

OTLEY PARISH COUNCIL

APPROVED Minutes of the Parish Council Meeting held on Monday 15th March 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 7:53pm. (due to technical issues!)

20.070 Chairman's Welcome and Apologies – The Chairman Welcomed all those present. Apologies from District Councillor Tony Fryatt.

20.071 Declarations of interest to items on agenda – Mr A Ling declared an interest to the payment of the Newlands Cut, item 6b on agenda. Mr M Hunt declared an interest to the payment of the lap top, item 6b on the agenda.

20.072 Public Forum- members of the public:3 (One of which was Mr C Taylor who is representing the Quiet Lanes Project).

Mr A Ling under the standing orders moved the public forum further down the agenda. This was due to technical issues to ensure all members of the public wishing to attend were able to do so.

20.073 Minutes of Parish Council Meeting held on 27th January 2021 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. All in favour.

20.074 Matters arising -

- a) Standing Orders were sent via email to Councillors with updates incorporated. **It was resolved** to approve the Standing Orders for 2021. Proposed: Mrs J Vaughan. Seconded: Mrs S Courtney. All in favour.
- b) Councillors were also reminded of the Code of Conduct when carrying out their duties as a Parish Councillor. It was resolved to approve the continued acceptance of the Code of Conduct. Proposed: Mrs A Lord. Seconded: Mrs S Grant. All in favour.
- c) Quiet Lanes- refer to in public forum first then come back to Councillors decision making.
- d) Neighbourhood Plan- Mr M Liddell spoke to Councillors explaining comments have been received back from East Suffolk Council. There are various points for the team to go through and a formal process that needs to be followed. Amendments and improvements are being made. Mr M Liddell explained there was a lot to still do but an updated draft is in the making.
- e) The doctors surgery noticeboard is currently being done. A slight delay has occurred due to illness.
- f) Electric car points- Mrs A Lord has contacted the Council Offices. Yet to gain further information. Add to agenda for next meeting.
- g) Dog Bin update- Suffolk Norse have been to look at the site. A potential bin could go on the Helmingham Road in between the telegraph pole and the tree. Councillors were concerned for safety and suitability of the suggested location. Mr A Ling suggested having a look at other potential sites for the bin in the vicinity. Mrs J Vaughan and Mrs S Grant to have a look.

20.075 Public Forum- residents in attendance wished to express their views on item 5c on the agenda 'Quiet Lanes'.

Member of the public 1 (MofP1) Concerned that Hall Lane was too dangerous to be a quiet lane and this could be a shock to those using Hall Lane. MofP1 believed that people may think it's a quiet lane but actually it is not with such big vehicles using the road. Mr C Taylor who is working on the Quiet Lanes project responded by saying the sign would be there to remind road users, the sign is to warn drivers and remind them there are walkers and more vulnerable road users using that particular road. MofP1 believed it wasn't an indication of quietness. It was asked if the sign actually says 'quiet lanes' and it does. MofP1 questioned whether labelling the road would make it more dangerous than it already is? Mr A Ling said it was a Nation wide scheme and asked what publicity Suffolk are planning on doing? Mr C Taylor explained he is representing Otley and there was a central team across Suffolk working on a publicity drive. 16th March there is an opening event at Snape and there will be others across the country. MofP1 didn't want extra signs that were not needed. It was questioned who would maintain the signs. Mr A Ling explained it would be highways responsibility however, in the past volunteers within the village have washed signs.

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Member of the Public 2 (MofP2) then had an opportunity to speak. MofP2 explained how the quiet lanes were part of where he enjoyed walking and echoed thoughts and opinions of MofP1. Concern was raised for the false sense of security that may be created for those who already use the roads. MofP2 questioned what evidence was there to support the use of quiet lane signs? In principle it appears to be a good idea but there should be quantitative data. Have accidents been measured before and after signs are in place. Do people feel safer for it? Where is the evidence? Mr C Taylor said there was no quantitative data. The signs are a reminder to drivers. MofP2 believes more surveys should have been carried out before and after and then a judgement made from that.

Mr A Ling thanked the Members of the public for attending and expressing their views on the subject of Quiet Lanes. Mr A Ling then referred back to item 5c) on the agenda regarding Quiet Lanes.

20.076 Quiet Lanes- item 5c on agenda.

Councillors then considered the next steps regarding the Quiet Lanes project. Data collected on the views from those in the village showed 23 were in favour, 1 maybe and 3 against.

Mrs A Lord explained concerns these can be summarised as:

1: cost- how much will it cost? Is it public money? Could funding be an option?

