

OTLEY PARISH COUNCIL

APPROVED Minutes of the Parish Meeting held on Monday 16th March 2020

Present:

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

Members of the Public present: none.

The meeting opened at 7:30pm.

19.100 Chairman's Welcome and Apologies for absence – Mr A Ling welcomed everyone and apologies were accepted from Mrs J Vaughan and Mrs S Grant.

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

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

19.103 Minutes of Parish Council Meeting held on 13th January 2020 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

19.104 Matters arising -

a) Neighbourhood Plan- Mr M Liddell fed back to Councillors the success of the Public Event held on the 4th March. 54 people attended and there was a steady flow of people during the time the event took place. This resulted in achieving what the event set out to do. The next step is to actually write the Neighbourhood Plan. There were lots of positive conversations and beneficial talks with people. The neighbourhood team will be arranging another meeting together. Mrs A Lord also said another report may need to be carried out for specific species related to Suffolk Wildlife Trust. Councillors spoke of having a 'Sustainability Group' which could be similar to the Otley Green Group. Within this discussion it also came up about the progress on the burial land that the Church were in need of, and the discussions that were happening with building company currently building on the old hubbards site. Mr A Ling to investigate the progress on this matter.

b) Noticeboard- Noticeboard for Newlands. Clerk looked into costings. Councillors prefer an open board for all to use. Potentially green in colour. Options are wide and varied. Mr A Ling to consider further.

c) Defibrillator- Second set of new pads for defibrillator have arrived and been stored with defibrillator. Clerk to put something on website to remind people Otley has a defibrillator. Clerk to source a new sign to position at the village hall as previous one got damaged in poor weather.

d) Emergency Planning- feedback from training unable to be given. Councillors spoke of the rising concern for the Corona Virus situation. There are people creating support networks within the village already so it was felt the Parish Council would support what is already happening as and where necessary.

e) Electric car points- Mrs A Lord asked: As a Parish Council are we interested? Grants are available for installation. There are on going running costs. (Approx £2.00 per day). There are options of being solely responsible for them or privately run. If a building company, like the one building on the old hubbards site, then they could potentially gain carbon credits back. It was resolved to obtain the application form and complete and potentially apply for 1-2 charging points depending on the cost. Proposed: Mrs A Lord
Seconded: Mr M Liddell.

19.104 Finance –

a) **It was resolved** to authorise BACs/cheques for signature: none

b) **To receive and approve payments since last meeting:** Clerks Salary: £273.00 (Jan/Feb/March)
Clerks Expenses: none Proposed: Mrs S Courtney seconded: Mr M Liddell.

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

Balances are as follows:	Community C/Acc	£ 1,170.36CR
	Business premium Acc	£ 9,537.93CR

Bank Balances confirmed as above. Since writing the agenda the VAT has been received. 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

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meeting. Bank balances reconcile at £10,708. The £10,195.86 includes the Neighbourhood Plan Grant money which is £507.25. This is an increase since last meeting as some of the VAT reimbursement was part of the Neighbourhood Plan Grant. VAT reclaimed is £666.38, £345.30 of this claim relates to Neighbourhood Plan. Clerk gave councillors a copy of the neighbourhood Plan spreadsheet. Mr M Liddell explained that the money remaining may need to be given back. Mr M Liddell and the team would look into this. As End of Year is very near Clerk gave Councillors spreadsheets of the accounts to date. There are minimal changes to occur now before 31st March 2020. Payments for the Current account matches page 2 of the cashbook. Internal transfers are shown as £4800.00 on the reconciliation sheet and also on 'Money coming into Current account sheet. Clerk will be preparing for End of Year and getting accounts in full order ready to be Audited. Clerk expressed concern for PAYE as it is a mammoth task to sort. Mrs A Lord recommended a local accountant and will pass on contact to Clerk. **It was resolved** that an additional service may need to be used to sort this out for Clerk. Proposed: Mrs A Lord Seconded: Mr M Liddell.

