

## OTLEY PARISH COUNCIL

**APPROVED** Minutes of the Parish Council Meeting held on Monday 27<sup>th</sup> January 2021  
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

The meeting opened at 7:36pm.

**20.054 Chairman's Welcome and Apologies** – The Chairman Welcomed all those present. Apologies from District Councillor Colin Hedgely.

**20.055 Declarations of interest to items on agenda** – None declared .

**20.056 Public Forum-** none.

**20.057 Minutes of Parish Council Meeting held on 16<sup>th</sup> November 2020** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

**20.058 Matters arising -**

- a) Neighbourhood Plan- Mr M Liddell spoke to Councillors stating a pre-submission draft has almost been reached. The next step would be to take it East Suffolk for Pre-submission. As part of the process East Suffolk give feedback, the Neighbourhood Team can take on board and make amendments. Following this there potentially could be another village consultation. Final stage involves going to the Inspector and then signed off ready for a referendum with the village. Mr M Liddell said the plan is approximately 3-4 months behind the original time frame and this is mainly due to Covid19. Mr M Liddell talked through the various parts of the document. **It was resolved** that the Parish Council are happy for the Neighbourhood Team to go forward to the next stage of the process. Proposed: Mrs J Vaughan Seconded: Mrs A Lord. Mrs J Vaughan praised Mr M Liddell and his team for doing so well. This was seconded by Mrs S Grant and Mr M Hunt. Mr A Ling gave an overall thank you to everyone involved.
- b) Dog Bin update- Clerk has sent a letter to Norse and waiting on a response as to what can be achieved regards a new dog bin.

**20.059 Finance –**

- a) **It was resolved** to authorise BACs/cheques for signature:  
ICO data protection-£35.00 (direct debit) Newlands License £46.07 Village Christmas Tree- £43.99 (slight decrease from original amount authorised)  
Proposed: Mrs A Lord Seconded: Mr M Hunt
- b) **To receive and approve payments since last meeting:** Clerks Salary: £241.50 (Nov/Dec) PAYE to be deducted. Clerks Reimbursements: none  
Proposed: Mrs SGrant, seconded: Mrs A Lord.

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

Balances are as follows:	Community C/Acc	£ 1,490.69 CR
	Business premium Acc	£ 8,846.06 CR

Bank Balances confirmed as correct. Total of £10,336.75 Clerk went through the bank reconciliation. Clerk gave an explanation of how the bank reconciliation matches figures from the cashbook. No big changes to report. ICO went out as a direct debit in December as planned. Newlands License has been paid. Payments in current account matches the cashbook spreadsheet (£5,814.10). Receipts for current account is the same as the previous meeting. Business Premium Account has an additional £0.21 interest.

- d) Approval of Precept request- Councillors were informed of the additional information provided by East Suffolk Council regarding the Council Tax base. The request will be £4,899.62 compared to the previous year of £4,803.55. This will be an approximate increase of £0.32 per household. **It was resolved** to make a 2% increase for the precept request. Clerk to complete relevant paperwork. Proposed: Mrs S Courtney Seconded: Mrs J Vaughan.

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- e) Appointment of Internal Auditor for 2021. It was resolved to ask Mr T Brown to be this years appointed internal auditor. Proposed: Mr M Liddell seconded: Mrs S Courtney. Clerk to email Mr T Brown.
- f) Mr M Hunt suggested a refurbished lap top for the Clerk with the necessary programmes the Clerk requires. It was resolved to purchase a lap top up to the value of £500. Proposed: Mrs A Lord Seconded: Mrs S Grant
- g) Mr A Ling brought to the attention of Councillors the Clerk current paid rate. It was resolved to increase the Clerks pay by £1.00 from £10.50 to £11.50 Proposed: Mrs J Vaughan Seconded: Mr M Liddell.

### **20.060 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

**Application Permitted**

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.

**Awaiting Decision**

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: 5<sup>th</sup> November 2020.

The Parish Council submitted no objection to this application.

**Application Permitted 03/12/2020**

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: 26<sup>th</sup> November 2020.

The Parish Council submitted objection to this application.