2: designated- is this correct use of terminology? It is still a highway and can legally have drivers moving at 60mph along some of these roads.

3: change of attitude- road users should be aware of risks of using a highway in the countryside with no pavement or verge but will attitudes change in that walkers will feel different and therefore behave differently? Mrs A Lord expressed concern for pedestrians thinking they have more rights but actually they don't. Mrs A Lord was asked to point out from a local farmer that some walkers along one of the potential quiet lanes do show this behaviour which would reflect this concern and can be very frustrating for drivers the road.

Mrs A Lord's points raised lead on to discussion of speeding traffic. Mrs S Courtney raised the concern that Hall Lane is technically a 60mph country road. This would not be a suitable speed to do as it's narrow and therefore believes a sign would be good to bring the attention and focus to drivers and walkers that this road is being used by various users. Mrs A Lord believes that 'designating' hall Lane is not appropriate.

Mrs J Vaughan raised the possibility of the speed limit of some roads going down in conjunction with the Quiet Lanes project. Mr C Taylor said there was no immediate plan for this. Mr M Liddell asked if this could be a next step? Mr C Taylor said he was unable to comment on this and the Parish Council would need to contact the Council on the matter.

Mr A Ling asked for costings. Mr C Taylor said no big costs other than £110.

Mrs A Lord asked if the designation criteria had gained average speed data as part of the process? Mr C Taylor said Highways have looked and decided if the roads are suitable for quiet lanes and traffic surveys would have potentially been carried out but this is not information he has, it would be with Suffolk Highways.

Mr A Ling asked what would be the next step if Councillors approve? Mr C Taylor said there would be a Consultation Process on the 24th May 2021 where there is a formal route that people can comment on if they agree or disagree, similar to a planning application.

Mr M Hunt raised concern for the number of signs being displayed. Mr C Taylor the number of signs can be adjusted. The sign just points out the road is part of the Quiet Lanes network.

Councillors voted on whether to continue forward to the next stage based on what information had been shared. 5 votes in favour of moving forward to the next stage. 2 votes against moving forward. **It was resolved** that Mr C Taylor would move to the next stage of the process for having Quiet Lanes in Otley. Mr A Ling thanked Mr C Taylor for the work he has carried out and for attending the meeting this evening.

20.077 Finance –

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

lap top purchase- £506.94 (Purchased by Mr M Hunt on behalf of OPC) Proposed: Mrs A Lord Seconded: Mrs S Grant

C Ling& Son £60.00 Proposed: Mrs J Vaughan Seconded: Mrs S Courtney

Mr A Ling thanked Mr M Hunt for sorting the new laptop for the Clerk.

b) **To receive and approve payments since last meeting:** Clerks Salary: £368.50 (Jan/Feb/March) PAYE to be deducted. Clerks Reimbursements: none

Proposed: Mrs J Vaughan, seconded: Mr M Hunt.

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

Balances are as follows:	Community C/Acc	£ 1,837.63 CR
	Business premium Acc	£ 8,846.28 CR

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Bank Balances confirmed as correct. Total of £10,683.91 Clerk went through the bank reconciliation. Clerk gave an explanation of how the bank reconciliation matches figures from the cashbook. Payments in current account matches the cashbook spreadsheet (£6,055.60). Receipts for current account show an extra £588.44 which is the VAT returned. There is also an extra 22p in the Business Savers Account due to interest. There have been no internal transfers since the last meeting.

Clerk pointed out that with end of year approaching sorting out the PAYE to issue a P60 may be an issue as one has not been processed before.

d) **It was resolved** to give an additional £150.00 to ST Mary's Church to help with maintenance of the church grounds. Proposed: Mrs S Courtney Seconded: Mrs S Grant.

e) **It was resolved** to approve and accept the Financial Regulations for 2021. Proposed: Mrs J Vaughan. Seconded: Mr M Hunt.

f) Clerk informed Councillors the VAT submission had been made and received into the bank account- £588.44

g) **It was resolved** to approve and accept the Asset register for 2021. Current total: £16,737.81 Proposed: Mr M Liddell Seconded: Mrs S Courtney All in favour

h) **It was resolved** to approve and accept the Risk Assessment for banking and use of BAC's. Councillors are also happy to continue paying the I.C.O by direct debit each year. Proposed: Mrs J Vaughan Seconded: Mrs A Lord. All in favour

i) **It was resolved** to approve and accept the Public Liability Risk Assessment. Proposed: Mrs S Grant Seconded: Mr M Hunt. All in favour.

j) **It was resolved** to accept and approve the Public Land & Building Assets. Proposed: Mrs S Courtney Seconded: Mrs A Lord. All in favour.

k) Expenditure of S137 money- Councillors reviewed their expenditure of S137 Local Government money. Otley parish Council are well within their limit. It was resolved that expenditure of S137 money had been reviewed. Proposed: Mrs S Grant Seconded: Mrs S Courtney.

l) Clerk to arrange a finance meeting before the end of year accounts go to the internal auditor.

m) Clerk informed Councillors that the precept request was made for 2021-2022 as planned.

