

## OTLEY PARISH COUNCIL

**APPROVED** Minutes of Annual General Meeting held on Monday 17<sup>th</sup> May 2021

The meeting was held in Otley Village Hall following Government guidelines in relation to Covid 19 rules and regulations.

**Present:**

Clerk: Mrs R Green  
Chairman: Mr A Ling  
Councillors: Mr M Liddell, Mrs J Vaughan, Mr M Hunt, Mrs S Courtney

The meeting opened at 7:55pm following on from the APM Meeting.

**21.014 Nomination to Chair Meeting** – Mr A Ling was proposed by Mr M Liddell and seconded by Mr M Hunt. All in favour.

**21.015 Acceptance of Office**

Chairman - Mr A Ling was proposed by Mrs J Vaughan and seconded by Mr M Liddell. **It was resolved** that Mr A Ling would continue to be the Chairman for Otley Parish Council. All in favour. Declaration of Acceptance of Office signed. Mr A Ling did say he would be looking to step down from the role as Chairman next year.

**21.016 Appointment of Officers**

Vice Chairman- Mr M Liddell. Mr M Liddell was proposed by Mrs J Vaughan and seconded by Mrs S Courtney. **It was resolved** that Mr M Liddell would continue to be Vice Chairman. All in favour.

Otley Community Council representative -	Mr A Ling*
SALC representative -	Mr A Ling*
Responsible Finance Officer -	Mrs R Green*
Service Administrator-	Mrs R Green*
Emergency Planning Officer -	Mrs J Vaughan*

Finance Committee - Chairman Mr A Ling, Mr M Liddell Mrs J Vaughan\*

Planning Committee - Chairman Mr A Ling, Mrs S Grant, Mr M Liddell and Mrs J Vaughan\*

Rights of Way – Mrs S Grant\*

Woodbridge SNT/Priorities Setting Meeting representative- Mrs A Lord\*

Delegated Human Resources Person- Mr M Liddell & Mr A Ling\*.

(\* Proposed on block by Mr M Hunt and seconded by Mrs S Courtney all in favour). **It was resolved** that all Officers and Sub-Committees are appointed as above as good practice for this financial year. Declaration of Acceptance of Office forms were signed where necessary.

**21.017 Apologies for absence** – Cllr Mr T Fryatt (already attended the APM earlier), Mrs S Grant, Mrs A Lord.

**21.018 Declarations of interest to items on agenda** – Mr A Ling declared an interest to item 10a) on the agenda in relation to payment for the noticeboard.

**21.019 To Co-opt a member to Council** – No members to Co-opt to Council.

**21.020 Public Forum** – 1 member of the public was in attendance.

Member of the Public 1 (MP1) spoke of application DC/21/0431/FUL and the intentions for the site at Peartree Meadow (Land South of Peartree farm) The application has been withdrawn but it is planned to have changes made and then be resubmit. The current properties on the site are low carbon energy and carbon efficient and are lived in by the MP1 and the family. Lots of trees have been planted and bird boxes put up. MP1 is making a carefully considered plan and made reference to Paragraph 79 clause with passive housing principles being the core of the thinking. An Architect is assisting with improving and enhancing the idea. Biodiversity is also being carefully considered. MP1 made reference to another site in Suffolk and how the attenuation pond was working successfully. It is intended something similar will be incorporated and mitigate flooding. MP1 stated there are attributes of Paragraph 79 clause within the application however

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feedback gained is being responded to. MP1 claims there is no hidden agenda and it is for the family. Mr A Ling explained it was not personal and that it is difficult to judge when it only fits one policy. Mr M Liddell asked; Did Suffolk Design View Panel support it? MP1 responded that they listened to the story and the reasoning behind it and were very positive. MP1 spoke of the materials being used- recycled cladding on the outside which would be made from tiles created from recycled drain pipes. Mr M Liddell questioned whether the design was a Paragraph 79. Mr M Liddell explained it has to be one of the top houses in East Anglia and be a potential winner of RMB awards. It needs to be 'outstanding' design not just 'good' design. Mr A Ling stated that what is outstanding design and good design is subjective. Councillors looked at the latest potential design for the application.

Mr A Ling thanked MP1 for attending the meeting and sharing thoughts and intentions regarding application DC/21/0431/FUL.

MP1 thanked Councillors for their time and departed the meeting at 8:25pm.

