

OTLEY PARISH COUNCIL

APPROVED Minutes of the Parish Council Meeting held on Monday 16th November 2020
The meeting was held as an online Microsoft Teams meeting due to Covid19 restrictions.

Present:

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

The meeting opened at 7:35pm.

20.037 Chairman's Welcome and Apologies – The Chairman Welcomed all those present. No apologies.

20.038 Declarations of interest to items on agenda – None declared .

20.039 To Co-opt a Member to Council – Mr M Hunt offered himself as a candidate following recent vacancies on the Parish Council. It was proposed to accept his nomination by Mrs S Grant and seconded by Mrs J Vaughan. All in favour. It was resolved that Mr M Hunt becomes a Parish Councillor and his Declaration of Acceptance of Office form was shown on camera. Due to Covid restrictions Mr M Hunt signed the form prior to the meeting witnessed at a social distance by the Chairman. Chairman Mr A Ling then signed the declaration during the teams meeting.
Mr A Ling stated the Parish Council were still looking for additional Parish Councillors should anyone be interested.

20.040 Public Forum- 2 members of the public joined the Microsoft Teams Parish Council Meeting. Members of the public spoke in relation to item 8a) Planning on the agenda- Strathnairn, Chapel Road, Otley Suffolk. Proposal: Single storey Annexe in garden built out of block and beam cladded or render. The members of the public are the applicants for the planning proposal and wanted to give the Parish Council an opportunity to hear their reasoning behind what they are wanting to achieve and for any questions to be asked. Question 1: 'why build an annexe?' Member of the Public 1 explained it was for a family relative needing support but wanting own space and not intruding on the family's space.
Question 2: There was mention of an extension on the house how does that fit in and what time scale?
Response 2: Due to size of the single storey extension to the house no planning is required however it is hoped the two would occur simultaneously.
Concern was raised by Councillors the suggested annexe is 'not well related to the main dwelling'. The response from the member of the public explained they had considered the garages and the neighbours.
Question 3: What do the neighbours think? Response 3: Issue of parking had been raised but no direct comments from neighbours.
Concern was raised for the positioning of the annexe and how accurate the site plans are with reference to street line of neighbouring properties. Response from member of the public stated next doors extension did not match the site plan. The new annexe positioning would be more in line with neighbours.
Question 4: Have you had pre-application advice? Response 4: Yes we wanted Planning Officer to see site and our intentions for themselves, and have therefore resubmitted the application.
Question 5: what will the overall 'look' be like? Response 5: Flat roof, single storey, 4m max, inspected at certain stages. The annexe would have a flat roof too.
Mr A Ling thanked the two members of the public for joining the meeting and talking to Councillors. Mr A Ling explained that as part of their role as Parish Councillors it was important to be clear about applicants intentions and not the Parish Council being awkward. The Members of the Public stated they understood where the Councillors were coming from.

20.041 Minutes of Parish Council Meeting held on 7th September 2020 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

20.042 Matters arising -

- a) Neighbourhood Plan- Mr M Liddell spoke to Councillors stating another re-draft was in process. Mrs J Vaughan thanked Mr M Liddell and the team for all the work. Mr M Hunt requested a copy of the draft which had previously been sent to Councillors. Mr T Fyatt praised the team too.
- b) Dog Bin update- Clerk has looked into costing for new dog bin. Clerk has also been in contact with Norse who empty dog bins in Otley to find out how the new bin is added to the collection route. They can provide a

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bin for approximately £195.00 plus VAT. Clerk explained this may be a better option rather than the PC purchasing all the various parts and erecting themselves. Norse did say they would need to carry out a site survey to ensure the location is appropriate. Councillors decided to opt for a green bin and go with Norse. Proposed: Mrs A Lord Seconded: Mr M Hunt. All in Favour. Clerk to follow up with Norse.

c) Village Noticeboards- quote received for both the noticeboards to be refurbished. £473.00 Proposed: Mrs J Vaughan seconded: Mrs S Courtney. **It was resolved** to accept this quote. All in favour. Mr A Ling to liaise with builder/carpenter.

d) Mr A Ling thanked Mrs S Courtney for the wreath made for Remembrance Sunday. Lots of positive feedback received. As agreed at the previous meeting a donation will still be made to the Royal British Legion.

