

## OTLEY PARISH COUNCIL

### Dear Councillor

There is to be a Parish Council Meeting at 7.30pm on Monday 11th December 2017 at the Village Hall (back room), 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 Parish Meeting on 9<sup>th</sup> October 2017 as a true record.
5. Matters Arising :
  - 5a. Defibrillator: Defibrillator installed and 'live' checks being carried out and reported. Awareness session hopefully in January. Grant from Cllr Robin Vickery received & letter of thanks has been sent. Discuss position of signs around village and letter to residents informing them about defibrillator.
  - 5b. Noticeboard and Gate refurbishments have been requested. Work will start sometime soon. Mr ALing to update councillors.
  - 5c. Potential costings for tempodis camera to record data- Clerk to report to Councillors.
  - 5d. Footpath towards the White Hart Pub-update.
  - 5e. Reform of Data Protection Legislation update.
  - 5f. Dates for the Parish Council meetings for 2018- 15<sup>th</sup> January, 12<sup>th</sup> March, 7<sup>th</sup> May, 9<sup>th</sup> July, 10<sup>th</sup> September, 19<sup>th</sup> November. (All Mondays as usual).
  - 5g. Information Brochure for Otley- Mr A Ling to explain.
6. Finance.
  - 6a. To authorise cheques for signature : Data Protection Renewal (I.C.O): £35.00 Wreaths & Crosses (Royal British Legion): £65.00 –authorisation given via email & cheques signed at finance meeting.
  - 6b. To receive and approve payments since last meeting :  
Authorisation given by email for CAS website hosting: £60.00 (incl VAT), Village Hall Hire for May, July September: £50.00, SALC data protection course clerk attended: £26.40 (incl VAT)  
Clerks Salary: £343.90 (Oct/Nov) Clerks Expenses: none
  - 6c. To receive the financial report from the RFO including balances at bank. –  
Balances are as follows :

Community C/Ac	£1,425.90 CR
Business Premium A/c	£7,346.91CR

  
Balances to be confirmed at meeting on 11<sup>th</sup> December 2017.
  - 6d. Follow up from Finance Committee meeting held on 28/11/17.- Budget to be approved and accepted. Precept request to be agreed.
  - 6e. A letter has been received from Disability Advice Service, Finance Committee suggested a donation of £100 (at meeting held on 28/11/17). Email has been received from St Mary's Church requesting additional financial support for garden maintenance. Councilors to discuss possibility of increasing annual donation.
7. Planning Matters.
  - 7a. To receive planning decisions:

Ref No: [DC/16/4970/ARM](#) 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)

The Parish Council submitted objection to this application. Application has now gone to Committee.

**Application Permitted 19/10/17**

To view case officer/ committee report go to:

<http://publicaccessdocuments.eastsuffolk.gov.uk/NorthgatePublicDocs/01332183.pdf>

Ref No: [DC/17/3530/FUL](#) received date: 22nd August 2017

Address: **Hall Farm, Hall Lane, Otley Suffolk.**

Proposal: Erection of a new office building, planting of boundary screening and alterations to existing highway access.

Date for submission of comments: 10th September 2017

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

**Application Permitted 05/10/17**

Ref No: [DC/16/5350/OUT](#) received date: 24th December 2016

Application: Refused

Appeal by: Mr M Brown

Address: **Land Adjacent to The White Hart Inn, Helmingham Road, Otley**

Proposal: Erection of detached dwelling.

Date for submission of comments: 21st September 2017

Appeal reference: **APP/J3530/W/17/3177208**

The Parish Council submitted **objection** to this application.

**Appeal has been lodged. Decision continues to be unavailable**

Ref No: [DC/17/3762/LBC](#) received date: 23rd September 2017

Address: **Hall Farm Cottage, Chapel Road, Otley Suffolk.**

Proposal: Listed Building Consent- Proposed external alterations at Hall Farm Cottage.

Remove existing clay pantiles, extend projection of both front and rear eave replace the existing pantiles with a natural slate roof tile and renew softwood barge and capping boards as necessary. Replace existing section of double glazed roof with a new double glazed roofing system due to deterioration of existing supporting rafters and the failure of existing double glazed units. Replacement of the existing glazed doors and side windows/brickwork panels with French Doors and full length glazed side lights. Clad the existing single storey element with a stained (black) softwood weather board so as to match existing cart lodge. Replacement of existing modern windows in East extension with matching double glazed windows.

Date for submission of comments: 11th October 2017

The Parish Council submitted no objection to this application.

**Application Permitted 20/10/17**

Ref No: [DC/17/3936/VOC](#) received date: 20th September 2017

Address: **Hillview, Church Road, Otley Suffolk.**

Proposal: Variation of Condition No.9 of DC/13/3229/OUT- Outline planning permission for redevelopment of site to include up to 35 dwellings, up to 900 square metres of B1 Commercial space, landscaping and access roads. Existing buildings to be demolished- phasing the remediation to enable construction on the main body of the site (phase 1) with phase 2 being investigated at a later stage.

Date for submission of comments: 8th October 2017

The Parish Council submitted no objection to this application but did point out the need to complete the whole development including the B1 units.

**Application Permitted 27/10/17**

7b To consider the following planning applications:

Ref No: SCC\0191\17 received date: 11<sup>th</sup> November 2017.

Address: Otley Primary School, Chapel Road, Otley IP6 9NT.

Proposal: Demolition of existing temporary building, construction of new standalone hall and pre-school building with associated external works.

Date for submission of comments to Suffolk County Council 1<sup>st</sup> December 2017.

The Parish Council submitted no objection to the application.

7c. Local Plan Review- Issues & Options Consultation. 'Help Plan the Future of the District' email of acknowledgement received.

8. Highways Matters

8a. Stop sign on junction of Chapel Road/Church Road reported.

8b. 'Slow Horses' sign in hand.

9. Rights of Way  
9a None to report.
10. To receive the District & County Councillor's report.
11. To receive the Police statistics from website.
12. WSNT Priorities Setting Meeting Updates/Speedwatch results.
13. To receive the Community Council Report.
14. Matters to be brought to the attention of the Council :
  - 14a. External Audit 2017/2018 update.
  - 14b. Register of Electors. Do Councillors want a copy of the full version?
15. 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.
16. Date of next meeting – Monday 15<sup>th</sup> January 2018 at 7.30pm, Otley Village Hall