

## OTLEY PARISH COUNCIL

**APPROVED** Minutes of the Parish Meeting held on Monday 18<sup>th</sup> November 2019

### **Present:**

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

Members of the Public present: none.

The meeting opened at 7:30pm.

**19.068 Chairman's Welcome and Apologies for absence** – Mr A Ling welcomed those present and apologies were accepted from Mrs A Lord.

**19.069 Declarations of interest to items on agenda** – None- No declarations of interest were declared.

**19.070 Public Forum** – There were no members of the public present this evening.

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

### **19.072 Matters arising -**

a) Mr D Hook emailed the Chairman on 18<sup>th</sup> September 2019 stating he was handing in his resignation and stepping down from the position of Councillor on Otley Parish Council. Mr A Ling accepted his resignation which occurred with immediate effect. Mr A Ling explained to Councillors that due to recent circumstances regarding Mr D Hook's planning intentions, Mr D Hook did not want to compromise his position as a Parish Councillor and therefore felt stepping down was the best solution. Mr A Ling thanked Mr D Hook for his contributions and service to the Parish Council. To acknowledge Mr D Hook's several years of service the Parish Council agreed to make a donation to EACH charity. It was resolved to make a donation of £25.00. Proposed: Mrs J Vaughan. Seconded: Mrs S Courtney. All in favour. Clerk to write a letter of thanks to Mr D Hook. Mr D Hook also said to Mr A Ling that he was happy to continue moving the VAS sign around the village. Councillors agreed they would appreciate Mr D Hook overseeing this for now due to Parish Councillor numbers being rather low.

b) Neighbourhood Plan- Mrs J Vaughan praised the questionnaire saying it was brilliant. Mr M Liddell stated there had been approximately a 60% return so far and information is beginning to be collated. Additional questionnaires can be submitted as they can be added to the pile being processed. Mr M Liddell explained the hard work continues and the next stage will continue to require lots of work and effort. Mr M Liddell thanked the team for everything they have accomplished so far. Mr A Ling expressed thanks and gratitude on behalf of the Parish Council to the following team members: Mr M Liddell, Mrs A Lord, Mrs D Wilcox, Mr G Grant, Mr A Beattie and Mrs K Beattie, Mr A Grahame, Mrs E Flint, Mrs S Corkrin. Clerk to write individual letters to acknowledge appreciation of all their effort and hard work so far.

c) Northern By Pass Route- Clerk has received information regarding the STOP! Campaign. Their legal team have agreed to host a meeting on the 9<sup>th</sup> December 'Property Blight and Compulsory Purchase Order Conference.'

### **19.073 Finance –**

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

RC Contracts (grass cutting) -£1,715.26 CAS Insurance- £216.52, plants for war memorial (I Lincoln) -£5.00 Gipping Press (FlyersNHP) -£38.00 Gipping Press (Questionnaire NHP) –£271.80 CAS Website hosting - £60.00 Payments authorised via email as due before PC Meeting.

I.C.O for data protection £40.00 and Wreaths and Poppies £65.00. Additional receipt given to Clerk at meeting £24.00 plants for war memorial (I Lincoln). All payments approved. Proposed: Mr M Liddell  
Seconded: Mrs S Grant.

b) **To receive and approve payments since last meeting:** Clerks Salary: £252.00 (Sept/Oct)  
Clerks Expenses: none Proposed: Mrs S Grant seconded: Mrs S Courtney.

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

Balances are as follows:	Community C/Acc	£ 2,070.46 CR
	Business premium Acc	£ 10,528.99 CR

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Bank Balances confirmed as different to the time of creating Agenda. Clerk paid the CAS website hosting and Mrs D Wilcox for stickers for NHP. These invoices were paid after time of writing the agenda and therefore decreased the current account slightly. Clerk showed Chairman print out of balances which matched the bank reconciliation sheet. 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 £12,599.45. If the Neighbourhood Plan grant is deducted, (as this must be kept specifically for the Neighbourhood Plan)- £10,637.50. Standing Orders went out in October as approved at last meeting. (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). 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 to arrange payment of wreaths & Poppies and the I.C.O annual payment. The new insurance premium is slightly less than last year. Clerk looked into new option and deal seemed desirable. Email contact with Councillors concluded to go with the new deal.