**21.021 Minutes of Parish Council Meeting held on 15<sup>th</sup> March 2021 – It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

### **21.022 Matters arising -**

- a) Neighbourhood Plan- Mr M Liddell spoke to Councillors and explained that the NHP was moving along slowly. A second draft is being prepared. Workshops are in place to try and get it sorted. Some professional help may be required.
- b) Update on potential new dog bin- Clerk to send photos and its possible the request could be made to go on the fence. Once councillors have considered further Clerk to get back to Norse. Also contact residents whose property is closest to the dog bin.
- c) electric car points- no further update at present.
- d) Countryside Code of Conduct poster- no further update at present.
- e) Quiet Lanes Project- Consultation period starts 24<sup>th</sup> May and finishes 14<sup>th</sup> June. Hopefully the formal designation of quiet lanes will then be approved. Letters have begun to be delivered to residents explaining the proposal of quiet lanes and how representations can be made. Mr C Taylor will continue to keep the Parish Council updated.

### **21.023 Finance –**

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

SALC membership: £339.47 JH Carpentry £473.00 (authorisation given by email).

Invoice from Notice-It Ltd £110.00 to be reimbursed to Mr A Ling as already paid.

Proposed: Mr M Liddell Seconded: Mr M Hunt

#### **b) To receive and approve payments since last meeting:** Clerks Salary: £299.00 (April/May)

Clerks Reimbursements: none

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

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

Balances are as follows:	Community C/Acc	£ 861.74 CR
	Business premium Acc	£ 12,791.90 CR

Bank Balances confirmed as correct. Clerk emailed a copy of the bank reconciliation to Councillors prior to the meeting. New starting balances as of 1<sup>st</sup> April 2020 were £902.19 for Current Account and £8,846.28 for Business Premium Account which matches the End of Year Bank Balances and AGAR. Payments out so far SALC membership, green lanes project, St Mary's Church additional donation and noticeboard refurbishment. Precept has been received which is £4,945.62. Usually this comes in two instalments but appears to be in one lump sum. No interest has been received into the Business Premium Account yet. Bank Reconciled as £13,653.64 with additional payments to deducted from 20.023 a) and b).

#### **d) Acceptance of year end accounts and annual governance statement –**

i) Councillors were in agreement with the End of Year figures presented by the Clerk. **It was resolved** to sign off the Bank Reconciliation Statement for Year Ending 31<sup>st</sup> March 2020. Proposed: Mr M Liddell Seconded: Mrs S Courtney All in favour. Mr A Ling and Clerk signed the Bank Reconciliation Statement sheet. A copy of which will appear on the website as part of the Transparency Code and publishing documents associated with the End of Year accounts.

ii) The year end submission to the External Auditors- PK Little John LLP, incorporating the Statement of Accounts and the Annual Governance Statement was presented by Mrs R Green and discussed in full.

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Otley Parish Council considered the findings of the review of Section 1 Annual Governance Statement. Mr A Ling read the statements to councillors. **It was resolved** to approve and accept them in their present form. Proposed: Mrs S Courtney seconded: Mrs J Vaughan. All in favour. Documentation was signed.

iii) The Responsible Financial Officer- Mrs R Green signed and dated Section 2 Accounting Statements 2019/20 for Otley Parish Council prior to the meeting due to Covid 19 restrictions and the meeting being held remotely. It was then presented to Otley Parish Council. Councillors considered the Accounting Statements 2019/20. **It was resolved** to approve and accept this in its present form. Proposed: Mrs J Vaughan Seconded: Mr M Liddell Mr A Ling as Chair signed Section 2 Accounting Statements following approval. Clerk/R.F.O signed prior to being presented to the authority for approval as stated on Section 2-Accounting Statements. Clerk will email Councillors a 'significant variances' sheet which compares difference between figures for 2020/21 and 2019/20 with a 20% decrease or increase and explains why. This will also be available on the website as part of the transparency code.

iv) The Certificate of Exemption was signed by the Chairman and Clerk. **It was resolved** that this be accepted in its present form. Proposed: Mrs S Courtney. Seconded: Mr M Hunt. All in favour. Clerk will ensure submission is completed to PK Little John before the closing date 2<sup>nd</sup> July 2021.

v) Clerk had made Councillors aware of the 'Dates for period of exercise of public rights' will be Monday 28<sup>th</sup> June -Friday 6<sup>th</sup> August 2021. Notice of Public Rights & Publication details will be on the noticeboard and website. Members of the public can contact the Clerk to see last year's books. Documents will be available on the parish council website (otley.onesuffolk.net) as part of the transparency code. **It was resolved** the dates of inspection to be Monday 28<sup>th</sup> June-Friday 6<sup>th</sup> August 2021. Proposed: Mr M Liddell. Seconded: Mrs J Vaughan. All in favour.

e) Clerk will arrange for Internal Audit to be carried out ASAP ready for the submission of documents and to be published by 2<sup>nd</sup> July 2021.

f) Mr A Ling raised the concern for the drainage of the play area and the need for improving the area for the local community. **It was resolved** that drainage would be sorted and new bark to replace the current old bark would be purchased. The play area is a well used community asset. Proposed: Mr M Liddell seconded: Mrs S Courtney

### 20.024 Planning –

a) To receive planning decisions:

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: 28<sup>th</sup> October 2020.

