

## **OTLEY PARISH COUNCIL**

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

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

#### **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)

Mrs Sandra Grant (SG)

Mrs Jayne Vaughan (JV)

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). Carol Garrett from the Debenham Dementia Project was also welcomed, she will be giving a short talk and update on the project. Apologies have been received from TF District Councillor and Mrs Abigail Lord. Both apologies were Accepted.

Declaration of Interest - None

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

4.) To resolve Minutes from the meeting held on Monday 23<sup>rd</sup> January 2023 were signed as a true and correct record – All Agreed.

5.) To receive County Councillor Report from Elaine Bryce (EB) and District Councillor Tony Fryatt from (TF) – Report received from (EB) was a previous one, which has been sent out in error. Later the correct report was provided and has since been circulated to the Councillors as well as put up on the Parish Council Website. Due to illness no report from (TF)

6.) To receive short talk from Carol Garrett representative from The Debenham Dementia Project. Background - Carol role is working with the trustees her particular focus in promotion and publicity, and although the project was originally set up in 2009 due to COVID the previous support face to face support and practical activities had to be put on hold. This is seen as a relaunch. The project cover Debenham and surrounding villages appropriately a 4 miles radius, it links with the following medical practices of Debenham which includes Otley, Mendlesham, and Earl Soham. Its purpose is to recognise the impact of caring for someone living with dementia on the carer, who can go through period of stress, isolation, guilt anger etc. The illness affects between 70 to 100 families within the Debenham area. Although Statutory Authorities can provide support, resources are limited combined with being in a rural area this can make accessing support more challenging. The project is run by a group of trustees who are either retired ex medical or social care professionals as well as volunteers who often have a background in having worked in the caring sector.

What the project Offer

- Information, guidance, advises and activities. A new website is being launch in May 2023, it will have a resource library with information and leaflets, along with other organisations that can provide support.
- The info cafe meets fortnightly on a Tuesday afternoon between 2-4pm at Dove Cottage. It is a respite / drop in session for carers and the cared for. Members of the trustee group and volunteers are available to provide support and a listening ear.
- There is a weekly lunch club at Cooper Field.
- Thursdays keep fit group which is chair keep fit.
- A group of Volunteers provide transport service to and from appointments GP, Opticians, Hospital etc You can ring up and book transport. A donation is asked for, but no one is turned away if they are unable to.
- Annual outing to the seaside.
- Garden Party once a year.
- Dr Paddy Fielder who is a retired GP and has been involved with the project from the very beginning provides face to face / one to one confidential Post Diagnosis support, to explain and talk through the diagnosis, what to expect going forward etc.
- One to one support is provided to assist with accessing of benefits, writing powers of Attorney and generally guidance around what other services are available.

A relaunch meeting is due to take place in May 2023, This will include input from Suffolk County Council Dementia Forum. An Invitation to this event will be sent to the Parish Council. The project is held up as best practice, and recognised that it focus on caring for the carers.

Recently a new group has started up called TLC (Talking, Listening, Carers) to provide support to carers and give them a platform to talk to others in the same situation as themselves. It is run by people who previously used the project when they were caring for their person with dementia. It runs on the third Friday of the month at Dove Cottage from 2.30 to 4.30pm.

It was discussed and agreed that often people get to know about the Debenham Project via word of month, but it was agreed that efforts would be made to spread the word. Posters have already been put up on the notice boards and the website. Carol was thanked for her time and left the meeting at 7.47pm.

Elaine Bryce arrived at 7.48pm. She apologised for the wrong report having been sent out, the correct one will be sent. A brief overview was given. A full transcript of March 2023 report can be found on the Parish Council Website. <http://otley.onesuffolk.net/assets/County-Councillors-Reports/Cllr-Elaine-Bryce-March-2023-PC-Report.pdf> Elaine asked if we had signed up to the AMPR number plate recognition pilot scheme ? The County Council have purchased 10 cameras for Parish Councils to borrow. We were not aware of this project, but it was agreed that it would be put on the agenda to discuss at the next meeting. Elaine left the meeting at 8pm.

