OTLEY PARISH COUNCIL

DRAFT Minutes of the Parish Meeting held on Monday 9th September 2019

Present:

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

Members of the Public present: 5
The meeting opened at 7:32pm.

19.050 Chairman's Welcome and Apologies for absence – Mr A Ling welcomed those present and informed everyone there would be a movement of item 7c) on the agenda with reference to section 1a) of Standing Orders. Item 7c) will be placed after item 3.

19.051 Declarations of interest to items on agenda – Mr D Hook declared an interest to item 7a) and 7c) Planning on the agenda .

19.052 To Co-opt a member to Council – Mrs S Courtney offered herself as a candidate following recent vacancies on the Parish Council. It was proposed to accept her nomination by Mrs J Vaughan and seconded by Mr M Liddell. All in favour. It was resolved that Mrs S Courtney becomes a Parish Councillor and her Declaration of Acceptance of Office form was completed.
Mr A Ling stated the Parish Council were still looking for additional Parish Councillors should anyone be interested.

19.053 item 7c) 'Meeting with Landowner of Wood Farm, Helmingham Road' on agenda moved.
Under standing orders 1a) Chairman Mr A Ling moved item 7c) 'Meeting with Landowner of Wood Farm, Helmingham Road' so this item could be discussed and following this the Public Forum would allow members of the public to have their say on the matter. Due to Mr D Hook's declaration of interest and to follow Parish Council protocol Mr A Ling asked Mr D Hook to leave the meeting. Mr D Hook left the room at 7:35pm.
Mr A Ling introduced all the councillors to the members of the public. Mr M Liddell then spoke to all about the meeting held with Mr D Hook. The purpose of having the meeting was to find out what Mr D Hook's plans were and to feedback comments received. Mr D Hook is intending to have 9 houses on his land classified as the paddock which is adjacent to the Helmingham. There would be no social housing as part of the application but a footpath would be included. Clerk attended the meeting with Mr Liddell. It was agreed the meeting should be minuted by the clerk for transparency but since then the Parish Council have found out that it could not be classified as an official meeting as it wasn't a proper public meeting. Mr D Hook asked if the Clerk could verify the results from the questionnaire that he had carried out along a stretch of Helminham road. Mr M Liddell and the Clerk declined verifying the results as this was not Parish Council business and felt it wasn't appropriate to do so. There was discrepancy between what Mr M Liddell had said at the meeting and how Mr D Hook interpreted the views as Parish Council views. Mr M Liddell clarified the views expressed were his own not that of the Parish Council as a whole as he is unable to speak on behalf of the whole Parish Council. The application with details of the development and potential footpath have yet to be seen and are not yet published on the East Suffolk planning website.

19.054 Public Forum – There were 5 members of the public in attendance. Mr A Ling welcomed the members of the public. Following the feedback from Mr M Liddell regarding the meeting with Landowner Mr D Hook, Mr A Ling invited members of the public to have their say within the public forum. Clerk read an email from a couple living along the Helmingham road who were unable to attend the meeting tonight but wished for their views to be expressed. The points can be summarised as: they are not in a position to object to the application, particularly if smaller units are part of the proposal. They would like the development to maintain the privacy of Hope Cottage which borders the site and to restrict the impact on the surrounding hedges and road/field verges to a minimum. Regarding the footpath element proposed tarmac path is not in keeping. There are already public footpaths and an informal footpath across a landowners land which can give access to the village, albeit slightly longer route. They are unconvinced the extra demand/use for the footpath would justify the carbon footprint of laying it. Also there is concern for the environmental impact. Finally the footpath could be a precursor for street lighting and not in keeping with surroundings. Mr A Ling thanked Clerk for reading the email from local residents.
Member of the Public (MoP)1: Expressed the view that there were no plans just a vague idea and a possible footpath.
Mr A Ling stated there is no permission for a footpath. For the width required it would likely that hedging