20.043 Finance –

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

website hosting: £60.00 War Memorial Plants (Mrs I Lincoln)- £9.00 CAS Insurance-£216.52

Community Heart Beat Trust £151.20 Wreath (S Courtney)-£15.00

Proposed: Mrs A Lord Seconded: Mr M Liddell

b) **To receive and approve payments since last meeting:** Clerks Salary: £199.50 (Sept/Oct)

Clerks Reimbursements: none PAYE to be completed once approved.

Proposed: Mrs J Vaughan, seconded: Mrs S Grant.

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

Balances are as follows: Community C/Acc £ 1,880.25 CR

Business premium Acc £ 8,845.85 CR

Bank Balances confirmed as correct. Total of £10,726.10 Clerk went through the bank reconciliation. Clerk gave an explanation of how the bank reconciliation matches figures from the cashbook. Current account shows a £69.00 difference since the Finance meeting due to website hosting and war memorial plants being paid. I.C.O data protection due to go out as a direct debit in December. Newlands License usually arrives around Christmas time to be paid in January.

d) The Finance Committee met for an online Teams Meeting to discuss the Budget for 2021-22 The spreadsheet has been revamped. Mr A Ling explained the Budget to Councillors referring to the spreadsheet emailed prior to Teams PC Meeting. The Parish Council needs to be mindful of spending. The P3 scheme for grass cutting allows the PC to spend in other areas however, if this were to stop funds would be limited due to the general administrative running costs required to be spent every year. Also Election Expenses are required to be budgeted, which should the need occur could be quite a significant amount of money. **It was resolved** to approve the Budget 2021-22 Proposed: Mr M Liddell Seconded: Mr M Hunt All in favour.

e) Clerk made Councillors aware of the Precept request information. Last years precept received was £4,803.55. Clerk read figures to Councillors for a 2% increase on last year as £4,899.621 This will result in a small increase on each household. **It was resolved** Otley Parish Council will request a 2% increase on the precept providing this is possible. Proposed: Mr M Liddell seconded Mrs J Vaughan. Although the date is usually the end of January Clerk has been notified that Councils are waiting to find out the figure for the council tax base. Usually there is little difference but due to Covid-19 pandemic the calculation of the tax base is subject to a high degree of uncertainty. The tax base is due to be recalculated beginning of January and the Council will then notify Clerk of confirmed tax base.

f) Banking Standing Orders have gone through in October. SARS money has been returned to the PC account as it can no longer be deposited to that account. Clerk to contact bank once open as to why this is the case. Clerk to also contact Internal Auditor in case this will affect the end of year accounts. Also Grundisburgh News no longer require a donation so have been removed from the Standing Orders. **It was resolved** to approve the recipients and amounts on the bank standing orders for next year. Proposed: Mrs S Grant Seconded: Mrs A Lord.

20.044 Planning –

a) To receive planning decisions:

Ref: DC/20/1250/FUL

Address: **Stanaway Farm Charity Lane Otley IP6 9NA**

Proposal: Use of building for class B2 (industrial)

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

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Awaiting decision

Ref: DC/20/1726/OUT Application refused 07/07/2020. Appeal complete.

Address: **Wood Farm, Helmingham Road, Otley IP6 9NA**

Proposal: A phased development of nine self build dwellings.

The Parish Council submitted objection to application DC/20/1726/OUT. The Appeal date was 23rd September where both applications DC/20/1726/OUT and DC/19/3435/OUT were heard. The Inspectorate has dismissed both applications.

Ref: DC/20/3227/OUT

Address: **Ash Leaf Cottage Ipswich Road Otley Suffolk IP6 9JW**

Proposal: [Outline Application \(Some Matters Reserved\) - Use of land for the erection of 1 x No. dwelling and garage.](#) Date for submission of comments: 16th September 2020

The Parish Council submitted a majority objection to this application.

Application Permitted: 05/11/20

Ref: DC/20/3712/FUL

Address: **Strathnairn, Chapel Road Otley Suffolk IP6 9NX**

Proposal: **Single storey Annexe in garden built out of block and beam and cladded or rendered.**

Date for submission of comments: 27th October 2020

The Parish Council submitted objection to the application. Since then the application has been amended [see item 8b on agenda / Minutes 20.044 b)]

Pending Consideration.

