

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 23rd January 2023.

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 (SM)

Mr Martin Hunt (MH)

Mr Mike Bowers (MB)

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 for Mrs Sandra Grant (SG) Jayne Vaughan (JV) and (TF) (District Councillor) Accepted and approved. Apologies were also received via email on 23/1/2023 from Elaine Bryce Country Councillor but this was not picked up by the clerk until after the meeting had taken place.

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 10th October 2022 were signed as a true and correct record – All agreed and approved.

5.) To receive County Councillor Report from (EB) and District Councillor Report from (TF) – Report received from (EB) which was circulated prior to this meeting. Due to illness no report from (TF)

6. MATTERS ARISING -To receive progress on the following.

a.) Neighbourhood Plan – No further update at this time.

b.) Community First Response Project – MB having come fresh from his CFR training in Cambridgeshire gave an up date on the progress of this project. He and another Volunteer have today started the first of five full days of training, split into on-line and face to face. The on-line training takes a considerable amount of time and has to be completed before you can undertake the main part of the training, after which you have to take two exams and are required to obtain 75% to pass. Two of the original volunteers have dropped out for the moment, but there are still five volunteers who have committed to do this training, which is enough to enable the project to go ahead. The first full kit is provided by the Ambulance Trust. Holmes Plant have kindly agreed to fund a second kit, any further kits or equipment would have to be fund raised for. The Christmas Post and the Crafting Club have already raised some funds and the Gardening Club recently agreed to also do some fund raising. There are some basic equipment items that the Ambulance Trust will

provide without charge such as Bandages, Oxygen and Batteries. The project will be run as a Charitable Trust via the Ambulance Trust, an account number will be allocated to Otley & Clopton CFR, for any monies raised to be deposited into, and overseen by two people, one of the CFR Volunteers the other person will be the Community Response Manager for (Suffolk & Cambridgeshire) East of England Ambulance Service NHS Trust. MB is co-ordinator for the project a Deputy co-ordinator and Finance person are also in place. Other surrounding villages have expressed an interest in the project so it is hoped that once up and running, our CFR will be able to share their experiences of the process etc.

c.) Community Partnership Meetings – These meetings are set up as a way for council, partners and local communities to work together to bring ideas and discuss local priorities, each year they usually highlight specific topics such as Health & Well-being, Roads, Transport etc. MB has been attending these meetings, and although he has requested follow up / updates on the issues discussed, he has as yet not received any response. EF agreed that if MB is unable to take part in these meeting she would be happy to deputise for him.

d.) Village Sign – A third Quote to refurbish the Village Sign has been obtained from a local signwriter at a cost of £485. and will included removing of the sign, cleaning down, metal priming, top coating and painting, using enamel signwriting paint to both sides and replacing sign back to its site. Cost includes labour and materials. This Quote is considerably less than the two previous ones obtained, following a discussion it was agreed that this one would be accepted. Proposed by SM and Seconded by MH.

e.) Countryside Code of Conduct Leaflet – These have now been distributed to the new houses and put up on the notice boards around the village.

f.) Updating Parish Council Website – MH gave an update. Both rights of way maps are now on the website, the interactive and the definitive one. Some time ago EF did a list of all the clubs in the village, she agreed to go through this list and check which ones are still running and let MH know so he can make amendments accordingly.

g.) War Memorial Repair – Clerk wrote to Mr Ellis just before Christmas to ask if he would provide a Quote to do repair, but as yet no response has been received. AL agreed to follow this up.

h.) Funding for Christmas Tree – The Parish Council and Community Council usually jointly fund this project, following discussion it was agreed that this should continue, with each organisations funding it alternate years. For 2023 the Parish Council will be providing the funding.

7. Finance

a) To authorise BACS payments and receive and approve payments since last meeting - Following Finance Meeting with the Finance Committee which was held on the 14th November 2022 both the Precept and Budget from 2023/24 was discussed.

Approval of Precept for 2023 of £5,863.33. Following some discussions it was agreed that the figure of £5,863.33 as suggested by the finance committee would be the amount requested. This increase will be 4%. Following a discussion it was agreed and Proposed by ML and Seconded by SM. Clerk to submit this request to East Suffolk Council by the 27th January 2023.

b.) To approve Budget for 2023/24. Some clarification is required with the layout and year end and to make sure the CIL monies is presented as ring-fenced monies, once this is completed it will be sent round to the Councillors in early March so that they can review it before the next meeting in March 2023.

c.) To appoint the external Auditor for 2023. Last year SALC completed the external audit, it was felt their input and recommendation had been helpful to the Clerk in helping them settle into the role of RFO. It was agreed that they would be approached to complete this years audit. Proposed by ML and Seconded by MB. The Clerk advised that the cost for this service would be slightly more than last year but within the suggested budget.