would need to be removed in some parts. Mr D Hook claims he would reinstate the hedge. Mr A Ling stated he has co-owners for his land and collectively they are not in favour of removing any hedges.
MoP 2: stated in favour of the footpath. Currently access to the village is dangerous on foot. The resident spoke of having a 3 year old grandchild and 92 year old family member and they are terrified to walk to the shop. By stepping off the road into grass verge you get wet. The resident would prefer to walk but takes the car which adds to environmental damage and traffic in the village. The footpath would bring advantages and cut unnecessary car journeys.
MoP 3:Not happy about the procedure and the way in which they were made aware of this potential development. The gentleman came to the door (Mr D Hook) wanting to know views on having a footpath then the planning application part came out. They felt pressured to fill in the form on the doorstep but refused and said they wanted to think about it. They felt confused that they hadn't heard about all of this other than on the doorstep.
Mr A Ling quoted part of the minutes from July 2019, (**19.040** 7d)
MoP 3: Stated that Mr Hook didn't say he was from the Parish Council.
Mr A Ling stated that Mr Hook had not done anything wrong in what he had chosen to do. He had not broken any Parish Council rules.
MoP 3: questioned whether there would be room to fit a footpath when the trucks that currently come along the road is barely wide enough for them.
Mr M Liddell then reiterated that the Parish Council have yet to receive a submission of an application but have seen an artists impression.
Mr A Ling pointed out that Mr D Hook has decided to do this in the way he has chosen. Due to the concerns raised by residents that is why it has become a matter for the Parish Council business rather than waiting until an application has actually been received.
Mr M Liddell felt it would be good for Mr D Hook to consult with the Parish Council and it would then be up to the Parish Council to decide if they want to consult the village further.
Mrs A Lord questioned whether the land being proposed for development was within the physical limits boundary. Mr M Liddell said no it wasn't. MoP 3 felt the village should be kept as a village and not be spread out.
MoP 1 wanted to know if there would definitely be five houses or more. Mr A Ling explained it would be up to the district council to decide.
MoP 4 felt this was a 'cart before the horse' situation and agreed with MoP 3.
MoP 3 queried the date on the footpath map which was May 2019. Had the potential footpath therefore been discussed by East Suffolk before now? District Councillor Mr T Fryatt pointed out it is a footplath document not a planning document. District Councillor Mr T Fryatt spoke of cluster development and enabling development but also stated that there was no evidence to suggest anything along these lines has been agreed.
Mr M Liddell spoke of landownership and highways ownership being complicated. District Councillor Mr T Fryatt said the highways aspect is not part of planning.
MoP 3 asked if the questionnaire would be submitted. Some of us filled it in relating to the footpath and as there was no actual planning application and may want to change it. Mr M Liddell suggested that if any of the residents had changed their view they should write to Mr D Hook and let him know. Mrs S Grant agreed that residents should be able to change their mind if they so wish.
Mrs A Lord pointed out that once the application is received by the Parish Council residents can contact the Parish Council to talk about the application.
MoP 5 wanted to know what the procedure was for knowing about the application. District Councillor Mr T Fryatt explained how the application is logged and there are 21 days in which the Parish Council and members of the public can comment on the application. Details of the application will be found on the East Suffolk website. People are entitled to write in personal opinion on any application. Depending on how an application is perceived if there is disagreement then it can go to Referral Committee.
MoP 3 asked Mr T Fryatt if the planning department has a target of houses to build? Mr T Fryatt responded by saying yes, 10,700.00 by 2037. A lot in Felixstowe. Otley has been 'ear-marked' with 60.
MoP 4 wasn;t bothered either way about the footpath. Is it ok to use the unofficial footpath on the Lings land. Mr A Ling replied yes but the family accepts no responsibility for walkers doing so. The verges do make it difficult to get out of the way and it is dangerous. MoP 2 didn't mind if the footpath was tarmac as there is already tarmac in the village. Mr M Liddell pointed out the Parish Council were trying to get a footpath on part of the Helmingham Road (leading up towards the pub from Ipswich Road). This however was difficult due to changes in circumstance.
Mr A Ling thanked the members of the public for their contributions. Mr D Hook re-entered the meeting at 8:10pm.

