**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be a meeting of the Parish Council at 7.30pm on Monday 14th March 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 18th January 2016 as a true record.
5. Matters Arising :

5a. Update on Tempodis 230 SI posts: Risk Assessment required for volunteers. Memorandum of Understanding with SCC?

5b. Update Newlands Bus shelter sign- ongoing, Clerk unable to get hold of Highways.

5c. Update on Mr Thorpe’s fencing- follow up of informing Mr Thorpe of the fencing no longer being required.

5d. Update on kerbing unofficial layby at Gibraltar Road crossroads: response back from Highways.

5e. Community Emergency Planning-update regards looking into defibrillator for village hall.

5f. Discharge of sewage along Ipswich Road: update on any further information since closing date of 26th January.

5g. Queen’s 90th Birthday: letter received from Jane Hall, support to Church for helping to set up, volunteers required.

1. Finance.

6a. To authorise cheques for signature : none

6b. To receive and approve payments since last meeting :

 black/colour ink: £42.50, stamps:£2.25 Clerk’s Expenses. £413.42 Clerk’s salary

 Invoices authorised by email: £41.96 Newlands License. £70.00 Smartwheelie (30mph stickers) invoice received.

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

 Balances are as follows on 08/03/16 : Community C/Ac £1,069.68 CR

 Business Premium A/c £ 8,312.20CR

 Balances to be confirmed at meeting on 14/03/16.

6d. To receive the Financial Quarterly Statement. To include update on Finance Sub Committee Meeting held.

6e. New Audit Regime- Following the decision from Decembers PC Meeting a letter had been sent ‘opting out’. Additional information has now been given, Council to reconsider decision and decide final outcome as decision can be changed. (Councillors to refer to related email with additional information).

1. Planning Matters.

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

  **DC15//4852/PN3 Willowmead Alpaca Farm- application refused.** Following questions regarding this application a response has been received from Patrica Coyle.

7b**.** To consider the following planning applications**:**

 **DC15/4974/FUL Shrubbery Cottage, Chapel Road Otley.** Proposal: Erection of 3 bay cart lodge measuring 11m x 6m x 5.4m. **No Objections**, but some suggestions.

 **DC/16/0373/FUL Rosemary Cottage, Ashbocking Road, Otley.** Proposal: Replace timber shed with double garage, resurfacing driveway and re-site pedestrian access. **No objections**, but some suggestions.

 **DC16/0316/FUL Hillview, Church Road, Otley.** Proposal: Application to Varying Conditions 2, 3, 5, 7, 16 and 24 of DC/13/3229/OUT to enable demolition in advance of discharge of condition and reserved matters applications. (Outline planning permission for redevelopment of site up to 35 dwellings, up to 900 square metres of B1 Commercial space, landscaping and access roads. Existing buildings to be demolished.)

 **DC16/0569/FUL Willowcroft, Chapel Road, Otley.** Proposal: Two storey rear extension and associated works. Demolition of existing chimney. Insection of new velux roof window into existing rear roof plane. **No objections.**

 **DC16/0679/FUL Bay Tree Cottage, Chapel Road, Otley.** Proposal: Demolition of existing garage and construction of new garage. **No Objections**.

 **DC/16/0744/FUL Walnut Tree Farm, The Green Ashbocking.** Proposal: Erection of a crop and machinery store. Date for submission: 23rd March 2016. Currently being considered by Planning Committee.

 **DC16/0783/FUL Roseberry House, Chapel Road Otley.** Proposal: Single storey rear extension & associated works. Date for submission: 24th March 2016. Currently being considered by Planning Committee.

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- information regarding Soames.

8.c Parking outside St Mary’s Church, Church Road- monitoring situation.

8.d Follow up from road closure B1078 Swilland Road. 15-19th February 2016. Forward planning for future.

8.e Notification of Road Closure: High Road 21/03/16-24/03/16

8.f Notification of Road Closure: Chapel Road 31/03/16-07/04/16

8.e Research into possible reduced speed along Otley Bottom/B1078 passed Otley College. Letter from Mr Bunn, Otley resident.

8.f Over flowing pond on Thompson’s Lane.

1. Rights of Way.

9.a Broken stile along Gibraltar Road- fixed by Mr R Ling.

9.b Public Footpath Sign, Church Road- reported.

9.c Empty Post on Church Road- reported sign ‘Clopton Green’ missing.

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-more have been purchased.
4. To receive the Community Council Report.
5. Matters to be brought to the attention of the Council :

14.a Thank you letter from Otley Baptist Church.

14.b Thefts and break-ins- be vigilant.

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 16th May (AGM) 2016 at 7.30pm, Otley Village Hall