- d.) To agree contribution to Suffolk Quiet Lane Initiative of £100 Proposed MB Seconded ML
- e.) To agree Hire of Village Hall for May, July & October 2022 = £72.50p Proposed EF and SM
- f.) To agree Clerks Salary for October, November and December 2022 (25 hours in total = £287.50p MB and ML
- g.) To agree donation to Disability Advice Service of £75. Proposed EF and Seconded SM. This money will be paid under Section 137 a contribution to a charity that has provided support to local residents.
- h.) Since last meeting the following payments have been made-
 Royal British Legion = £64 for Poppy Crosses.
 Community Heartbeat Support Costs = £162
 ICO via Direct Debit = £35
 Community Action Suffolk Web Hosting = £60
 Mr R Ling reimbursement of £100 Theatre Voucher as agreed at PC meeting January 2020 in recognition of his long service.
- I.) To receive the financial report / bank balances for Parish Council Accounts as follows -
 Business Premium Account = £6,818.43 Community Account = £229.64

8. PLANNING MATTERS

- a.) To receive planning decision Ref No

DC/4485/VOC

Address: Goldsmith Farm, Ashbocking Road, Otley, Suffolk, IP6 9NS

Proposal: Variation of Condition 2 of DC/21/0715/FUL – (Erection of two storey room in roof near extension, Replacement of Cart Lodge with annex cart Lodge. (Resubmission relating to extant approved application. DC/20/3897/FUL to propose minor amendments to Cart Lodge Structure).

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

Application Permitted 21st December 2022.

DC/22/4498/FUL

Address: Greenways Ipswich Road, Otley, Suffolk IP6 9JW.

Proposal: Proposed alterations and extensions to existing single storey detached dwelling.

The Parish Council submitted **No Objection** to this application.

DC/22/4643/FUL

Address: Hillcroft, Church Road, Otley, Ipswich, Suffolk, IP6 9NQ

Proposal: Family annexe.

The Parish Council submitted **No Objections** but did raise that if planning is approved they would expect a condition to be put in place, that the annexe cannot be sold off as a separate dwelling and must only be occupied by a relative or employee of the owner of the house in accordance with Suffolk Coastal Local Plan adopted September 2020 point 5.77 In order to ensure that annexes remain as such and are not sold, let or used as independent dwellings and particular care is taken that the creation of an annex should not lead to the creation of a new home in the countryside that would not be permitted under the Policy SCLP5.3.

DC/22/4644/VOC

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

Proposal: Variation of condition 2 of DC/21/3806/FUL (Conversion of a redundant building to two semi-detached dwellings). The Parish Council submitted **No Objection** to this application.

AP/22/0072/REFUSE

Address: Land at 1 Charity Cottage, Swilland Otley Suffolk IP6 9NE

Proposal: Retention of use of land for the stationing of shipping containers for storage use, and retention of access track.

Following refusal of this planning application. Clerk recently enquired as to whether East Suffolk Council were considering enforcement notice for the containers to be removed. We are advised that the above applicant has submitted an appeal to The Planning Inspectorate, this has not yet started as is currently awaiting allocation of an Inspector etc.

9. HIGHWAYS MATTERS -

9a.) Proposed 40 mph Speed Limit, Swilland Crossroads – A notice and order for the proposed changes to the speed limit was advertised for three weeks in December 2022. If the order is made permanent the Council have two years to bring it into effect.

9b.) Pot Hole at the junction of the B1079 and Ipswich Road, this has been reported on at least two occasions. Repair was ordered and completed on the 16/1/2023.

10. RIGHTS OF WAY -

10a.) Ref 00375112 Helmingham Footpath 053 Helmingham Has two broken Bridges towards its eastern end. Bridges are very slippery so there is a significant risk of injury. The Second Bridge is further along the path off Helmingham Road, this has been reported 4 times last time was 7/11/2022. Works have finally been ordered.

10b.) Ref 00376042 Footpath 030 reported on 26/10/2022. Footpath blocked by vegetation, notified on 16/12/2022 that works have been ordered.

10c.) Ref 00379515 Footpath 064 reported on 28/11/2022. Sleeper bridge rotten and Slippery.

11.) SPEED WATCH RESULTS – Have not run for a while due to a mixture of bad weather, short days and volunteer availability. A discussion took place regarding the new SID sign and that the data can be downloaded on the a laptop that is window compatible. It was felt that it would be helpful to be able to obtain such data. MH agreed to take this project on. ML has moved the old camera to the other end of the village and purchased a solar panel for it, but has not kept it charge, although probably during the summer months it will work better.

12.) Community Council Report

Please can be have a Volunteer from the Parish Council to attend the next meeting, AL has agreed to attend the next meeting which is due to take place on 1st February 2023 at 7.30pm at the Village Hall.

13.) Matters to be brought to the attention of the Council – Standing Orders and Financial Regulations need to be reviewed. A reviewed version will be emailed out to the Councillors prior to the next PC meeting in March 2023, so they can be discussed and agreed.

13a.) The Parish Council have received A Thank you letter was read out by AL from the Baptist Chapel for grant monies they recently received.

14.) Councillors reports & Items for future agendas – None noted at time of meeting.

Meeting closed as 8.45pm.

Date of next meeting Monday 20th March 2023 at 7.30pm at Otley Village Hall