Ref: DC/20/3818/OUT

Address: **Land to the North of Wood Farm Helmingham Road Otley Suffolk IP6 9NS**

Proposal: **Outline Application (with some matters reserved) for the phased development of 12 self build and custom house building serviced plots, including 6 starter homes and 3 discount market sale affordable housing plots.**

Date for Submission of comments: 28th October 2020.

The Parish Council submitted objection to this application.

Pending Consideration

Ref: DC/20/4033/VOC

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

Proposal: **Variation of Condition No.2 of DC/20/0707/FUL- Change of use and conversion of barns to a dwelling- alteration to previously approved drawings.**

Date for submission of comments: 5th November 2020.

The Parish Council submitted no objection to this application.

Awaiting decision.

b) To consider the following applications:

Email received from applicant regarding the planning application below-

Ref: DC/20/3712/FUL

Address: **Strathnairn, Chapel Road Otley Suffolk IP6 9NX**

Proposal: **Single storey Annexe in garden built out of block and beam and cladded or rendered.**

Date for submission of comments: 26th November 2020.

The Parish Council listened and asked questions during the Public Forum regarding this application. The Councillors went on to discuss the application further. They were grateful for the applicant taking the time to join the meeting however, the Parish Council decided to object to the application. Clerk to draft response incorporating reasons- too far from main house (SCLP 5.13) & annexe should be part of the main dwelling so can be incorporated as part of the house at a later date.

c) Planning Policy-Affordable Housing Support Planning Document-Initial Consultation 9th November-21st December 2020. A questionnaire to be completed by Clerk if not too onerous .

20.045 Highways

a) Quiet Lanes- Mr A Ling informed Councillors that a resident of Otley Parish was exploring opportunities for certain roads to be designated as 'quiet lanes' 4 areas have been currently registered these being- Ipswich

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Road/Gibraltar Road, Thompsons Lane, Hall Lane and High House Road. The project aims to create a network of quiet lanes across Suffolk. Further updates at future meetings.

- b) Concern raised for scramble bikes being used on inappropriate land possibly without permission of land owners. The bikers always come in two's and have been seen doing wheelies down the road. Councillors to monitor and seek further advice if necessary.
- c) Concern also raised for speeding traffic along Chapel Road at the far end of the village.

20.046 Rights of Way

- a) The steps behind the back of the church are disintegrating. Clerk to report.
- b) Village sign is starting to peel. Mr A Ling to have a look.

20.047 County Councillor's Report – Cllr T Fryatt's Report **District Councillor's Report for November.**

Sizewell C

Following the comments made to EDF they have arranged a further sessions of public consultation between Wednesday 18th November and Friday 18th December.

The items on that agenda for discussion are:

1. Increase in the frequency of freight train movements to facilitate bulk material imports by rail.
2. Enhancement of the permanent beach landing facility and options for a new temporary beach landing facility to facilitate material imports by sea.
3. Change SSSI crossing design to a single span bridge with embankments.
4. Surface water removed early in the construction process to be discharged to the foreshore via a temporary outfall.
5. Change to the sea defence to make the scheme more efficient and resilient to climate change.
6. Greater flexibility as to where certain Sizewell B facilities are relocated to, potentially avoiding the need for car parking on Pillbox Field.
7. Change to certain parameter heights and activities on the main development site to facilitate the construction process.
8. Change to the location of the Water Resource Storage Area and the addition of flood mitigation measures to lower flood risk.
9. Revisions to tree retention on the main development site.
10. A new bridleway link between Aldhurst Farm and Kenton Hills.
11. Extension of the Order Limits to provide for fen meadow habitat at Pakenham as further mitigation for fen meadow loss.
12. Extension and reduction of the Order Limits for works on the main development site and related sites (fen meadow mitigation sites and marsh harrier improvement sites).
13. Extension of landscaped bund and other minor changes at the Southern park and ride site, including a minor reduction of the Order Limits.
14. Minor reductions to the Order Limits at the Northern park and ride site.
15. Extension of the Order Limits for works on the Two Village Bypass, change to the public right of way around Walk Barn Farm and additional habitat mitigation proposals.
16. Extension to and reduction of the Order Limits for works on the Sizewell Link Road.
17. Minor reductions to the Order Limits for Yoxford Roundabout, the A12/B1119 junction at Saxmundham and the A1094/B1069 south of Knodishall.