20.078 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: 28th 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.

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: 1st January 2021

The Parish Council submitted no objection to this application.

Application permitted 28th January 2021

Ref: DC/20/4661/FUL

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

Proposal: **Construction of 5 dwellings**

Date of submission of comments: 29th December 2020

The Parish Council submitted objection to this application

Continues to be -Awaiting Decision

It appears that this application has been differed.

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: 18th December 2020

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The Parish Council submitted a non pecuniary interest to this application and responded no objection.
Continues to be-Awaiting Decision

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: 28th January 2021

The Parish Council submitted no objection to this application.

Application permitted 1st March 2021

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: 29th January 2021

The Parish Council submitted objection to this application.

Application Refused 25th February 2021

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: 26th February.

The Parish Council submitted objection to this application.

Awaiting Decision

Clerk informed Councillors that an email as been received from the applicant. The applicant would like to share thoughts on the application. Clerk to respond declining offer for now but the applicant is welcome to attend a future parish council meeting if desired.

b) To consider the following applications:

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 24th March 2021

The Parish Council continue to consider their response to this application.

20.079 Highways

a) Otley Bottom requires new lines on the road warning of the junction. Clerk to report.

b) Clerk to report various pot holes within village.

20.080 Rights of Way

a) Clerk to report footpath posts. Many are rotting and collapsing and need replacing.

b) Concern was raised for vehicles (non farming machinery) using farmers fields without permission. Parish Council to monitor.

c) Councillors discussed the need for an updated 'Country Code'. Concern was raised for informing those using footpaths to stick to the marked footpaths, to clean up litter, keep dogs under control, not feeding animals. Mrs J Vaughan has a map which could be included. Mrs A Lord to design a potential poster.

20.081 County Councillor's Report – Tony Fryatt - March Report

Supporting businesses Covid Business Grants In total, since the launch of a plethora of new business grants in November 2020, ESC has made almost 14,900 separate payments totalling £34.9m to businesses struggling due to enforced closure or severe restrictions on trading. Since the beginning of the pandemic the Council has allocated over £101m of grants.

Following the PM's announcement on the route map out of lockdown a further £9.4m of Covid business grant funding has been allocated to ESC to cover the period 16 February – 31 March. These payments are now being issued and in the vast majority of cases automatically to all eligible businesses.

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Businesses in the East Suffolk hospitality sector are also now receiving the new hospitality grant worth up to £9k per business. This is not a central government mandated grant but instead a decision taken by ESC reflecting the severe pressure this sector had faced and its importance to our local communities and the visitor economy. Over £1.6m has now been issued to businesses in the hospitality sector through this new grant.

In order to simplify the process for businesses there is now a streamlined application process which can be found on ESC's Covid business support webpage COVID-19: business grant funding » East Suffolk Council. Once completed ESC will determine which grant businesses are eligible for and make the appropriate payment. In a further bid to simplify and make the process more efficient businesses who have successfully applied for previous Covid grants will receive automatic payments from the current grant schemes.

Business Support ESC has been awarded £7.1m of ARG funding to cover the current and next fiscal year. Part of this is intended to cover longer-term business support measures. The ED team have developed draft business support proposals that are in line with our current economic growth priorities and build on the District's economic strengths. The areas of support cover:

- Digital Transformation*
- Town Centre Recovery*
- Business Start-up*

Cabinet recently approved these new business recovery support programmes and they will be fully developed and implemented in the Spring.

Sizewell C

There has been great concern expressed about the road system capabilities leaving the Woodbridge area. As widely reported, there are now very ambitious plans to improve many of the perceived problems on the A12 from the Woods Lane roundabout to the Seven Hills interchange. These changes should ensure that heavy construction vehicles will be kept on this route. (see the excellent response from Bredfield PC). Unfortunately, there has been no discussion regarding the many minor roads around this route – mainly through Carlford and Fynn Valley. This is particularly relevant to the plans to develop the park and ride scheme at Wickham Market. I have had a meeting with representatives from SZC to highlight this shortcoming.

