

OTLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 18th September 2023.

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

Present:

Clerk: Mrs Mary Hunt (Clerk & RFO)

Chairman: Mr Anthony Ling (AL)

Vice Chair: Mr Mike Bowers (MB)

Councillors: Mrs Claire Gasson (CG)

Mr Gavin Grant (GG)

Mr Martin Hunt (MH)

Mrs Emma Flint (EF)

Mrs Susan Montgomery (SM)

Mrs Abigail Lord (ABL)

County Councillor: Ms Elaine Bryce (EB)

District Councillor: Mr Colin Hedgley (CH)

Members of the Public – One member of the public in attendance.

Meeting Opened at 7.30pm

1.) Chairman's Welcome, Apologies and Approval of Absences. AL opened the meeting There were no apologies. District Councillor Mr Colin Hedgley was introduced, he is attending in District Councillor Dan Clery's (DC) absence as he is away on holiday.

2.) To receive Declarations of Interest and Consider requests of Dispensations - None

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

4.) To resolve that the minutes of the meeting held on Monday 16th July 2023 were signed as a true and correct record – All Agreed.

MB arrived at 7.34pm

5.) To receive reports from EB County Councillor & District Councillor CH.

EB report had previously been circulated to Councillors and is on the Website. Clerk has now received a link for the Parish Council to express their wish to be part of ANPR Camera initiative. MB asked about Solar Together, this is a project with Suffolk Council Council which is a Group-buying scheme of Solar PV and battery storage systems. If you express an interest you are entered into an Auction, the idea is to help to reduce the costs. The 20's Plenty scheme was raised although this is on the agenda to be discussed later in the meeting. EB agreed to send further information regarding this scheme to the Clerk, particularly around the consultation process. It was also acknowledged that the 40mph limit along the Gibraltar crossroad is now in place, although some of the signs are missing, and on the other side of the crossroads there is still a national speed limit sign up. EB has already queried this, plans are in place for this to be rectified hopefully sometime in the very near future.

CH gave his report, which had also been circulated prior to this meeting and will be put up on the website. CH advised of the arrangements regarding himself and DC attending our meetings. They

both have several parishes meetings to cover in the area, as a result they have divided them up between them. DC will be covering Otley until August 2024, after which they will swap over. CH advised he will still be sending a regular report and if the Councillors wish him to attend any meeting he is happy to do so, or if we wish to contact him about any matter can do so. CH wished to highlight a couple of things from his report. Offering a Warm Welcome / Warm Space Scheme there is still funding available for these projects to help with costs etc. The use of Nitrous Oxide Use / Laughing gas by young people in the local area. If you find any canisters in playgrounds, car parks or surrounding areas please tell the police. CH is also on the Panning Committee and while he must remain completely impartial if we require any general advice about planning matters we can contact him.

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

a.) Neighbourhood plan – To discuss and approve Neighbourhood Plan Documentation. The Parish Council has received a grant of £4,341 from Groundworks UK to be used for consultation and the completion of the Neighbourhood Plan, any monies, not used would need to be returned. The Consultants have had the plan for 4 weeks, they came back to GG this afternoon with an interim report which highlights / suggests a few changes. A Neighbourhood Plan meeting has been arranged for Thursday 12th October at 7.30pm, depending on the number of people attending this will either take place a GG home or at the Village Hall.

b.) Community First Response Project – Carried forwarded from last meeting. Update on number of calls received since launching – MB reports the project is doing well. Five people are fully trained. Four additional people have come forward to volunteer and have now started their training. Regarding the number of calls, this varies in June there were eighteen while in July there was only one. The projects is mostly covering 24 hours, but it is hoped the once the other volunteers are all fully trained they will be able to cover 24 /7. Fundraising is going well, and the project now has four full kits. Area covered is a six miles radius.

