

# OTLEY PARISH COUNCIL

Minutes of the Parish Meeting held on Monday 13<sup>th</sup> January 2020

**Present:**

Clerk: Mrs R Green  
Chairman: Mr A Ling  
Councillors: Mr M Liddell, Mrs J Vaughan, Mrs S Courtney.  
District Councillor Mr T Fryatt.

Members of the Public present: none.

The meeting opened at 7:32pm.

**19.084 Chairman's Welcome and Apologies for absence** – Mr A Ling welcomed everyone and apologies were accepted from Mrs S Grant and Mrs A Lord.

**19.085 Declarations of interest to items on agenda** – None- No declarations of interest were declared.

**19.086 Public Forum** – There were no members of the public present this evening.

**19.087 Minutes of Parish Council Meeting held on 18<sup>th</sup> November 2019** – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

**19.088 Matters arising -**

a) Neighbourhood Plan- Mr M Liddell informed Councillors that there was a meeting on Sunday to look at the results of the questionnaire. There has been a very good response from the questionnaire distributed around the village. Mr M Liddell believes the plan is approximately a month behind schedule. However, the village hall has been booked for early March to fill in 'gaps', to let people know what has been found out and an opportunity for residents to ask more questions. Clerk informed Councillors that the Neighbourhood Plan grant has approximately £166 remaining. In addition there will be VAT due back from the invoice related to SWT trading. Clerk to sort letters of thanks to neighbourhood team.

b) Noticeboard- Noticeboard for Newlands. Clerk to look into costings of a new noticeboard, possibly recycled plastic for low maintenance.

c) Defibrillator- New pads have been ordered as the current pads expire towards the end of the month. Clerk will replace once they arrive.

d) Emergency Planning- Mrs J Vaughan informed Councillors that she is attending a course on Emergency Planning at Melton in the near future.

**19.089 Finance –**

a) **It was resolved** to authorise BACs/cheques for signature:

Village Hall Hire- £62.50 newlands Licence- £45.48 SWT Trading-(NHPlan)-£1,800.00 Payments authorised via email as due before PC Meeting. Proposed: Mrs J Vaughan Seconded: Mr M Liddell.

b) **To receive and approve payments since last meeting:** Clerks Salary: £157.50 (Nov/Dec)

Clerks Expenses: none Proposed: Mrs J Vaughan seconded: Mr M Liddell.

c) **To receive the Financial Report from the RFO including balances at bank -**

Balances are as follows:	Community C/Acc	£ 696.48CR
	Business premium Acc	£ 9,534.38 CR

Bank Balances confirmed as the same as the Agenda. Clerk showed Chairman print out of balances which matched the bank reconciliation sheet. Clerk gave Councillors a copy of the Bank reconciliation and explained changes in receipts and payments since the last Parish Council meeting. Bank balances reconcile at £10,230.86. The I.C.O data protection has yet to go out so a further £35.00 deducted leaves £10,195.86. The £10,195.86 includes the Neighbourhood Plan Grant money which is £161.95. Some of the VAT to be reclaimed is related to the Neighbourhood Plan so there will be slightly more to accompany this figure.

d) Precept request has been submitted for 2020/21 for the £4,803.55 agreed at the last meeting.

e) Appointment of Internal Auditor- Councillors discussed using the same internal auditor as last year. Clerk was very happy using Mr T Brown. Councillors were happy to continue using his services. Proposed Mrs J Vaughan seconded: Mrs S Courtney. **It was resolved** to use Mr T Brown for the internal audit 2020. All in favour.

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- f) Changes to business savings account- standard interest rates changing as of January 2020. Mr A Ling read the letter to Councillors informing them of the changes. No further action required.
- g) ICO (Information Commissioners Office) payment is now direct debit. By having this as a direct debit a £5.00 saving is made. Authorisation of payment was given last meeting 19.073 a). Clerk looked into possibility of direct debit and communicated with Councillors via email. Proposed: Mrs S Courtney  
Seconded: Mr M Liddell. **It was resolved** to continue the direct debit in future. All in favour. All payments this financial year have been carried out online rather than cheque. This has been more efficient and easier for the Clerk.
- h) Disability Advice Service have written to the Parish Council requesting a donation. Mr A Ling read the letter to Councillors. It was proposed to donate £100.00 to Disability Advice Service to help with the continued support and advice they give to Otley residents. Proposed: Mrs J Vaughan  
Seconded: Mrs S Courtney. **It was resolved** to donate £100. All in Favour.
- i) Approval of Financial Regulations- **It was resolved** to approve the Financial Regulations 2020. Proposed: Mrs J Vaughan  
seconded: Mrs S Courtney. All in favour.
- j) Approval of Standing Orders- **It was resolved** to approve the Standing Orders 2020. Proposed: Mr M Liddell  
seconded: Mrs J Vaughan. All in favour.
- k) Clerk reminded Councillors to update their Register of Interest. Clerk to check details and log in for Mrs S Courtney.