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

**a.)** Neighbourhood Plan - ML has a session booked with the two residents in the village who are assisting with the plan. There is also the Neighbourhood Plan Housing Guidance Workshop which is due to take place this coming Wednesday 22<sup>nd</sup> March 2023 at 10am at East Suffolk House. A place has been booked and a representative will be attending.

**b.)** Community First Response Project – Update was provided by MB he reports the project is going well. Of the five volunteers, three including himself have completed their training, a fourth is doing training this week and the fifth person next month. Someone else has now come forward to volunteer for the project, they have been through the interview process and are now waiting to do their training. MB formally requested some

funding from the Parish Council. It was acknowledged that the project has made efforts to raise funds via the distribution of flyers around both Otley and Clopton and have received some donations. After discussions a motion was put forward of the Parish Council to pay the cost of one mobile phone for a year which is £250 (from April 2023 to March 2024) A vote was taken: five for the proposal and two abstentions. This request is on a one off basis but can be looked again later when we next review our finances.

**c.) Village Sign – Refurbishment** to be completed in the next few weeks, and should be done before the Kings Coronation, and as previously agreed at Parish Council Meeting of January 2023 **Matters Arising item 6 d** payment can be made.

**d.) War Memorial Repair –** AL has spoken to the person who built the Memorial who has kindly agreed to do the repair free of charge.

**e.) East Suffolk Planning Alliance (ESPA) –** Date of next meeting for this project will take place at Grundisburgh Village Hall on 25<sup>th</sup> March 2023 from 2.30 to 5pm. After some discussion it was agreed that the Otley Parish Council has a good working relationship with East Suffolk Council Planning and District Councillor therefore we decline to be involved with this project. Clerk to send East Suffolk Planning Alliance an email declining their invitation.

**f.) Dog Fouling signs / leaflets –** New signs and leaflets have been put up around the village as well as a reminder on the village Facebook about being responsible for picking up after your dog and disposing of it in the dog poo bins.

**g.)** A request from a resident to consider having a mirror or reflective sign at junction of Chapel Road to show when traffic is coming along from Helmingham. A discussion took place and it was agreed that Highways would be approached regarding this matter. The clerk had a web catch with Highway's Department and they referred them to the following -

**Mirror on the Road - Why we will not approve the erection of mirrors on roads we maintain.**

Risk & reduce safety, reflect light, interfere with drivers vision, reduce the ability to judge an oncoming vehicle's speed, create an unreasonable dependence on the mirror, are an easy target for vandals, could cause damage to users of the road if the glass is broken

## **8. FINANCE**

**8a.)** To authorise BACS payments and approve payments since last meeting -

To agree Clerks Salary for January & February 2023 = 22 & ½ hrs in total = £258.75. Agreed Proposed by EF and seconded by JV.

**8b.)** Final quarterly report for Budget 2022 to 31<sup>st</sup> March 2023. This was presented at the meeting, agreed and acknowledged that we had kept within the budget for 2022 /23.

**8c.)** To review the following policies -

Updated Standing Orders.

Financial Regulations

Financial Risk Assessment.

On line Banking Risk Assessment

Asset Register

Public Land & Building Assets

Public Liability Risk Assessment.

Data Protection Policy.

Website Accessibility.

Internal Controls Statement & Report 2023.

All these documents were discussed / reviewed and approved en-block proposed by ML and Seconded by JV.

Review of Section monies

Councillors were advised by the clerk of what monies had been spent for the year on the following -  
Section 133 = £100, Section 137 = £275 & Section 142 = £64 has been spent in the last year.

**8d.)** Budget for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 was re-presented from previous meeting as some minor changes had to be made, this includes CIL monies which the Parish Council is due to receive at the end of April 2023 and we have five years to spend it. Agreed proposed by JV and seconded SG

**8e.)** To agree cost of Annual Grass Cutting – The costs for Grass Cutting have increased this year from last year from £1801.68 for two cuts to £1886.78 for two cuts. This is an increase of £85.10, but this will be off set by Suffolk County Council / Rights of Way who have increased the rates to 6p per metre on 1.5m wide paths = 13244 meters x 0.06p = £794.64 x 2 Cuts = £1,589.28 plus VAT at 20% which the Parish Council can claim back. Proposed by MH and Seconded by SM.