c.) Paediatric Defib Pads – Carried forwarded from last meeting – MB gave his advise and opinion. There is a different pad for use on a Child under eight, and while an Adult pad can be used. (You position then differently on a child) it not not the preferred procedure. MB opinion is, in view of our demographic, the situation where a Paediatric Pad was needed is unlikely, and the pad would expire before it was used. If this situation did arise Community First Response would get a call to attend. In view of this it was agreed that at the present time Paediatric Defib Pads are not required but if this situation was to change it can be revisited.

d.) Parish Council E-mail – MH explained that it tends to be larger Parish Councils that opt to have a secure email system. If Councillors do wish to consider a secure system the costs for the size of our committee would be between £250 to £300 per year, it also means that Councillors would have another email account to monitor. Some Councillors felt that going forward the PC should consider Councillors having separate email accounts, particularly in relation to GDPR and freedom of information requests. Following discussion it was agreed that a dedicated account just for PC business to be explored via gmail or hot mail. At the same time Clerk to contact EB to ask if there is any funding available regarding the costs of setting up a secure email system for Parish Councillors.

e.) Outdoor Play and Sports Fund – Having looked through the criteria EF gave some feedback the Outdoor play spaces fund. Otley has around £60,000 sitting in CIL account which we have access to for Sports and outdoor Play equipment. The play pot has £29,252 which is for play equipment, multiple purpose games area, skate parks etc. The Sports Pot has £29,235 for multiple purpose games areas, skate parks, basketball hoops, outdoor pitches, courts and greens, so there is an element of overlap. The purpose of this money is to either improve exiting play or sports areas or to create new facilities. You need to fully complete and spend the money within a 12 months period

from accepting the money from the Council. Prior to submitting any idea you would need to discuss it with East Suffolk Council, as they would advise if it was an appropriate scheme to spend the money on, such as check if it required planning permission, and that local consultation has taken place. Eligible costs such as land purchase, planning permission access etc have to be considered. A sinking fund has to be established for on going costs and maintenance upkeep once the scheme is up and running. After application it take 20 working days, for a decision to be made. If given the go ahead grant offer is made and you receive 50% once started, a site visit will take place, and the remainder of the funding will be provided once receipts have been supplied etc. Following discussion, it was felt that one option could be, giving consideration to revamping the existing play area but this would need to be discussed with the Community Council, they are aware that this funding is available. It was agreed that EF and ALB would attend the next Community Council Meeting which is on the 25th October at 7.30pm to discuss the matter further.

f.) Boards to Advertise Parish Council Meetings – SM has looked on Amazon for suitable advertising boards and has found two types both costing around £30, it was felt that chalk pens would also be needed therefore it was agreed to allow £40 to purchase these items. proposed by GG and seconded by ABL.

g.) Update re Monies to the Church and Chapel – Clerk has written to both parties, explaining that following the last Audit the Parish Council are not allowed to give monies to either the church or chapel. We are allowed to support a religious event such as Christmas or Harvest Festival and this was highlighted in the correspondence that was sent. We await the response.

7.) OTHER MATTERS –

a.) CIL Monies – To further discuss suitable projects to spend this money on – No particular project has been identified at this time, it was acknowledged that there is no great rush with regard to spending this money but if Councillors think of any project to bring it forward to a future meeting.

b.) Dog Park – A resident has emailed the Parish Council with a suggestion of the village having a Dog Park, at Newlands. The land at Newlands is owned by Suffolk County Council, the Parish Council rents this at a small cost, and arranges for it to be cut twice a year. Following a discussion it was agreed that due to the fact that the Parish Council does not own any land, along with other issues such as maintenance, health and safety, insurance and any commitment to ongoing costs it was agreed that it would not be a viable project. There are several commercial dog parks locally which would be superior to anything the Parish Council could maintain. Clerk will email resident to explain this.

c.) To discuss and agree the following policies which were circulated prior to this meeting

- Data Protection Impact Assessment (DPIA) -
- Data Retention and Disposal Policy -
- Subject Access Request Policy -

While initially it was felt that these policies would be acceptable to the Parish Council, it was later felt that the Subject Access Request Policy required some further consideration. In light of this the Clerk approached SALC for advice and these Policies will be represented at the next meeting in November 2023.

d.) 20's Plenty for Suffolk Campaign – It was acknowledged that the email that the Clerk sent round to the Councillors is from a pressure group. Agreed to wait until the County Council launch a campaign.