### **19.090 Planning –**

7a. To receive planning decisions:

Ref No: [DC/19/4608/FUL](#) received date: 4th December 2019

Address: **White Horse Cottage, Chapel Road, Otley, Suffolk IP6 9NU.**

Proposal: Proposed single storey rear extension following demolition of existing single storey extension and associated works.

Date for submission of comments: 23rd December 2019

The Parish Council submitted **no objection** to this application.

**Application Permitted 08/01/2020**

Ref No: DC/19/4656/FUL received December 2019.

Address: **Blue Barn Farm, High House Road, Otley, Ipswich Suffolk**

Proposal: To dig out existing ground (external) at east end of barn. To provide level threshold and install retainer.

Date for submission of comments: 20<sup>th</sup> December 2019.

The Parish Council submitted **no objection** to this application.

**Awaiting Decision**

Ref No: DC/19/4657/FUL received December 2019.

Address: Blue Barn Farm, High House Road, Otley, Ipswich Suffolk

Proposal: To install gable windows being slots including opening to fire exit purposes. Wood burner flue, north elevation roof. Utility door, now shown on elevation (missed on Class Q application).

Date for submission of comments: 20<sup>th</sup> December 2019.

The Parish Council submitted **no objection** to this application.

**Awaiting Decision**

Ref No: [DC/19/4514/FUL](#) received date: 22nd November 2019

Address: **The Surgery, Chapel Road, Otley, Suffolk.**

Proposal: Erection of new 1.5 storey dwelling and creation of new access on land adjacent to south west of Debenham Surgery- re-submission of application Ref No: DC/19/2044/FUL.

Date for submission of comments: 12th December 2019

The Parish Council submitted a majority **no objection** to this application.

**Awaiting Decision**

Ref No: DC/19/3376/LBC

Address: **Otley House, Helmingham Road, Otley, Suffolk, IP6 9NR**

Proposal: Listed Building consent- carefully dismantle existing chimney at rear, also gable wall and side return due to fragile brickwork. Rebuild to match existing form, size and materials of current chimney.

Date for submission of comments: 21<sup>st</sup> October 2019

The Parish Council submitted **no objection** to this application.

**Application Permitted 18/11/19.**

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Ref No: DC/19/4044/FUL

Address: **1 Rosemary Cottage, Ashbocking Road, Otley, IP6 9NH.**

Proposal: Two Storey side extension to provide new (temporary) ground floor assisted bedroom and ensuite and new master bedroom at first floor.

Date for submission of comments: 13<sup>th</sup> November 2019

The Parish Council submitted **no objection** to this application.

**Application permitted 22/11/19.**

7b. To consider the following applications at time of writing the agenda: none.

7c. Possible breach of car parking spaces not being made at Hillview site- Councillors believe spaces are now being incorporated judging the way the kerbing is being formed in roughly the area they are supposed to be. Clerk has received a phone call from the Council stating all appears to be satisfactory but until the area is complete and can definitely be compared to the plans no further action can be taken.

7d. Councillors were reminded to respond to Clerk privately on email regarding comments on planning application not to send comments to all Councillors. If a discussion is required then it will be made clear it is a discussion and further comments will be emailed privately to clerk following the discussion.

### **19.091 Highways**

a) Increased traffic along Helmingham Road-Some residents had reported that there was a significant increase in large vehicles coming along Helmingham Road. It appears this additional traffic has decreased again and could have been due to a road closure at Coddendam and therefore traffic was using Otley as an alternative route.

b) Overgrown hedge along Hall Lane- Clerk has received a response to the email sent on behalf of the Parish Council stating the hedge will be cut in the next few weeks. Mr A Ling confirmed he had also spoken to the landowner and it will be cut very soon.

c) Mrs S Courtney raised the issue of some signs being obscured and unclear. Mr A Ling stated if the hedge is over hanging and obstructing the signage it is the landowners responsibility. Often in the spring there has been a spring clean of signs to make them look cleaner and more visible. Nobody knew if this would be occurring this spring.

### **19.092 Rights of Way**

a) A new bridge has been installed across the Lings and Holmes land and further work in the area will be occurring in the near future. It was questioned as to whether this included the bridge at Reuban's Wood. Clerk to report anyway in case it isn't one to be done.