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19.055 Minutes of Parish Council Meeting held on 8th July 2019 – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

19.056 Matters arising -
a) Neighbourhood Plan- grant for £2,297.00 has been received. The funding was approved quickly. A questionnaire for residents has been created and is at the 'trial and test' stage. It should be ready to be sent out in the very near future. Suffolk Wildlife Trust are helping with necessary surveys so approximately £1500.00 will go towards this cost. The grant is sufficient to get through this stage. Once data gathered can then re-apply next March for a further grant. Mr M Liddell praised the team and gave thanks to all their hard work.
b) Northern By Pass Route- Councillors had the general view this is an ill thought out scheme land will be blighted and turn idyllic lifestyles upside down. Councillors accept that parts of Ipswich are a nightmare to drive and there are issues but this is not the answer. The scheme should be more holistic and has not been looked into properly. It was resolved to object to the Northern By Pass Proposal. Proposed: Mrs S Grant Seconded: Mr M Liddell. Clerk to construct letter incorporating the negative aspects of such a scheme. Send Councillors draft via email to then reply by end of September.

19.057 Finance –
a) **It was resolved** to authorise BACs/cheques for signature:
Village Hall Hire (May)- £17.50 Uncontested Election Fees- £65.28 Community Heartbeat Trust (Annual Support Cost)- £151.20 Proposed: Mrs A Lord Seconded: Mr D Hook.

b) **To receive and approve payments since last meeting:** Clerks Salary: £ 210.00 (July/August)
Clerks Expenses: none Proposed: Mrs J Vaughan seconded: Mrs S Grant.
Mrs J Vaughan questioned whether Clerk has claimed travel expenses to attend meeting. Clerk currently doesn't but will look into this.

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

Balances are as follows:	Community C/Acc	£ 816.89 CR
	Business premium Acc	£ 11,174.31 CR

Bank Balances confirmed as different to the time of creating Agenda. Clerk transferred payment of salary and carried out an internal transfer. Clerk showed Chairman print out of balances which matched the above figures. 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 £11,991.20. If the Neighbourhood Plan grant is deducted,(as this must be kept specifically for the Neighbourhood Plan)- £9,694.20. Standing Orders for October will be due to go out shortly. These are: Otley Community Council- £100.00 St Mary's PCC- £100.00 Otley Baptist Church- £100.00 Grundisburgh News- £50.00 Suffolk Accident rescue Service- £50.00 It was resolved to continue with the standing orders. Proposed: Mrs A Lord seconded: Mrs S Grant. The Parish Council will wait until the end of the Financial year to decide whether they will donate further to St Mary's Church. Clerk stated invoice for grass cutting was yet to be received but will get authorisation of payment via email once it does arrive. Clerk asked if the Parish Council are planning on donating to the Royal British Legion and having a wreath and poppies for Remembrance Sunday. Councillors said yes but would try and re-use wreath but will still make a donation as usual. Clerk will also arrange a Finance meeting with the Finance Committee to discuss budget for next year.

d) Dates of the period of Exercise of Public Rights was from 2nd July-9th August. Nobody requested to see the books but all information is still available on the Parish Council website.

19.058 Planning –
i) Ref No: DC/19/2044/FUL received date: 1st June 2019
Address: **Part Land South of, The Surgery, Chapel Road, Otley, Suffolk.**
Proposal: 1.5 storey new dwelling with 3 bedrooms to the south west side of the Debenham Surgery. New access onto Chapel Road with off street parking.
Date for submission of comments: 21st June 2019
The Parish Council submitted **objection** as a **holding objection**.
Application withdrawn. 13/08/19

Ref no: DC/19/2418/FUL received date: 21st June 2019.