8.) FINANCE – To Authorise BACS payments, acknowledge any receipts received and payments made since last meeting.

- a.) To agree Clerks Salary for July & August 2023. 20 hours at agreed rate = £230. Proposed by ABL and Seconded by SM.
- b.) To agree payment to Electoral Service for May 2023 Elections = £100.98 Proposed SM and Seconded by GG.
- c.) To agree payment for Hire of Village Hall for period January 2023 to May 2033 = £77.50. Proposed by GG and Seconded MH.
- d.) To discuss and agree cost of Annual Insurance = Present insurance company Zurich have quoted £304 for the Parish Council to renew our policy. Clerk also requested quotes from other insurance companies, Clear Council quoted £505.40 that included a brokers fee of £25, or a 3 year deal of £477.66 per year. Community Suffolk Action did not reply to Clerks request despite being requested twice. Councillors agreed to accept quote from Zurich Proposed GG and Seconded MB.
- e.) Remembrance Service and discuss donation to Royal British Legion. Although we have recycled the poppy crosses from last year it was felt that we should still make a donation of £50 to the RBL Proposed by ALB and Seconded GG
- f.) Discuss donation to Air Ambulance (SARS) previously discussed but some considerable time ago, before present Clerk was in post, it was agreed that a donation of £100 be made Proposed SM and Seconded by GG

Since last meeting the following payments have been made -- Clerks Salary for May & June = £281.75

- Payment to SALC for Cost of Annual Audit = £202.80
- Payment to East Suffolk Council for the Licence for Newlands = £55.67
- Payment to Amazon for Stationary / Ink Jet Cartridges = £84.30
- Payment to Sounds Wholesale for Stationary Paper = £10.18 The Parish Council has received a grant of £4,341 from Groundworks UK to be used for consultation and the completion of the Neighbourhood Plan Any money over would be returned.

To receive financial reports which includes
Quarterly Statement and Budget Update.

Discussed and acknowledged that payments and receipts are in line with the present budget. A finance meeting will be arranged shortly to set the Budget for 2024/24.

Balances for the Parish Council Accounts, Business Premium Account = £16,682.74 of that £3424.20 is CIL, £4,341.00 is Grant for Neighbourhood Plan leaving a reserve of £8,917.52, and Community Account = £1,072.00

9.) PLANNING MATTERS

NOTE There is a period of Public Consultation on a draft Supplementary Planning Document Custom and Self-Build Housing, from 6th September to 18th October 2023.

- a) To receive planning decision Ref Number 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.

DC/23/1650/LBC & DC/23/1649/FUL

Address: Shrubbery Cottage, Chapel Road, Otley, Ipswich, Suffolk IP6 9NT.

Proposal: Listed Building Consent – Extend into the raise the roof space above single storey utility room. The Parish Council submitted NO objection for both although they made comment on DC/23/1650/LBC that they hope there will not be a lost of historic fabric. Awaiting Decision.

DC/23/2076/FUL

Address: Mautby House, Church Road, Otley, Ipswich IP6 9NP

Proposal: Installation of PVA mounting frame to support Solar Panels in the rear of the garden. The Parish Council submitted NO Objection to this application. Application Permitted 18th July 2023.

DC/23/1924/FUL

Address: Warrens Farm, Monewden Road, Otley, Ipswich IP6 9PE

Proposal: Conversion of redundant barn to single private dwelling. The Parish Council Submitted NO Objection to this application. Application Permitted 4th August 2023.