d) Clerk asked if the Parish Council planned to give an additional donation to the church as it was almost the end of the financial year. Mr A Ling informed Councillors that the Church Quiz had been cancelled due to corona virus and this would usually generate extra funds for the church. **It was resolved** to give St Mary's Church an additional £150.00. Proposed: Mr M Liddell. Seconded: Mrs A Lord. All in favour.

e) VAT claim was made and has been received as discussed in 19.104.00 c)

f) Appointment of Internal Auditor- Clerk has been in touch with Auditor and a date will be arranged for May.

g) Approval of Asset register: **It was resolved** to approve and accept the Asset Register. Current Total Value = **£17,138.29** Proposed: Mr M Liddell seconded: Mrs A Lord. All in favour.

h) Approval of the use of BACs- **It was resolved** to approve and accept the use of BACs. Proposed: Mrs S Courtney Seconded: Mr M Liddell. All in favour.

i) Approval of Banking/Financial Risk Assessment in relation to online banking. **It was resolved** to approve and accept the banking/Financial Risk Assessment. Proposed: Mrs A Lord seconded: Mrs S Courtney. All in favour.

j) Approval of Public Risk Assessment-**It was resolved** to approve and accept the Risk Assessment. Proposed: Mrs S Courtney Seconded: Mrs A Lord. All in favour

k) Approval of Public Land & Building Assets- **It was resolved** to accept and approve the Public Land & Building Assets. Proposed: Mrs S Courtney Seconded: Mrs A Lord. All in favour.

l) Expenditure of S137 money- Councillors reviewed their expenditure of S137 Local Government money. Otley parish Council are well within their limit. It was resolved that expenditure of S137 money had been reviewed. Proposed: Mrs A Lord Seconded: Mrs S Courtney.

m) Clerk to arrange Finance meeting prior to internal audit taking place and end of year accounts are finalised.

19.105 Planning –

7a. To receive planning decisions:

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: 20th December 2019.

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

Application permitted 23/01/2020

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: 20th December 2019.

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

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Continues to be '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.

Application permitted 21/01/2020

7b. To consider the following applications at time of writing the agenda:

Ref: DC/20/0707/FUL received 27th February 2020.

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

Proposal: Change of use and conversion of barns to a dwelling.

Date for submission of comments: 17th March 2020.

The Parish Council would like the Clerk to submit a comment of **no objection** to this application.

7c. As requested, Clerk has contacted Laurence Homes to try and get the empty notice board removed by the entrance of St Mary's grange.

19.106 Highways

a) Overgrown hedge along Hall Lane- Mr A Ling was able to confirm the hedge has now been cut. It is much better now.

b) Clerk brought to the attention of the Councillors that speeding traffic at Otley Bottom was continuing to be a concern for a local resident. Finding a solution is a problem. Clerk has tried various routes and ways to highlight the problem to the authorities with little success. Possibly contacting the speeding group organised by Clopton PC may give an insight on what could be done next.

19.107 Rights of Way

a) Three new bridges have been installed on footpaths around the village which is pleasing.

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

District Councillor's Report for March 2020

Local Plan

We now have a response from the Inspector which is being analysed by the planners. They are dealing with some of the queries the Inspector has raised.

After that, the plan goes for public consultation for 6 to 8 weeks depending when, in relation to Easter, it is ready. The planners think that this stage will commence mid to late March and it will be published on the web site

Ipswich Northern Route (INR)

The decision has been made not to proceed with this but to make improvements to our particular trouble spots. It was announced in the Budget that £830K will be allocated to the stretch of the A12 around Martlesham close to where the Brightwell Lakes development will take place. The developers of that site have already committed £15m to ensure the road system around the A12 is adequate.

Community Partnerships

The Community Partnership for Martlesham, Kesgrave, Carlford and Fynn Valley was held on 20 February. It was agreed that the top priorities to address were:

- Reduce social isolation and loneliness,*
- Environmental care/Sustainable transport,*
- Support to age well e.g. health/activities/money,*
- Traffic and road safety.*

Parish Council Forum on Planning Procedures

One of the key points requiring clarification raised at the Forum was an explanation of what is meant by Material Planning Considerations.