Address: **Goldsmiths Farm Ashbocking Road, Otley, Suffolk IP6 9JS**
Proposal: Erection of timber framed one and half storey two bedroom annexe with kitchenette, shower and gym upstairs. Used as ancillary to main house.
Date for submission of comments: 11th July 2019.
The Parish Council plan to send a majority objection. The lay out doesn't seem right and doesn't suggest an annexe but a house.
Application Withdrawn 02/08/19

Ref no: DC/19/2884/FUL.
Address: **Wood Farm, Helmingham Road, Otley, Suffolk IP6 9NS**
Proposal: Change of use and conversion of barns to dwelling.
Date for submission of comments: 19th August 2019.
The Parish Council have **no objection** to this application.
Awaiting decision.

Ref no: DC/19/2928/FUL and DC/19/2929/LBC.
Address: **Two Hoots Farm House, The Green, Otley, Suffolk IP6 9PD**
Proposal: single storey extension to the north, replacement porch (demolish existing and associated works).
Date for submission of comments: 21st August 2019.
The Parish Council submitted **no objection** to these applications.
Awaiting decision.

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

19.059 Highways
a) Resident request for traffic Survey to be carried out at Otley Bottom. Clerk to make request to highways.
b) Road closure on Church road, 19th August. Request for additional signage was made but didn't happen.
c) Problem along Chapel Road where tarmac is uneven/sinking again has been sorted.
d) VAS battery is dead and a new one is needed so alternating of batteries and continuation of VAS sign being displayed can continue to be consistent. Mr D Hook to investigate.

19.060 Rights of Way
a) RC Contracts- 2nd grass cut has been done now awaiting invoice.
b) Horse signs for Hall Lane yet to be resolved. Mrs S Grant to investigate further.
c) Clerk to write letter requesting hedge to be cut back along Hall Lane.
d) Resident from Newlands contacted Mrs J Vaughan regarding youngsters messing around in the ditch near the Newlands play area. Clerk had also received an email from Suffolk County Council saying a complaint had been received from another resident and they were letting the Parish Council know. Mrs A Lord said she would go and look at the area.

19.061 County Councillor's Report –
Ipswich Northern Route (INR)
There has been a great deal of activity and protest on this, and there is still much more to come. I am regularly asked to define the position of East Suffolk. For my part, I have no role in the consultation process. However, I have attended several Parish meetings to discuss INR and several parishes have written to the key players in this consultation outlining the concerns we have. The Leader of the Council, Steve Gallant, has replied to these letters in the following way.
I have repeatedly said that I am fully in favour of a consultation on a range of options. However this does not mean that I have expressed support for all or any of the proposals tabled.
I think the right approach is to seek a wide range of views on this issue - and only then can we fully consider both the pros and cons of any scheme before making an informed decision regarding our overall position.
I have very clearly stated that the stance of East Suffolk Council will only be formed by weighing up the benefits to our district against the impact that such a scheme would have.
This includes listening to the views of the public and businesses, considering the financial implications, understanding the impact on our environment, the quality of life of residents and any economic opportunities that the proposals might bring.
I believe that public consultation on this and indeed any major infrastructure project is the right and proper thing to do and in order to make such consultation meaningful it is only right that we fully consider the results of the consultation before we nail our colours to any mast.

Easton and Otley College
For the last two years, the board of Easton and Otley College has been working alongside business leaders, industry experts, community leaders, and local authorities, to secure the best possible future for land-based learning, against the extremely challenging circumstances faced in further education generally.
This resulted in a detailed review by the Further Education Commissioner, Richard Atkins, on the future of land based education across Norfolk and Suffolk.

A number of options were actively considered across Higher and Further education, with the Commissioner's report and recommendations supporting a merger with City College Norwich and Suffolk New College.
East Suffolk has been asked to comment on the proposals for the best way to achieve this.