d) The Finance committee met on the 14<sup>th</sup> November to plan the finances for 2020/2021. The budget was explained and discussed. Proposed: Mrs J Vaughan Seconded: Mr M Liddell. **It was resolved** to approve the Budget for 2020/2021. All in favour.

e) Chairman and Clerk made Councillors aware of the figures for precept request. Last year precept received was £4,709.36. Chairman read figures worked out by Clerk for a 2% increase on last year as £4,803.55. This will result in a small increase on each household. **It was resolved** Otley Parish Council will request a 2% increase on the precept. Clerk to complete relevant paper work and reply by 24<sup>th</sup> January 2020. Proposed: Mr M Liddell Seconded: Mrs S Courtney.

### **19.074 Planning –**

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: 19<sup>th</sup> August 2019

The Parish Council have **no objection** to this application.

**Application refused 26/09/19**

Ref No: [DC/19/3435/OUT](#) received date: 13th September 2019

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

Proposal: Outline Application (some matters reserved) - A phased development of nine self build dwellings.

Date for submission of comments: 2nd October 2019

The Parish Council **objected** to this application.

**Application refused 24/10/19**

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: 21<sup>st</sup> August 2019.

The Parish Council submitted **no objection** to these applications.

**Application Permitted 23/09/19**

Ref No: DC/19/3376/LBC

Address: **Otley House, Helmingham Road, Otley, Suffolk, IP6 9NR**

Proposal: Listed Building consent- carefully dismantle existing chimney at rear, also gable wall and side return due to fragile brickwork. Rebuild to match existing form, size and materials of current chimney.

Date for submission of comments: 21<sup>st</sup> October 2019

The Parish Council submitted **no objection** to this application.

**Awaiting decision.**

Ref No: DC/19/4044/FUL

Address: **1 Rosemary Cottage, Ashbocking Road, Otley, IP6 9NH.**

Proposal: Two Storey side extension to provide new (temporary) ground floor assisted bedroom and ensuite and new master bedroom at first floor.

Date for submission of comments: 13<sup>th</sup> November 2019

The Parish Council submitted **no objection** to this application.

**Awaiting decision.**

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

7c. Clerk has been contacted by Swilland and Winesham Parish Council regards a current planning application so Otley Parish Council are aware. There is potential for building of new houses in Ashbocking/Swilland. Ashbocking have arranged a meeting with residents to allow them to express their views and objections to the application.

7d. Car Parking spaces at Old Hubbards site allegedly not being built- A report was made to East Suffolk and it has been logged. A site visit will be conducted in line with the Council's Enforcement Policy. No further information has come back yet.

### **19.075 Highways**

a) Resident request for traffic Survey to be carried out at Otley Bottom. Clerk contacted Highways unfortunately not very successful. Advice was to follow up with the Police.

b) 30mph road painted signage in the village. Councillors discussed the possibility of having 30mph painted on the road at the entrance to the village. There was some concern it may make the village more urbanised. It is believed the cost is quite expensive. Councillors are considering asking Robin Vickery for grant in order to do it. Look into costings before making a definite decision.

c) Clopton PC request volunteer to join their team regarding speeding traffic. Councillors were in support of the idea of villages coming together to try and alleviate the problem. Clerk to email Mr A Ling who will pass on to Mrs V Ling to promote to residents.

d) Clerk to write to landowner on Hall Lane to cut back hedge as concern is continued to be raised for the width of the road being very narrow and dangerous for walkers.

### **19.076 Rights of Way**

a) RC Contracts (grass cutting)- invoice has been received and paid. Invoice has been sent to Suffolk County Council and reimbursement has been made.

b) Horse signs for Hall Lane- Mrs S Grant has been investigating further. Highways said no. British horse Society do make signs but they should be positioned 18 inches away from land and should be on the owners own land.

c) It was brought to the attention of Councillors that some dogs are walking where they shouldn't. Mr A Ling suggested putting up signs.

### **19.077 County Councillor's Report** –Mr T Fryatt spoke on the following topics:

Ipswich Northern Route. There has been a great deal of protest on this matter. Mr T Fryatt confirmed he has had no role in the consultation process but has attended Parish Meetings to discuss INR.