It should be noted that there is no reference to the potentially catastrophic increase in the volume of non-HGVs on the country lanes around our villages.

The park and ride site at Hasketon is not mentioned and this alone will cause a vast increase in traffic around our patch. Dan Poulter has raised our concerns in Parliament.

Nadhim Zahawi (Minister of Business Industry) has given his assurances that our concerns will be "absolutely considered".

Government White Paper on Planning Reforms.

There has been almost universal condemnation of the proposals put forward in response to the call for comments on planning Reforms from local people and most Planning Organisations. We will have the opportunity in the New Year to ensure that we are being listened to.

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Funding boost for key organisations in East Suffolk

East Suffolk Council has launched a new £100,000 'Bounce Back' Fund, which offers grants of between £250 and £5,000 to support voluntary, community and social enterprise (VCSE) organisations in East Suffolk.

Funded through the East Suffolk Community Partnership Board, the funding is available for equipment, adaptations or staffing to enable VCSE organisations to safely continue or restart their services or to develop/launch new services.

All VCSE organisations are eligible to apply, as long as the funding requested is for equipment, adaptations or staffing to continue or restart a service or develop/launch a new service. However, some groups will be given priority to help support those who have been particularly impacted by the pandemic. These include organisations supporting young people, organisations relying on volunteers and community buildings which are struggling to reopen safely.

Shared ownership scheme is district first

As part of a comprehensive development programme to deliver vital new housing, East Suffolk Council has introduced six new shared-ownership properties to its housing stock – the first of their kind in the district. The properties are located in Brampton near Halesworth and provide an affordable ownership scheme, which combines purchasing a share in a home with a rental agreement for the remaining unowned share. The six properties are semi-detached two-bedroom houses and are the first shared ownership properties the Council has built. East Suffolk has worked in partnership with Orwell Housing Association to deliver the new homes which have been built by local Contractor, Wellington Construction.

Comments invited on planning documents

East Suffolk residents are invited to have their say on three draft planning documents:

- The draft [Cycling and Walking Strategy](#)
- The draft [Statement of Community Involvement \(SCI\)](#)
- The draft [Recreational Disturbance Avoidance and Mitigation Strategy \(RAMS\) Supplementary Planning Document](#)

All three consultations are scheduled to close on 30 November 2020. Comments can be submitted online, by email at :-planningpolicy@eastsoffolk.gov.uk or by post to East Suffolk Council, Planning Policy & Delivery Team, Riverside 4, Canning Road, Lowestoft, NR33 0EQ.

**Tony Fryatt,
15 November 2020**

20.048 Community Police Report – 1 crime in August- vehicle theft location showed as Spring Park area. 1 crime in September-burglary location showed near Newlands. No crimes for October.

20.049 Speedwatch Results –No speedwatch has taken place at present due to rain and now lockdown. 3 new batteries were recently given from the people running the speedwatch centrally. Mr T Barrett believes Otley PC contributed to the overall cost of running speedwatch rather than paying for equipment. All equipment is working well at the moment.

20.050 Community Council Report – Mrs A Lord attended the Community Council Meeting. There is interest in potentially having solar panels on the village hall. Bar area has been completed and everyone is very excited about it. Sadly no fireworks this year due to Covid-19.

20.051 Matters to be brought to the attention of the Council

- a) Dates for next years meetings provisionally booked but yet to be confirmed. Clerk to notify all once confirmed.
- b) Environmental Grant Scheme- Clerk to send details to Mrs A Lord.
- c) Cycling/Walking Strategy- Mr A Jolliffe keen to get in touch with PC.
- d) Work Well Suffolk-Funding Secured for a 3 year project providing locally integrated coaching and employment services. Send details to Mrs J Vaughan.

20.052 Councillors' reports and items for future agenda -none

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20.053 Date of next meeting – Date of next meeting: Provisionally for January 2021- date to be confirmed. Depending on Government Guidelines and regulations the meeting will either be in Otley Village Hall (backroom) 7:30pm. Alternatively it will be held remotely via Microsoft Teams. Otley Parish Council will monitor the situation, follow government guidelines and make a decision nearer the time.

With no further matters to discuss the meeting closed at 9:45pm

Signed Dated