DC/23/2100/FUL

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

Proposal: Conversion of former dairy to dwelling (following grant of DC/21/2346/PN3). The Parish Council submitted NO Objection to this application. Application Permitted 8th August 2023.

DC/23/2268/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. Awaiting Decision.

DC/23/2491/FUL

Address: Walnut Tree Cottage, Ipswich Road, Otley, Ipswich IP69JN

Proposal: Construction of two storey side and rear extension to existing two storey house. The Parish Council submitted NO Objection to this application. Application Permitted 18th August 2023.

DC/23/2845/FUL

Address: Brackendale 2 Spring Park, Otley, Ipswich IP6 9NX

Proposal: Single Storey side extension and alterations. The Parish Council submitted NO Objection to this application. Permitted on 12th September 2023.

DC/23/2711/FUL

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

Proposal: Retention of use of land for the stationing of shipping containers for storage use.

Retention of track (re submission) The Parish Council submitted an Objection to this application. Application Refused 4th September 2023

DC/23/3138/ FUL

Address: Meadow View Cottage 1 Charity Cottage, Swilland Road, Otley, Ipswich IP6 9NE

Proposal: Creation of sun room to side of existing property. The Parish Council submitted NO Objection to this application. Awaiting Decision.

DC/22/2268/FUL

Address: 8 Vine Road, Otley, Ipswich IP6 9NZ Refused AP/23/006 Under Appeal. An appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission of full planning approval is sought for the development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The Parish Council submitted an Objection to the original application this still stands. Awaiting Decision.

10.) HIGHWAYS MATTERS.

a.) Gibraltar and Ashbocking road B1078. 40 MPH Speed Limit which the Parish Council made a contribution toward the cost is now in place. It came into operation on 16th August 2023.

b.) Grit Bins – Received communication from Suffolk County Council to say they are due to go round and fill up the grit bins, if any are broken it is the Parish Council's responsibility to replace it. Clerk has obtained a list from the Council of said bins, and has also been round the village to check the bins and advises that it looks likely that two or three will need to be replaced. We will wait for the Council to make contact to advise which they feel need replacing.

11.) RIGHTS OF WAY.

Reference number is: 00417486 - OTLEY FOOTPATH 023, OTLEY Otley Parish Council reports that many residents are complaining about the overgrown hedges on this path, now almost impassible. Reported on 20th August 2023.

Reference number is: 00418590 - OTLEY FOOTPATH 064, OTLEY Re previous report 00397965 6th April 2023 not actioned reported again Sleeper bridge is broken and just waiting for somebody to put their foot through it. Reported on 29th August 2023. Works have now been ordered along this footpath.

Reference number is: 00419989 OTLEY FOOTPATH 066

Otley Parish Council reports following, advised by resident that both bridges along this path the wire netting is broken and coming away, which is causing a trip hazard. Reported on 10th September 2023. Previously reported in May 2023.

12.) SPEED WATCH & SID RESULTS -

A session was carried out outside the pub between 5-6 pm. They recorded 25 offences most doing over 40mph. Has the Parish Council considered calming measures, this has been discussed before It was again discussed, but felt that because the road is a priority route it would not be pursued, as well as expensive and not something that highways would fund. MH gave report from SID data that had previously been sent round to Councillors prior to this meeting.

13.) COMMUNITY COUNCIL REPORT – Volunteer is required to attend the next Community Council Meeting which will be EF and ABL. SM gave her report re Fete which made just over £1,000. Fireworks will take place on 4th November 2023. Gate open at 6pm Refreshments will be available, Fireworks at 7pm.

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS.

Christmas Tree and Printed Banner. It is the Parish Councils turn to purchase the Christmas Tree this year which will be sited outside the Village Hall.

Meeting finished at 9.25pm.

Date of next meeting Monday 20th November 2023 at 7.30pm