I have attached some guidance at the end of this report.

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Plans to tackle Suffolk's parking problems

As reported at the last meeting, Councils in Suffolk are ramping up activity in order to take on responsibility for local parking management from 6 April 2020.

So, if you don't like what is proposed, have your say on the new parking places order.

We welcome your engagement and now is your chance to comment. Simply review the order documents and complete our short [Off-street Parking Place Order online survey](#).

You must provide your name and address with your response and complete the survey by 9.00am on Wednesday 25 March 2020.

Speeding on the B1078 and B1079

Two meetings have now been held of the group organised by Clopton PC to press for effective speed limits on these two roads. Amongst other actions discussed, it was considered essential that we had as much information about the accidents/near misses as possible. They have sent a request around the residents of Clopton, Burgh and Debach asking for records or photos of mishaps along these two roads.

Enabling Grants.

All spent for this financial year but it will continue next year. This should be open for bids in April/May.

Tree Planting

The right tree in the right place will have the best chance to grow to maturity and become a lasting legacy. Therefore ESC is trying encourage all of us to develop tree planting initiatives throughout our communities .

If there are no areas suitable for the longevity of one of our native species perhaps a community orchard might be more suitable or a simple but important wildlife garden.

If you feel there is suitable land for planting we will ask Norse to run a quick due diligence on final suitability (overhead cables / near water / roads / buildings etc.)

This is a really important initiative in protecting and nurturing our biodiversity and is a positive policy in reaction to declaring a climate emergency last year .

Public Access for Planning

At the Parish Forums in June 2019, it was stated electronic consultations would be upcoming. Consequently, from 1 April 2020 East Suffolk Council will be consulting on planning applications electronically only.

A public access account for planning is to be provided which will provide additional features such as; an electronic in-tray, email notifications and the ability to submit comments on line

For security purposes, it is essential that you use your Parish generic email address.

Tony Fryatt

14th March 2020

Mr A Ling thanked Mr T Fryatt for his time and report. Clerk will ensure Parish Council has a generic email in order to receive planning applications from East Suffolk.

19.109 Community Police Report – December 2019- There were 123 crimes reported in December within Woodbridge Safer Neighbourhood Area. 4 related to Otley. 3 burglaries reported on or near Helmingham Road. No suspect identified, unable to prosecute. 1 of criminal damage again no suspect identifies but still under investigation. In January 2020 189 crimes were reported, none relating specifically to Otley. Neighbourhood Priorities continue to be focussed on Anti Social Behaviour around the Pavillion Martlesham.

19.110 Speedwatch Results –No statistics to report..

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19.111 Community Council Report – Mr A Ling reported to Councillors the boiler work in the village hall is completed. Grant money helped to pay for it. There is now an abundance of hot water but also savings are being made on water within the toilets and savings on electricity. The committee are considering double glazing as a possible next project. The car park is in desperate need of being resurfaced a quote has come in for £1,500.22 inc VAT. Can the Parish Council help fund this? **It was resolved** to give the Community Council the full amount. Proposed: Mrs A Lord Seconded: Mrs S Courtney. All in favour.

19.112 Matters to be brought to the attention of the Council

a) none.

19.113 Councillors' reports and items for future agenda

a) Mrs S Courtney questioned whether the Youth Club did the litter pick and if so who would do it now as there is no Youth Club running. Mr A Ling believes it will be the Scouts. Councillors felt it was an important thing to do.

b) Mr M Liddell mentioned carrying out a survey on Otley Gull as part of the Neighbourhood Plan in connection with Suffolk Wildlife Trust.

19.114 Date of next meeting – Monday 18th May 2020 at 7.30pm in the Village Hall, back room.

With no further matters to discuss the meeting closed at 9:25pm

Signed Dated