The Parish Council submitted objection to this application.

**Continues to be-Awaiting Decision** It appears that the application is delayed and extended to the end of April.

Since the previous Parish Council meeting a letter has been sent to East Suffolk regarding drawings proposed as part of an amendment for application DC/20/3818/OUT. No further decision by East Suffolk has been made. Also a Freedom of Information request has been made in relation to this application.

Ref: DC/20/4661/FUL

Address: **Land off Millers Way, Church Road Otley.**

Proposal: **Construction of 5 dwellings**

Date of submission of comments: 29<sup>th</sup> December 2020

The Parish Council submitted objection to this application

**Application refused: 19/03/21**

Ref: DC/20/4524/FUL

Address: Land to the rear of Tithe Barn Hal Lane Otley IP6 9PA

Proposal: **5 No. subterranean units for holiday accommodation, together with banks of photovoltaic**

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### panels and cartlodge building

Date for submission of comments: 18<sup>th</sup> December 2020

The Parish Council submitted a non pecuniary interest to this application and responded no objection.

**Continues to be-Awaiting Decision (see additional application below)**

Ref: DC/21/0431/FUL

Address: Peartree Meadow (Land to South Pear Tree Farm) Ipswich Road Otley Suffolk IP6 9JP

Proposal: Erection of single storey (paragraph 79) dwelling house associated vehicle access, sewage treatment plant and landscaping.

Date for submission of comments: 26<sup>th</sup> February.

The Parish Council submitted objection to this application.

**Application Withdrawn.**

Ref: DC/21/0715/FUL

Address: Goldsmiths Farm Ashbocking Road Otley Suffolk IP6 9JS

Proposal: Erection of two storey room in roof rear extension. Replacement of cart lodge with annex cart lodge. (Resubmission relating to extant approved application DC/20/3897/FUL to propose minor amendments to cartlodge structure)

Response required by 24<sup>th</sup> March 2021

The Parish Council submitted no objection.

**Application permitted: 09/04/21**

Ref. No: DC/21/1227/VOC

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

Proposal: [Variation of Condition 13 of C/09/0355 - Conversion and change of use of barn to ancillary domestic storage, Class B1 office use and related kitchen display area.](#)

Response date 9<sup>th</sup> April 2021

The Parish Council submitted objection to this application.

**Application permitted 27<sup>th</sup> April 2021**

b) To consider the following applications:

Ref: DC/20/4524/FUL

Address: Land To The Rear Of Tithe Barn Hall Lane Otley Suffolk IP6 9PA

Proposal: [5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building](#)

Response required by 24<sup>th</sup> May 2021

Clerk to reply no objection.

Ref. No: DC/21/1508/FUL

Address: West House Helmingham Road Otley Suffolk IP6 9NR

Proposal: [Replace existing flat roof with a new pitched roof and form side gable. Application of render finish to the existing house.](#)

Response required by 1<sup>st</sup> June 2021.

Clerk to reply no objection.

c) Concern over ditch and housing development at St Mary's View-email received from resident believing there has been a breach of approved plans. Acknowledgement of thanks to be made.

### **20.025 Highways**

a) Parking Issue raised by residents along Chapel Road. Clerk contacted Police and Highways but no response has been received. Clerk responded to the emails received from residents. Clerk to chase Police and Highways to see if any thing can be done/is being done.

b) Paving along Chapel Road- concern raised by residents about state of footpaths. Clerk to report again.

c) Clerk to report pedestrian lamp and BT Post on Chapel Road.

### **20.026 Rights of Way**

a) RC Contracts aims to the first cut end of May first week in June depending on the weather. Second cut due end August/beginning of September.

b) Clerk to check with rights of way the query over P3 claim.

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**20.027 County Councillor's Report** – Cllr T Fryatt's Report was shared earlier at the APM.

**20.028 Community Police Report** – No statistics to report.

**20.029 Speedwatch Results** –Mrs S Courtney informed Councillors a speed watch was carried out recently at 5pm and an excess of 50 drivers were speeding.

**20.030 Community Council Report** – shared earlier at the APM.

**20.031 Matters to be brought to the attention of the Council**

a) Mrs J Vaughan informed Councillors that East Suffolk Area have local information advertising things like under floor heating and can offer someone to talk to and offer assistance and advice if trying to gain a grant. Posters to be displayed.

b) Mrs S Courtney would like the PC to consider planting a tree for the Queen's Jubilee.

**20.032 Councillors' reports and items for future agenda** -none

**20.033 Date of next meeting** – Monday 12<sup>th</sup> July at 7.30pm in the Village Hall, back room. Depending on government guidelines this meeting may be held remotely. Details will be published nearer the time.

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

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