**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be the Annual General Meeting of the Parish Council at 7.00pm on Monday 15th May at the Village Hall, Otley, at which your presence is requested and required.

**AGENDA**

1. Nomination to Chair meeting.
2. Acceptance of Office (& Chair to sign declaration of acceptance of office)
3. Appointment of Officers (to all sign declaration of acceptance of office)
4. Chairman’s welcome and apologies for absence.
5. To receive members’ declarations of interest to items on agenda.
6. To co-opt a member to council (to sign declaration of acceptance of office)-None
7. Public Forum (for any matters on the agenda)
8. To sign the Minutes of the Parish Council Meeting held on 13th March 2017 as a true record.
9. Matters Arising :

9a. Norse Barrier: Letter written to Mr B Childs thanking for assistance but no longer required.

9b Letter written to Nigel Crowly regards additional burial ground from Laurence Homes.

9c Grant from Cllr R Vickery- next step towards pursuing grant for defibrillator.

9d Tempodis Camera: tried on post meant for ‘clopton green’ but unsuccessful.

1. Finance.

10a. To authorise cheques for signature : SALC membership: £311.30

10b. To receive and approve payments since last meeting : Clerks Salary: £307.70 Clerks Expenses:£33.65

10c. To receive the financial report from the RFO including balances at bank. –

Balances are as follows : Community C/Ac £ 1,214.60 CR

Business Premium A/c £8,617.53 CR

The first instalment of precept has been received-£2,263.25. VAT has been deposited to account: £272.52. Transparency Funding received: £158.60

10d. To receive the internal Audit Report from Heelis & Lodge.

10e. Acceptance of Year End Accounts and Annual Governance Statement.  
10f. Department for Communities and Local Government/SAAA letter regards External Audit 2018.

1. Planning Matters.

11a. To receive planning decisions:

Ref No: [DC/17/0428/LBC](http://publicaccess.eastsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) received date: 17th February 2017  
Address: **Otley Hall, Hall Lane, Otley**Proposal: Removal and replacement of cracked and blowing lime render to entire north facing gable end and to adjacent wall between the gable end and the chimney stack on the east face of the north wing of Otley Hall.  
Date for submission of comments: 8th March 2017  
The Parish Council submitted **no objection** to this application.  
Decision: **Application Permitted**. 21/04/2017

11b To consider the following planning applications:

Ref No: [DC/16/4112/OUT](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 27th April 2017  
Appeal by: Mr and Mrs J Scales  
Address: **Blue Barn Farm, High House Road, Otley**Proposal: Demolition of outbuildings. Construction of one self build, timber chalet development of a small farm.  
Date for submission of comments: 29th May 2017  
Appeal reference: **APP/J3530/W/17/3167907**

Ref No: [DC/17/1767/FUL](http://www.eastsuffolk.gov.uk/) received date: 27th April 2017  
Address:**Willowmead Otley Bottom, Otley Suffolk.**  
Proposal: Three bay garage/cartlodge (change of size and position to that already approved, but not built under C/03/0415).  
Date for submission of comments: 16th May 2017

Ref No: [DC/16/4970/ARM](http://publicaccess.eastsuffolk.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) received date: 4th April 2017  
Address: **Hillview Church Road, Otley Suffolk**  
Proposal: Condition No 2 (C) Hard and Soft Landscaping  
Date for submission of comments: 21st April 2017 (The Parish Council have requested an extension until the 10th May 2017)

1. Highways Matters

12a. Road tarmac along Chapel Road (near telegraph pole that was removed).

12b. Red Barrier/cones outside Hillside, Church Road.

1. Rights of Way

13a Confirm Robert Carlton as the grass cutting contractor for P3 scheme. Decision on Footpath 47 and asking Robert to cut at an additional cost if necessary.

13b Dog fouling on footpaths- concern from resident.

1. To receive the District & County Councillor’s report.
2. To receive the Police report.
3. WSNT Priorities Setting Meeting Updates/Speedwatch results.
4. To receive the Community Council Report.
5. Matters to be brought to the attention of the Council :

18a Site Allocations and Area Specific Policies Development Plan Document: Points raised by Councillors from looking at document.

18b Letter of thanks from Scouts.

18c Letter received from Christine and Brian Childs stating they have officially taken over role of Village Recorder.

1. 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.

1. Date of next meeting – Monday 10th July 2017 at 7.30pm, Otley Village Hall