### **East Suffolk to Battle Climate Change**

ESC voted unanimously to step up its positive work on environmental issues to help fight climate change at its full council meeting back in July. ES has joined other local authorities in recognising the fact there is a carbon emergency. They are aiming to reduce own carbon emissions and encourage communities to do the same. The Council is commissioning an independent review which will allow progress to be monitored towards the challenging target. A task group will be established to look at results and identify future action priorities. The Council will continue to work with its partners across the country to ensure a co-ordinated approach and encouraging others to act.

### **Community Partnerships**

To bring about closer involvement by ESC at the local level and bring together community groups. This is due to the wider areas covered by the new wards and the difficulty of keeping up with the needs of all the parishes. There will be 8 across the district. Carlesford and Fynn Valley will be joining Kesgrave and Martlesham. Meetings will begin in 2020 considering issues such as rural isolation, public transport, support for younger people. Actual activities will be based on the needs of each area. There will be a rant for each partnership to spend on their chosen activities. It is a good way for the Council, partners and communities to work together to 'bring ideas to life' by taking a solution focussed approach to local priorities.

### **Changes to carton recycling**

Suffolk waste Partnership took the decision to remove cartons and tetra-paks from the list of materials that could be placed in household recycling bins. New industry regulations require cartons to be sorted separately and therefore now should be taken to household recycling centres. Further information can be found at: [www.eastsuffolk.gov.uk/features/recycling-in-suffolk/](http://www.eastsuffolk.gov.uk/features/recycling-in-suffolk/)

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### Dog owner fined for failing to clear up after pet

Mr Mason was fined £1000 for not clearing up after his dog. He was seen on two occasions in Witnesham allowing his dog to foul in a public area without making any attempt to clean up.

### Runners raise over £1000 for charity.

Runners, walkers and joggers of all ages and abilities took part in the 2019 Honour Run which returned to Rendlesham Forest on Sunday 20<sup>th</sup> October. Over 160 people took part and raised a total of £1,010.73 for Suffolk British Poppy Appeal.

**19.078 Community Police Report** – August 2019- There were 193 crimes reported in August within Woodbridge Safer Neighbourhood Area. One of which related specifically to Otley. 1 crime of violence and sexual offence on or near Spring park- Under investigation. Action to be taken by another organisation (A Specialist agency or body such as Environment Agency, Office of fair trading, Local Authority or RSPCA will be taking further action in relation to this crime. The victim has been advised of this). Neighbourhood Priorities continue to be focussed on Anti Social Behaviour around the Pavillion Martlesham.

**19.079 Speedwatch Results** –No statistics to report as three sessions planned had been rained off.

### **19.080 Community Council Report**

The fete raised £1700.

Fireworks raised £370. There had been a couple complaints about the level of noise. The Community Council are very aware of not going above the set scale for noise level (usually level 2). Mrs S Courtney explained that the organisers would not be purchasing the fireworks from the same company in the future.

The Community Council now own a new electric piano which Mr R Ling donated £250 in order to purchase it. The grant for the new boiler (£5000.00) will be sorted in the new year.

Car park and bar area are the next projects.

Mrs S Courtney added that the money raised from last weekends Otley Players 'Country Capers' which was a full house will also be used towards the projects.

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

a) Dates for next years Parish Council meetings in the village hall have been booked:

13th January 2020

16th March 2020.

18th May 2020 -Main Hall

13th July 2020

7th September 2020

16th November 2020

b) Newlands Play Area site- The Parish Council are open to ideas and encourage the children of the village to put forward a proposal to the Community Council. The liability of the land needs investigating and permission on what can actually be done on the land.

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

a) Mr R Ling- Recognition of all the years of Mr R Ling's work. A Celebration will be arranged. In the meantime it was agreed theatre vouchers would be purchased for £200.00 Proposed: Mrs S Grant Seconded: Mrs J Vaughan.

b) It was brought to the attention of Councillors that the Hubbards Houses are now online to purchase but there is no mention of affordable housing. Mr A Ling said there will have to be. Parish Council to monitor this situation.

**19.083 Date of next meeting** – Monday 13<sup>th</sup> January 2020 at 7.30pm in the Village Hall, back room.

With no further matters to discuss the meeting closed at 9:30pm

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