East Suffolk to battle climate change
East Suffolk Council voted unanimously to step up its positive work on environmental issues to help fight climate change at its Full Council meeting on 24 July.
While the Council recognises there is a good record of taking action on environmental issues across East Suffolk, it has now joined other local authorities in recognising the fact there is a climate emergency – and committed itself to doing more to reduce its own carbon emissions and to encourage communities to help fight climate change.

What next?
- The Council is commissioning an independent review of its progress to-date which will identify opportunities for further work to reduce carbon emissions which will feed into an action plan that will help us monitor progress towards meeting this challenging new target.

- The Council will be setting up a cross-party member task group to consider the results of that independent review and to recommend future priorities for action on climate change, building on the progress that has already been achieved.

- The Council will continue to work with its partners across the county to ensure a coordinated approach, joint working in areas where we can deliver more by working together and to ensure a strong voice to influence and encourage others to act.

Community Partnerships
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. There will be eight of them across the District. Carlsford and Fynn Valley will be joining with Kesgrave and Martlesham to form one group. We have established steering groups chaired by a Ward Member from each group and they should publicise their recommendations later this year. The actual meetings will begin in early 2020. They will be considering, initially, issues such as rural isolation, public transport improvements, support for the younger people. The actual list of activities to be addressed will be based on the needs for each particular area. There will be a grant for each Partnership to spend on their chosen activities.

Local Plan Hearing
Hearing Day 9 (Tuesday 17th September –Week 4) will consider :

· Are the proposed Area Specific Strategies, allocations and policies justified, effective and consistent with national policy?

This all-day session will include SCLP12.59 Otley.

The final day of the Hearing will be Friday 20th September (Week 4).

This will review:

· Are all the policies clear, justified and consistent with national policies?

We do not have a date when the Inspector will issue his report.

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Tony Fryatt
8th September 2019

19.062 Community Police Report – July 2019- There were 190 crimes reported in July within Woodbridge Safer Neighbourhood Area. None of the crimes related specifically to Otley. Neighbourhood Priorities continue to be focussed on Anti Social Behaviour around the Pavillion Martlesham.

19.063 Speedwatch Results –The local groups have stopped so Otley has the camera all the time. We carried out a few sessions but the statistics were not significant because of the traffic lights. (Road works have been going on in the village). The Otley group is healthy with lots of very responsive members. These are needed because a 1 hour session uses about 8 hours volunteer time by the time we have set up, operated and complied the data for the Police. Police support for speedwatch is now minimal. There is concern that speedwatch is a low priority and minimal volunteers to be able to send out the letters to speeding drivers.

19.064 Community Council Report
No specific report as the next meeting is on Monday. Mrs S Courtney will be chairing the meeting. Mr A Ling will attend as the Parish Council representative. A grant is hoping to be gained from 'Enabling Community Fund' for £5,000. to replace the boiler. Pump has already been replaced.

19.065 Matters to be brought to the attention of the Council
a) A letter has been received from Suffolk Accident Rescue Service thanking the Parish Council for the donation and to provide information on the work carried out by them.
b) A letter was received from East Suffolk regarding the removal of the BT Pay phone outside the Post Office Chapel Road. Clerk responded with an objection following the same grounds as last time.
c) An email was received from Mrs I Lincoln thanking the Parish Council for her rose plant she was most grateful. Arrangements will be sorted for thanking Mr R Ling for all his years of work on the Parish Council.
d) Insurance renewal for the Parish Council is coming up. CAS are suggesting a new policy specifically aimed at Parish Councils. Clerk to compare current policy with suggested new one and costings. Authorisation to be given via email then officially sign off at November meeting.

19.066 Councillors' reports and items for future agenda

19.067 Date of next meeting – Monday 18th November 2019 at 7.30pm in the Village Hall, back room.

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

Signed …… Dated ……