23 and Business Account £ 20,286.81.

## **9.) PLANNING MATTERS**

a.) To discuss whether site visit should take place for extensions – It was felt that a recent application did require a site visit. One of the Councillors carried out a visit and found these plans were completely different to what had been

submitted. Going forward it was agreed that for any future planning application that involve an extension it maybe necessary to do a site visit but this would depend on the application as some may not need a visit.

**b.) 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. The Parish Council resent their original objections as well as further comments to highlight the number of planning application that have been submitted for this property. A recent Re-Consultation request was received from East Suffolk Council Planning regarding the appeal. Again the Parish Council objected but acknowledge that an ecology report has been carried out. **Application Permitted 12<sup>th</sup> July 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. Parish Council original OBJECTIONS included in this appeal.

**Appeal Dismissed 14<sup>th</sup> August 2024.**

**DC/24/2432/P3R**

Address: Stanaway Farm Charity Lane Otley Suffolk

Proposal: Prior Notification - Change of use of an existing farm building to commercial use (B8 Storage and Distribution) While the Parish Council raised a No Objection they did raise the issue of traffic. **Application Decided Prior Approval Not Required 29<sup>th</sup> August 2024.**

**DC/24/1848/FUL**

Address: Land Adjacent 3 Boundary Cottages Ashbocking Road Otley Suffolk IP6 9NH

Proposal: Retention of Engineering works to ditch including culverting. After careful discussion the Parish Council submitted a No Objection to this application. **Application Permitted 20<sup>th</sup> August 2024.**

**DC/24/2387/FUL**

Address: Little Owl Barn Otley Bottom Otley Ipswich Suffolk IP6 9NG

Proposal: First floor extension, glazed link to existing ancillary accommodation, internal alterations and construction of cartlodge to front of dwelling. Parish Council submitted a No Objection to this application. **Awaiting Decision.**

**DC/24/2844/CLE**

Address: The Flat At Bower Field House Helmingham Road Otley Ipswich Suffolk IP6 9NR

Proposal: Certificate of lawful use (Existing) - The first floor flat was formerly a residential annexe and is now occupied as an independent residential dwelling known as 'The Flat'. The Parish Council submitted an Objection to this application. **Awaiting Decision.**

**DC/24/2635/FUL**

Address: 2 Little Meadows Drive Otley Ipswich Suffolk IP6 9NW

Proposal: Erect Pvcu Replica Roof Extensions to front sides and rear of property. Following a site visit by one of the Councillors, the Parish Council requested a site visit by East Suffolk Council and for consideration for the application to be referred to the Planning Committee. The Parish Council submitted an Objection to this application. **Awaiting Decision.** District Councillor Dan Clery has confirmed that they have requested this planning application be referred to the Planning Committee.

**10) HIGHWAYS MATTERS – Nothing to report**

**11.) RIGHTS OF WAY / FOOTPATHS**

**Report reference number is:** 00481926

**CHAPEL ROAD, OTLEY**

**Date reported:** 18/07/2024

**Description:** Otley Parish Council report a Paving Slab pushed up by roots. Trip hazard. Being investigated. Email received from Highways on 20/8/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

**Report reference number is:** 00484707

**OTLEY FOOTPATH 021, OTLEY**

**Date reported:** 07/08/2024

**Description:** Otley Parish Council report that a Finger Post fallen over. Advised works ordered.

**Report reference number is:** 00484815

**OTLEY FOOTPATH 023, OTLEY**

**Date reported:** 08/08/2024

**Description:** Otley Parish Council report AGAIN the footbridge has broken planks and requires repairing. Health and Safety Hazard. Advised that works have been ordered.

**Report reference number is:** 00484817

**OTLEY FOOTPATH 020, OTLEY**

**Date reported:** 08/08/2024

**Description:** Otley Parish Council report that the Finger Post has fallen over. Works ordered.

**Report reference number is:** 00485223

**HALL LANE, OTLEY**

**Date reported:** 12/08/2024

**Description:** Otley Parish Council report a finger post fallen over

**Report reference number is:** 00485105

**OTLEY FOOTPATH 002, OTLEY**

**Date reported:** 12/08/2024

**Description:** Otley Parish Council Report that the Way Marker is damaged.

**Report reference number is:** 00487860

**OTLEY FOOTPATH 064, OTLEY**

**Date reported:** 03/09/2024

**Description:** Otley Parish Council reports that a bridge is required over this currently dry ditch. This ditch fills with water in wet periods and the current situation results in very slippery banks both up and down.

**Report reference number is:** 00487862

**OTLEY FOOTPATH 064, OTLEY**

**Date reported:** 03/09/2024

**Description:** Otley Parish Council report that both the sleepers of this bridge are damaged and require replacing.

**Report reference number is:** 00487863

**CHAPEL ROAD, OTLEY**

**Date reported:** 03/09/2024

**Description:** Otley Parish Council report that there is a tree root or something else pushing the path up.

Email received from Highways on 04/09/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

**Report reference number is:** 00487869

**CHAPEL ROAD, OTLEY**

**Date reported:** 03/09/2024

**Description:** Otley Parish Council report that the footpath surface between here and all the way North East to Newlands had broken up and become very uneven.

Email received from Highways on 04/09/2024 detailing criteria for repair. Footways are repaired when holes are 20mm or deeper and trips when 20mm or higher.

Thank you to ME for all his efforts and hard work with the Footpaths.

**12.) SPEED WATCH & SID RESULTS** – Speed watch sessions have had to be abandoned several times due to the bad weather, road closure and illness, but one session has taken place, very quiet with only 4 offenders. The SID has been moved back to next to the pub outbound from the village. The 85 percentile showed that the average speed was 35mph and the highest speed was 70mph at 7.50 in the morning.

**13.) COMMUNITY COUNCIL REPORT** - Nothing to report next meeting is due to take place on Wednesday 18<sup>th</sup> September

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

**Date of next meeting Monday 18<sup>th</sup> November 2024 at 7.30pm Back Room**

**Meeting closed at 9.05pm**

**NOTE** – Clerk received an email from Mrs Abigail Lord with her apologies, but this was not picked up until after the meeting, as a result their apologies were not accepted.