### **19.093 County Councillor's Report** – Mr Tony Fryatt spoke to Councillors on the following topics:

#### *District Councillor's Report for January 2020*

*Much of the time since my last report in November has been taken up with the election and Christmas.*

*However, there have been some developments on several of the issues raised in the last report.*

#### Local Plan

*We have not been advised of the date when the Inspector will publish his report. It is expected at the end of January/beginning of February.*

#### Ipswich Northern Route (INR)

*It is still expected that SCC will have analysed the results of the consultation by the end of January. These results will then be considered separately by the other members (East Suffolk, West Suffolk and Ipswich).*

*The results will be discussed and analysed at Cabinet. The next Cabinet meeting for East Suffolk is scheduled for the 4th February. All dates at the moment must be treated as provisional.*

#### East Suffolk to battle climate change

*In my last report I outlined the vote by East Suffolk Council to step up its positive work on environmental issues to help fight climate change.*

*One of the major initiatives is the creation of a forum through which Parishes and the public can have a real opportunity to have their opinions heard.*

*All Parishes Clerks have been given details of the East Suffolk Greenprint Forum through which the public debate can take place. The next meeting will take place on Monday 3rd February. I would urge anyone who has some views or ideas as the way forward to attend these meetings if at all possible. It is taking place in Riverside, Lowestoft, but there is a shuttle vehicle from Melton.*

#### Community Partnerships

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*To bring about closer involvement by ESC at the local level and bring together community groups, we have decided to introduce a scheme of Community Partnerships.*

*The next meeting for us (Martlesham, Kesgrave and Villages) is on Thursday 20 February at the Martlesham Community Hall. Again, we would very much welcome those who have ideas about how our community should grow and the key problems that we face.*

### Consultation on Dog Control Orders.

*In my last paper I reported a case where an East Suffolk resident who failed to clean up after his dog had been made to pay more than £1,000*

*We now have details of a consultation in progress regarding the plan to extend the Orders to three more venues, including Charsfield church grounds.*

### Annual Town and Parish Budget and Draft Plan Review.

*This is scheduled for Tuesday 14 January at Melton. The past meetings have proven to be very helpful to Parishes and also, very informative for the Officers. As well as presenting the budget proposals, the meeting will outline the Strategic Plan and there will be the opportunity for open the debate on the proposed way forward for East Suffolk.*

### Parish Council Forum on Planning Procedures

*This is the opportunity to air all the problems that you have faced with the planning system directly with the officers. It is scheduled for 24th February at Melton between 0830 and 1130. At the moment, the demand has been so great that currently we have had to refuse any more applicants. However, there is another equivalent session at Lowestoft which has some spare places.*

*Tony Fryatt*

*12th January 2020*

Mr A Ling thanked Mr T Fryatt for his time and report.

**19.094 Community Police Report** – September 2019- There were 136 crimes reported in September within Woodbridge Safer Neighbourhood Area. Nothing related to Otley. In October 176 crimes were reported, none relating specifically to Otley. In November 143 crimes were reported, two related to Otley. One crime on or near Chapel Road-theft which is under investigation. One crime on or near Ipswich Road-Violence & Sexual Offence also under investigation. Neighbourhood Priorities continue to be focussed on Anti Social Behaviour around the Pavillion Martlesham.

**19.095 Speedwatch Results** –No statistics to report. Rain and dark have hampered speedwatch. There has been concern about whether letters are actually being sent from the police to speeding motorists. Speedwatch have noticed an increase generally in lorries on the road. Mr Barratt has suggested contacting our County Councillor for additional support on the matter. In his email Mr Barratt mentions the possibility of CCTV monitoring traffic. Although this seems a good idea Clerk raised concern for data protection regulations and the additional complications this may cause.

**19.096 Community Council Report** – there has been no further meeting since the last Parish Council meeting. Mr A Ling did confirm that the heating issue is being resolved the second week in February.

### **19.097 Matters to be brought to the attention of the Council**

- a) Mr D Hook emailed the Parish Council to thank them for his letter and the donation made to EACH charity he was most grateful.
- b) Clerk raised the problem of not being able to purchase a voucher/gift card for Seckford theatre due to the booking offices varying depending on who was performing. It was suggested the Parish Council explain to Mr R Ling that he has a gift up to £100 to be spent at the Seckford Theatre and to keep receipts and give them to the Clerk when he purchases tickets. The Clerk will then reimburse Mr R Ling.
- c) A letter of thanks was received from Otley Baptist Church thanking the Parish Council for the £100 donation they received. It was much appreciated. Mr A Ling read the letter to Councillors.

### **19.098 Councillors' reports and items for future agenda**

- a) none.

**19.099 Date of next meeting** – Monday 16<sup>th</sup> March 2020 at 7.30pm in the Village Hall, back room.

With no further matters to discuss the meeting closed at 9:40pm

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Signed ..... Dated .....