**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be a meeting of the Parish Council at 7.30pm on Monday 18th January 2016 at the Village Hall, Otley, at which your presence is requested and required.

**AGENDA**

1. Chairman’s welcome and apologies for absence.
2. To receive members’ declarations of interest to items on agenda.
3. Public Forum (for any matters on the agenda)
4. To sign the Minutes of the Meeting held on 14th December 2015 as a true record.
5. Matters Arising :

5a. Update on Tempodis 230 SI posts: Posts now in place next step to fix on camera equipment/sign.

5b. Update Newlands Bus shelter- completed week commencing 4th January 2016.

5c. Update on Mr Thorpe’s fencing- to confirm fencing no longer required.

5d. Update on kerbing unofficial layby at Gibraltar Road crossroads.

5e. Community Emergency Planning-update from Cllr R Ling following conference attended. Winter Gritting Scheme being organised by Cllr R Ling & Clerk. Also Cllr J Vaughan to update regards 2 residents interested in first response team.

5f. Unsung Hero Nomination: Congratulations to Cllr R Ling for all his hard work and continued service to Otley Parish Council.

1. Finance.

6a. To authorise cheques for signature : resigning of cheque for Royal British Legion £70.

6b. To receive and approve payments since last meeting : None Clerk’s Expenses. £86.13 Clerk’s salary

 Invoices authorised by email: £30 Clerk Cover (Mrs V Osborne) invoice received.

 6c. To receive the financial report from the RFO including balances at bank. –

 Balances are as follows on 11/01/16 : Community C/Ac £ 539.31CR

 Business Premium A/c £ 8,311.16CR

 Balances to be confirmed at meeting on 18/01/16.

6d. To receive the Financial Quarterly Statement. To include update on donations for local organisations ear marked against 2015 budget. Still awaiting response regards cost of speedwatch insurance for coming year. Draft Budget to be approved.

6e. Precept request 2016/17 has been made for £4,500.00 and to receive Council tax Support funding of £38.68 in addition to the amount requested. Sent by post 07/01/16 and an email.

6f. New Audit Regime- Following the decision from Decembers PC Meeting a letter has been sent ‘opting out’ Currently waiting upon a response back.

 6g. Formal agreement of appointing Heelis & Lodge as internal auditors for 2016.

 6h. Annual Town & Parish Council Liaison & Budget Review Meeting-Cllr P Whiffing.

1. Planning Matters.

7a. To receive planning decisions **:**

 **DC15/2149 & DC15/2150 Two Hoots Farm**- Resubmission of a single storey extension to north, replacement porch(demolish existing) and associated works. –**Pending decision**

 **DC15//4852/PN3 Willowmead Alpaca Farm-**Proposed change of use of former agricultural building (used in farming of Alpacas) to a dwelling house.-**No Objections** However, questions were raised by councillors regarding the policy and procedure of this type of application. Clerk awaiting response from Mr Ben Woolnough Planning Case Officer.

7b**.** To consider the following planning applications**: none**

1. Highways Matters.

8.a Overgrown trees and shrubs reported along Helmingham Road between Ipswich Road and Otley White

 Hart Pub- yet to be cut.

8.b Protection of Bus Shelter on Chapel Road- update.

8.c Parking outside St Mary’s Church, Church Road- update from Cllr Ling

8d Cats eyes needing replacing at Otley Bottom from the boundary of Otley College up to Gibralter cross roads- reported.

1. Rights of Way.

9a None

1. To receive the District & County Councillor’s report.
2. To receive the Police report.
3. WSNT Priorities Setting Meeting Updates/Speedwatch results/SAVID- 30mph wheelie bin stickers-distribution in progress.
4. To receive the Community Council Report.
5. Matters to be brought to the attention of the Council :

14a. Review of Risk Assessment, Standing orders, Financial Regulations & Asset Register- Councillors received documents via email. Make any further amendments.

Councillors’ reports and items for future agenda :

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

Date of next meeting – Monday 14th March 2016 at 7.30pm, Otley Village Hall