**Otley Parish Council**

**Dear Councillor**

**You are duly summoned to attend the Annual General Meeting of the Parish Council following the Annual Parish Meeting at 7pm on Monday 16th May 2022 at Otley Village Hall, at which your presence is requested.**

**AGENDA**

1 Nomination to Chair meeting.

2 Acceptance of Office ( & Chair to sign Declaration of Acceptance of Office)

3 Appointment of Officers (to sign declaration of acceptance of office if required)

4 Chairman’s Welcome and Apologies for absence.

5 To receive member’s declarations of interest to items on the agenda.

6 Public Forum (for any matters on the agenda)
7 To sign the minutes of the Parish Meeting held on 14th March 2022 as true to record.

8 **Matters Arising:**

8a) Neighbourhood Plan-Any further updates since last meeting? Feedback from ML re Suffolk Coastal

 Local Plan workshop he attended on 31st March 2022.

8b) Electric Car points - Register of interest form has been completed & returned via email as requested

 by Environment Strategy Officer for Suffolk County Council.

8c) Countryside Code of Conduct Poster – Update on progress re printing.

8d) First Responder advert for Facebook

8e) Jubilee Benches – Laurence Homes have kindly agreed to buy a Jubilee Bench for the Village. The

8f) Parish Council are also purchasing a bench which is on order. To discuss were to place it.

 Carried forward from March meeting - Discuss equipment for Speed Watch a) Second Camera b) PV

 Panel.

8g) Community Partnership Members invitation – Email Andrew Jolliffe Communities Officer on 22/4/22

8h) Willow Tree.

 8i) Tree Guard for Parish Council Oak Tree.

 8j) To discuss and agree views on Planning Application DC/22/1361/FUL Land at 1 Charity Cottages

 Swilland Road.

8k) Clerk will be away on holiday for the September 2022 meeting, discuss approaching previous clerk to take the minutes for that meeting.

9 **Finance:**

9a) To authorise BACs for the following payments -

 SALC Membership Subscription for 2022/23 = £343.00

 Licence for Newlands 1/1/2022 to 31/12/2022 = £48.83

 Clerks Salary for March/April = £ 218.50 Clerks Expenses None

9b) As agreed at the March meeting the following payments have been made -

 Contribution to B1078 Gibraltar Crossroads 40 mph Agreed solution funding =£625

 Tree Warden invoice (Receipts Supplied) for setting up website = £525.03

9c) Re-submission of On-Line Banking Risk Assessment to include Risk relating to storage of Debit

 card.

9d) To receive financial report from the RFO previously shared at APM. Bank balances of bank accounts

 Current Account = £ 1,692.48 this includes VAT of £917.89 that was deposited on 6th May 2022.

Business Premium Account: = £12,823.30 this includes Precept of £5,343.75 as one lump sum

received on 29th April 2022.

Balances to be confirmed at meeting on 16/05/22.

9e) Acceptance of End of Year Accounts and Annual Governance Statement.(Documents for AGAR)

9f) Internal Audit documents to be submitted to SALC after AGM ready for documentation to be published by 1st July 2022. ‘Dates for period for exercise of public rights’ will be: Monday 27th June – Friday 5th August 2022.

10. **Planning Matters**

10a) To receive planning decisions:

**DC/21/5659/FUL**

Address: Mautby House, Church Road, Otley, Ipswich, IP6 9NP

Proposal: Proposed Balcony.

The Parish Council submitted a response of **No Objection** to this application.

**Application Permitted 23rd February 2022**

**DC/21/5450/FUL**

Address: The Old Bakery, Helmingham Road, Otley, Ipswich, Suffolk IP6 9NS

Proposal: Two Storey rear extension, front entrance porch and associated alterations.

T he Parish Council submitted a response of **No Objection** to this application.

**Application Permitted 9th March 2022**

**DC/22/0476/FUL**

Address: Bay Tree Cottage, Chapel Road, Otley, Ipswich, IP6 9NX

Proposal: Single Storey extension for en suite accommodation.

The Parish Council submitted a response of **No Objection** to this application.

**Application Permitted 30th March 2022.**

**DC/22/1466/FUL**

Address : 1 Little Meadows Drive Otley Ipswich Suffolk IP6 9NW

Proposal: Single storey, full-width extension to rear of property (10.9x4.5m), not within 2m of boundaries. Plinth brickwork around timber frame extension. Larch cladding. Red pantiles to match existing house. Creation of single storey porch under existing link roof between front of property and double garage.

The Parish Council Submitted a response of **No Objection** to this application.

**Awaiting Decision**

**DC/22/1329/FUL**

Address: 8 Vine Road Otley Ipswich Suffolk IP6 9ZN

Proposal: Full planning approval is sought for the development of this site, the building is composed of a modest two bedroom Eco-Bungalow. The total GIA is 130m2 which includes an entrance hall, cloakroom and utility room. An open plan Kitchen, Dinning and living area along with two en-suite double bedrooms, surrounded with a private garden and parking / turning area.

The Parish Council submitted an **Objection** to this application.

**Awaiting Decision**

11 **Highways Matters**

11a) Work on the B1079 at Otley Bottoms has now been completed.

12 **Rights of Way**

12a) RC Contracts will be doing the grass cutting again this year. They usually do two cuts one around

 end of May / first week of June weather permitting and second cut around August time.

 12b) Reported Footpaths - Footpath 053 Reference 00355879 Helmingham Road date reported on

 20/03/2022, 2 Sleeper Bridges need netting cover as slippery when wet 2nd one is further along the

 path of Helmingham Road.

 Footpath 023 Reference 00356762 Bridge from Spring Park to Hall Lane, reported on 28/03/2022

 The bridges on the footpath that goes through from Spring Park to Hall Lane are both in a dangerous

 state the one at Spring Park end has rotten boards. Hall Lane end has loose wire mesh both creating
 creating significant trip hazard. Works have been ordered.

13 **To receive the District & County Councillor’s Report**.-Previously shared earlier at the APM

14 **To receive Police Statistics from Suffolk Police website / WSNT Priorities** - Previously shared

 earlier at the APM.

15 **Speedwatch results.**

16 **To receive Community Council Report**- Previously shared earlier at the APM

17. Matters to be bought to the attention of the Council: none at time of writing agenda.

18 Councillors’ reports and items for future agenda:

**19. Date of next meeting: Monday 11th July 2021 at Otley Village Hall at 7:30pm.**