Since last meeting the following payments have been made

Suffolk Quiet Lanes Initiative = £100

Hire of Village Hall for May, July & October 2022 = £72.50

Donation made to Disability Advice Service = £75 payment made under S137.

To receive financial report / bank Balances for Parish Council Accounts as follows -

Business Premium Account = £6.076.55 Community Account = £444.67

## **9. PLANNING MATTERS**

9a.) To receive planning decision Ref No

DC/22/4498/FUL

Address: Greenways Ipswich Road Otley, Ipswich Suffolk, IP6 9NQ

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

The Parish Council submitted No Objection to this application. **Application Permitted 22<sup>nd</sup> February 2023**

### **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 & 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. **Application Permitted 17<sup>th</sup> January 2023.**

### **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. **This Application has been withdrawn.**

### **DC/23/0369/FUL**

Address: The old Barn, Wood Farm, Helmingham Road, Otley, Ipswich, Suffolk IP6 9NS

Proposal: Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging points. The Parish Council Submitted **NO Objection. Awaiting Decision.**

### **AP/22/0072/ APPEAL**

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 the original application and this objection still stands. **Awaiting Decision.**

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

Address: Land Off Millers Way Church Road Otley IP6 9HF

Proposal: Construction of five single storey dwellings including one affordable unit. The Parish Council submitted **NO Objection** to this application. **Awaiting Decision.** A resident asked for clarification as to why

the Parish Council had made a no objection, to this application. The chair has been to see them and explained the PC reasoning.

**DC/23/0643/FUL**

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

Proposal: Conversion and extension of former dairy building to dwelling and extension of residential curtilage (Conversion previously agreed under DC/21/2346/PN3) While the Council submitted **NO**

**Objection** to this application, but did comment that there is a first floor bedroom and no window are shown on the plans or elevations. If the addition of any window was required, this would be subject to a future planning application. The Parish Council would object to any windows overlooking the garden of the adjacent house. **Awaiting Decision.**

**10. HIGHWAYS MATTERS.**

10a.) Pre Surface Dressing road repairs along U3323 Thomson's Lane Otley will be taking place between 15<sup>th</sup> & 21<sup>st</sup> March 2023, excluding weekends. For the duration of the road closure, traffic will be diverted via B1077, B1078 Gibraltar Road, Ipswich Road & Vice Versa.

**11. RIGHTS OF WAY**

11a) Ref 00375112 Helmingham Footpath 053 Helmingham Road, two broken bridges towards its eastern end. The Second Bridge is further along the path off Helmingham Road. Both Bridges have now finally been replaced.

**12. SPEED WATCH & SID RESULTS.** - No Speed Watch results this time. MH gave his report on the data collected from the new SID camera, which is placed coming into Helmingham Road. The data had been sent round for the Councillors to view prior to this meeting and is from the period beginning of December 2022 to end February 2023. The fastest car recorded was doing 75mph although this could have been an emergency vehicle. The camera calculates the eighty fifth percentile speed which for the site is 37.7 mph, which means 85% of the cars were going at that speed or less. Local Authority may consider the 85% speed as an acceptable speed for that road as 85% of the cars are doing that speed and there have been no accidents. The average speed in total has been 31mph. 55% of cars are over the speed limit. Sundays see the most speeders. Over 1,000 vehicle a day coming into the village. Most of the speeders are between 7 am & 8am. Clerk was asked to send this data to Tony Barrett who runs Community Speed watch. It was also suggested that the SID Camera be moved location to the post near the pub going out of the village so we can measure the speed of cars going out of the village. ML agreed to do this and to let MH know so he can reset the camera memory and monitor the data,

**13. COMMUNITY COUNCIL REPORT.** Volunteer is required to attend the next Community Council Meeting. Chairperson again kindly agreed to attend the next meeting. There is a general meeting at the pub this coming Thursday to discuss arrangements for the Kings Coronation. It was agreed that this event should be organised and community led, not necessarily organised by either the Parish Council or the Community Council.

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

Date of next meeting 15<sup>th</sup> May 2023 for the APM at 7pm with the AGM to follow afterwards.

Meeting Closed 9pm.