**Application Permitted 02/12/2020**

Ref. No: DC/20/4803/FUL

Address: **Hall Farm Hall Lane Otley IP6 9PA**

Proposal: **Erection of a three bay Cartlodge**

Date of submission of comments: 1<sup>st</sup> January 2021

The Parish Council submitted no objection to this application.

**Awaiting Decision**

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

**Awaiting Decision**

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 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.

**Awaiting Decision**

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b) To consider the following applications:

Ref. No: DC/21/0035/FUL

Address: The Old Smithy Chapel Road Otley Suffolk IP6 9NT

Proposal: [Replacement roof to create 1st floor accommodation and Garage extension](#)

Date for submission of comments: 28<sup>th</sup> January 2021

Clerk to send a response of no objection.

Ref. No: DC/20/5257/FUL

Address: Wood Farm Helmingham Road Otley Suffolk IP6 9NS

Proposal: [Conversion of a redundant building to two semi-detached dwellings](#)

Date for submission of comments: 29<sup>th</sup> January 2021

Clerk to send a response of objection.

c) Correspondence from local resident regarding potential planning in Ashbocking but within the boundary of Otley Parish. The Parish Council were pleased to be informed but would like to see evidence of community engagement in relation to SCLP5.4 and recommend engagement with the neighbours. It was questioned whether Ashbocking have need for starter homes?

### **20.061 Highways**

a) Quiet Lanes- Mr A Ling informed Councillors that the designated roads as 'quiet lanes' have been accepted by the project, these being- Ipswich Road/Gibraltar Road, Thompsons Lane, Hall Lane and High House Road. The project aims to create a network of quiet lanes across Suffolk. Signs would be put up and will cost in the region of £1,400 but organiser has applied for a District Councillor Locality Grant and additional funding. All photocopying has been done himself at no cost to anyone else. A village consultation will take place in February with a discussion at the next Parish Council Meeting in March. It was questioned how this would effect otley? Responses included that it might stop people speeding at 60mph and potentially be more aware. It gives walkers and other non vehicular users the knowledge that a road should be safer. Concern was raised as to whether the signage would 'clutter' the countryside. A vote was held to show who was in favour of the quiet lanes project. In favour: 4 votes in total. Against: 3 votes in total.

A second vote was cast as to whether Councillors were in support if the project was going to cost additional money to be funded by the Parish Council. In favour: 3 votes in total. Against: 4 votes in total. It was resolved to continue with the project for now if the resident who is gathering information is happy to do so. Mr A Ling to make contact and explain the Parish Council's thoughts.

b) Otley Bottom sign has been reported.

### **20.062 Rights of Way**

a) Steps leading down into one of the local farmers fields are unsuitable. Steps are wooden and a risk of slipping into ditch could occur. More steps are required. Clerk to report.

b) A bridge at Reuben's wood is required. Has previously been reported. Clerk to report again.

**20.063 County Councillor's Report** – Cllr Colin Hedgley's Report was emailed to Councillors Prior to the meeting. No further questions or queries were asked.

**20.064 Community Police Report** – 3 crimes in November- 1 crime of violence & sexual offence on or near Newlands. 1 crime of violence & sexual offence on Chapel Road. 1 crime of theft or other based at Suffolk New College.

**20.065 Speedwatch Results** –No speedwatch statistics to report at present.

**20.066 Community Council Report** –nothing further to report since the last Parish Council meeting.

### **20.067 Matters to be brought to the attention of the Council**

a) Mrs J Vaughan brought to the attention of Councillors that the Scouts had been successful with their grant application to District Councillor Mr T Fryatt. The Scout hut will now have hot water. The scouts are very pleased.

### **20.068 Councillors' reports and items for future agenda**

a) Mr M Liddell asked about electrical charging points. Mrs A Lord is going to speak with developers to establish who has ownership of the car parking bay area. Mrs A Lord will feedback next time. Electric cars to be added to agenda for next meeting.

**20.069 Date of next meeting** – Date of next meeting: Provisionally for 15<sup>th</sup> March 2021. 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.

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With no further matters to discuss the meeting closed at 9:20pm

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