

Dear Councillor

There is to be a Parish Council Meeting to be held at Otley Village Hall (Main Room) on Monday 20th March 2023 at 7.30pm to which your presence is requested and required.

Public Attendance – Members of the public are welcome to attend.

AGENDA

- 1.) Chairman's Welcome, Apologies and Approval of Absences.
- 2.) To receive Declarations of Interest and Consider requests of Dispensations.
- 3.) Public Forum (For any matters on the Agenda).
- 4.) To resolve that the minutes of the meeting held on Monday 23rd January 2023 are a true and correct record.
- 5.) To receive reports from Elaine Bryce Country Councillor & Tony Fryatt District Councillor.
- 6.) To receive short talk from Representative from the Debenham Dementia Project.
7. MATTERS ARISING – To receive progress on the following
 - a.) Neighbourhood Plan -
 - b.) Community First Response Project – Any update to be provided by M Bowers and request for a funding contribution.
 - c.) Village Sign – Refurbishment to be completed in the next few weeks.
 - d.) War Memorial Repair -
 - e.) East Suffolk Planning Alliance (ESPA) – To discuss. Date of next meeting for this project will take place at Grundisburgh Village Hall on 25th March 2023 from 2.30 to 5pm.
 - f.) Dog Fouling signs / leaflets -
 - g.) A request from a resident to consider having a mirror or reflective sign at junction of Chapel Road to show when traffic is coming along from Helmingham.

8. FINANCE

- 8a.) To authorise BACS payments and approve payments since last meeting -
- 8b.) Final quarterly report for Budget 2022 to 31st March 2023.
- 8c.) To review the following policies -
 - Updated Standing Orders.
 - Financial Regulations & Associated Risk Assessments.
 - Asset Register
 - Public Land & Building Assets.
 - Public Liability Risk Assessment.
 - Data Protection Policy.
 - Website Accessibility.
 - Internal Controls Statement & Report 2023.
- l) Review of Section monies
 - Section 133 £100, Section 137 £275 & Section 142 £64 has been spent in the last year.
- 8d.) To re- present Budget for 1st April 2023 to 31st March 2024
- 8e.) To agree cost of Annual Grass Cutting
- 8f.) To agree Clerks Salary for January & February 2023 = 22 & ½ hrs in total = £258.75.

Since last meeting the following payments have been made

Suffolk Quiet Lanes Initiative = £100

Hire of Village Hall for May, July & October 2022 = £72.50

Donation made to Disability Advice Service = £75 payment made under S137.

To receive financial report / bank Balances for Parish Council Accounts as follows -
Business Premium Account = TBA at meeting. Community Account = TBA at meeting.

9. PLANNING MATTERS

- 9a.) To receive planning decision Ref No

DC/22/4498/FUL

Address: Greenways Ipswich Road Otley, Ipswich Suffolk, IP6 9NQ

Proposal: Proposed alteration and extensions to existing single storey detached dwelling.
The Parish Council submitted No Objection to this application.

Application Permitted 22nd February 2023.

DC/22/4643/FUL

Address: Hillcroft, Church Road, Otley, Ipswich, Suffolk, IP6 9NQ

Proposal: Family annexe.

The Parish Council submitted **No Objections** but did raise that if planning is approved they would expect a condition to be put in place, that the annexe cannot be sold off as a separate dwelling & must only be occupied by a relative or employee of the owner of the house in accordance with Suffolk Coastal Local Plan adopted September 2020 point 5.77 In order to ensure that annexes remain as such and are not sold, let or used as independent dwellings and particular care is taken that the creation of an annex should not lead to the creation of a new home in the countryside that would not be permitted under the Policy SCLP5.3.

Application Permitted 17th January 2023.

DC/22/4644/VOC

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

Proposal: Variation of condition 2 of DC/21/3806/FUL (Conversion of a redundant building to two semi-detached dwellings). The Parish Council submitted **NO Objection** to this application. **This Application has been withdrawn.**

DC/23/0369/FUL

Address: The old Barn, Wood Farm, Helmingham Road, Otley, Ipswich, Suffolk IP6 9NS

Proposal: Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging points. The Parish Council Submitted **NO Objection.**

Awaiting Decision.

AP/22/0072/ APPEAL

Address: Land At 1 Charity Cottage Swilland Road Otley Suffolk IP6 9NE

Proposal: Retention of use of land for the stationing of shipping containers for storage use. Retention of access track. The Parish Council submitted **AN Objection** to the original application and this objection still stands. **Awaiting Decision.**

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/23/0643/FUL

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

Proposal: Conversion and extension of former dairy building to dwelling and extension of residential curtilage (Conversion previously agreed under DC/21/2346/PN3) While the Council submitted **NO Objection** to this application, but did comment that there is a first floor bedroom and no window are shown on the plans or elevations. If the addition of any window was required, this would be subject to a future planning application. The Parish Council would object to any windows overlooking the garden of the adjacent house. **Awaiting Decision.**

10. HIGHWAYS MATTERS.

10a.) Pre-Surface Dressing road repairs along U3323 Thomson's Lane Otley will be taking place between 15th & 21st March 2023, excluding weekends. For the duration of the road closure, traffic will be diverted via B1077, B1078 Gibraltar Road, Ipswich Road & Vice Versa.

11. RIGHTS OF WAY

11a) Ref 00375112 Helmingham Footpath 053 Helmingham Road, two broken bridges towards its eastern end. The Second Bridge is further along the path off Helmingham Road. Both these Bridges have now finally been replaced.

12. SPEED WATCH & SID RESULTS.

13. COMMUNITY COUNCIL REPORT. A Volunteer is required to attend the next Community Council Meeting.

14. COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS.

Date of next meeting 15th May 2023 for the APM at 7pm with the AGM to follow afterwards.