**Otley Parish Council**

**Dear Councillor**

There is to be the Annual General Meeting of the Parish Council following the Annual Parish Meeting at 7pm on Monday 17th 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 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 To co-opt a member to council- none.

7 Public Forum (for any matters on the agenda)

8 To sign the minutes of the Parish Meeting held on 15th March 2021 as true to record.

9 **Matters Arising:**

9a) Neighbourhood Plan-Any further updates since last meeting?

9b) Dog bin- Update on potential positioning of new bin.

9c) Electric car points- any further updates?

9d) Countryside Code of Conduct poster- update on progress.

10 **Finance:**

10a) To authorise BACs/cheques for signature:

SALC membership: £339.47 JH Carpentry £473.00 (authorisation given via email)

10b) To receive and approve payments since last meeting: Clerks Salary: £299.00 (April/May) Clerks Expenses: none.

10c) To receive the financial report from the RFO including bank balances of bank accounts:

Balances are as follows: Community Account: £ 861.74 CR

Business Premium Account: £ 12,791.90 CR

Balances to be confirmed at meeting on 17/05/21.

Precept has been received: £4,945.62

10d) Acceptance of End of Year Accounts and Annual Governance Statement.(Documents for AGAR)

10e) Internal Audit to be arranged ASAP ready for documentation to be published by 2nd July 2021. ‘Dates for period for exercise of public rights’ will be: Monday 28th June – Friday 6th August 2021.

11. **Planning Matters**

11a) To receive planning decisions:

Ref: DC/20/3818/OUT  
Address: **Land to the North of Wood Farm Helmingham Road Otley Suffolk IP6 9NS**  
Proposal: **Outline Application (with some matters reserved) for the phased development of 12 self build and custom house building serviced plots, including 6 starter homes and 3 discount market sale affordable housing plots.**Date for Submission of comments: 28th October 2020.  
The Parish Council submitted objection to this application.  
**Continues to be-Awaiting Decision** It appears that the application is delayed and extended to the end of April.

Since the previous Parish Council meeting a letter has been sent to East Suffolk regarding drawings proposed as part of an amendment for application DC/20/3818/OUT. No further decision by East Suffolk has been made. Also a Freedom of Information request has been made in relation to this application.

Ref: DC/20/4661/FUL  
Address: **Land off Millers Way, Church Road Otley.**Proposal: **Construction of 5 dwellings**Date of submission of comments: 29th December 2020  
The Parish Council submitted objection to this application  
**Application refused: 19/03/21**

Ref:DC/20/4524/FUL  
Address: Land to the rear of Tithe Barn Hal Lane Otley IP6 9PA  
Proposal: **5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building**Date for submission of comments: 18th December 2020  
The Parish Council submitted a non pecuniary interest to this application and responded no objection.  
**Continues to be-Awaiting Decision (see additional application below)**

Ref: DC/21/0431/FUL  
Address: Peartree Meadow (Land to South Pear Tree Farm) Ipswich Road Otley Suffolk IP6 9JP  
Proposal: Erection of single storey (paragraph 79) dwelling house associated vehicle access, sewage treatment plant and landscaping.  
Date for submission of comments: 26th February.  
The Parish Council submitted objection to this application.  
**Application Withdrawn.**

Ref: DC/21/0715/FUL  
Address: Goldsmiths Farm Ashbocking Road Otley Suffolk IP6 9JS  
Proposal:Erection of two storey room in roof rear extension. Replacement of cart lodge with annex cart lodge. (Resubmission relating to extant approved application DC/20/3897/FUL to propose minor amendments to cartlodge structure)  
Response required by 24th March 2021  
The Parish Council submitted no objection.  
**Application permitted: 09/04/21**

Ref. No: DC/21/1227/VOC  
Address: Wood Farm Helmingham Road Otley Ipswich Suffolk IP6 9NS  
Proposal: [Variation of Condition 13 of C/09/0355 - Conversion and change of use of barn to ancillary domestic storage, Class B1 office use and related kitchen display area.](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QPUUHUQXIV600&prevPage=inTray)

Response date 9th April 2021  
The Parish Council submitted objection to this application.  
**Application permitted 27th April 2021**

b) To consider the following applications:

Ref: DC/20/4524/FUL  
Address: Land To The Rear Of Tithe Barn Hall Lane Otley Suffolk IP6 9PA  
Proposal: [5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QJL8A4QXFVQ00&prevPage=inTray)

Response required by 24th May 2021  
  
Ref. No: DC/21/1508/FUL

Address: West House Helmingham Road Otley Suffolk IP6 9NR  
Proposal: [Replace existing flat roof with a new pitched roof and form side gable. Application of render finish to the existing house.](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QQKXEUQXJA000&prevPage=inTray)

Response required by 1st June 2021.

c) Concern over ditch and housing development at St Mary’s View.

12. **Highways Matters**

12a) Parking issue raised by concerned residents along Chapel Road.

12b) Paving on footpath along Chapel Road- concerns raised by residents.

13 **Rights of Way**

13a) RC Contracts to begin first grass cut end of May/first week in June-weather permitting.

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

15 **To receive Police Statistics from Suffolk Police website / WSNT Priorities** - Previously shared earlier at the APM.

16 **Speedwatch results.**

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

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

19. 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 agenda’s.

20. Date of next meeting: Monday 12th July 2021 at Otley Village Hall (back room) 7:30pm.