It was made very clear at the meeting, that there is a roust undertaking from Sizewell C Co. to ensure HGVs for the SZC site will be properly managed and must stick to the agreed (main) routes. So, they will not be allowed to use any of the back roads locally. Secondly, once the information on the Transport Strategy (and signage strategy) is developed, we will be discussed with us. There was a very strong hint that this strategy would contain proposals to make a number of improvements on the B roads in our patch.

Kesgrave, Martlesham, Rushmere St Andrew, Purdis Farm, Carlford and Fynn Valley Community Partnership Impact Report 2020/21

Meeting held on 11 March The first full year of the Community Partnership has faced significant challenges considering the Covid-19 pandemic. Individuals, organisations, and community groups had their focus drawn elsewhere whilst support was provided to the most vulnerable in our community. Regardless of the difficulties faced, the Community Partnership has had a successful year in terms of engagement, funding allocation and addressing the priorities outline in October 2019. The priorities of the Community Partnership are as follows:

- Social isolation and loneliness*
- Environmental care and sustainable transport*
- Helping people to age well*

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- *Traffic and road safety*

The Partnership also saw strong engagement with a range of stakeholders. These included Town/Parish Councils, Community Organisations, Specialist advisors and members of East Suffolk Council and its Councillors.

CIL- total CIL for Fynn Valley and Carlford is approx. £54,500 of Neighbourhood CIL. Some parishes will have plans for their and others won't, but perhaps there's an opportunity to address common concerns by bringing these funds together?

Planning

East Suffolk Council is holding two public consultations from Monday 15th March to 5pm Monday 26th April 2021.

East Suffolk Sustainable Construction Supplementary Planning Document

The Sustainable Construction SPD will provide guidance on a range of topics including energy efficiency, renewable energy, water conservation, sustainable transport and use of materials, to support the implementation of the Council's adopted Local Plan policies.

The Sustainable Construction SPD will be a material consideration in the determination of planning applications and, once adopted, will replace the Renewable Energy and Sustainable Construction SPD (September 2013, which relates to the former Waveney Local Planning Authority area only).

This preliminary consultation asks what information should be included in the Supplementary Planning Document and a short questionnaire has been prepared.

East Suffolk Community Infrastructure Levy (CIL) Charging Schedule

A CIL Charging Schedule sets out the amount that certain kinds of development must pay to help contribute to the delivery of infrastructure in an area.

Preparation has begun on an East Suffolk CIL Charging Schedule and, once adopted, it will replace the two existing Charging Schedules, one covering the former Suffolk Coastal area and one the former Waveney area. This initial consultation focuses on the basic viability/development cost assumptions, to help underpin the preparation of a Viability Report, which will be a key evidence base for the CIL Charging Schedule. The Council is also consulting on a draft East Suffolk CIL Instalments Policy, which on adoption will replace the two existing CIL Instalments Policies.

Both consultations are available to view online, please visit www.eastsuffolk.gov.uk/planning-policy-consultations.

20.082 Community Police Report – 1 crime in January- 1 crime of violence & sexual offence on or near Newlands. 2 crimes reported in February both on or near Newlands.
1 burglary and 1 Anti-social behaviour.

20.083 Speedwatch Results –No speedwatch statistics to report at present. They will be up and running again very soon.

20.084 Community Council Report –nothing further to report at present. The village hall is hoping to be open again soon. All very quiet at the moment. Scouts are hoping to have the Pig Roast in the summer.

20.085 Matters to be brought to the attention of the Council

a) Clerk has received an email regards a 'no cut policy' on verges. Are the Parish Council interested in joining the group? The section of road in question is between Otley and Cretingham. Clerk to send email to Councillors to look at in more detail.

20.086 Councillors' reports and items for future agenda

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a) Mrs A Lord questioned whether the Council would ever consider the acquisition of land. Could this be something the Parish Council considers as part of growth and development in Otley? It was decided this required further discussion.

b) Concern was mentioned for the speed at which accessing the code for the defibrillator when ringing 999 is too long. This has been raised as a concern before and little could be done. Mrs A Lord asked if the code could be text to the phone making the 999 call. Clerk will pursue the matter again.

20.087 Date of next meeting – Date of next meeting: 17th May 2021.(APM & AGM) Depending on Government Guidelines and regulations the meeting will either be in Otley Village Hall 7:00pm. 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 9:50pm

Signed Dated