

## OTLEY PARISH COUNCIL

### Dear Councillor

There is to be a Parish Council Meeting at 7.30pm on Monday 12<sup>th</sup> March 2018 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 15<sup>th</sup> January 2018 as a true record.
5. Matters Arising :
  - 5a. Defibrillator: Awareness session successful. Clerk spoke with FFY which received a positive response. Article has been published in Grundisburgh Magazine and the Church Magazine.
  - 5b. Potential costings for tempodis camera to record data- continues to be on going.
  - 5c. Footpath towards the White Hart Pub-opportunity for update.
  - 5d. SAAA-exempt ion update.
  - 5e. Data Protection- GDPR toolkit provided for Parish Council's to begin complying with new regulations.
6. Finance.
  - 6a. To authorise cheques for signature : £150.00 for additional contribution to St Mary's Church
  - 6b. To receive and approve payments since last meeting :  
Clerks Salary: £378.00 (Jan/Feb/March) Clerks Expenses: £8.17(stamps & refreshments)
  - 6c. To receive the financial report from the RFO including balances at bank. –  
Balances are as follows :

Community C/Ac	£695.40CR
Business Premium A/c	£7,350.57CR

  
Balances to be confirmed at meeting on 12<sup>th</sup> March 2018.
  - 6d. VAT return has been submitted for £455.13. Yet to receive money in the bank account.
  - 6e. Approval of Standing Orders, Financial Regulations, Asset Register, Risk Assessments.
  - 6f. Councillors to check and update Register of Interest.
  - 6g. Appointment of Heelis & Lodge as Internal Auditors.
  - 6h. Financial Sub-Committee meeting to be arranged in preparation for year end and audit.
7. Planning Matters.
  - 7a. To receive planning decisions:  
  
Ref No: SCC\0191\17 received date: 11th November 2017  
Address: **Otley Primary School, Chapel Road Otley IP6 9NT**  
Proposal: Demolition of existing temporary building, construction of new stand alone hall and pre-school building with associated external works.  
Date of submission of comments to Suffolk County Council: 1st December 2017  
The Parish Council submitted **no objection** to this application.  
**Application Permitted** (building work has begun)  
  
Ref No: [DC/17/5192/FUL](#) received date: 19th December 2017  
Address: **Walnut Tree Farm, The Green, Ashbocking, Suffolk.**  
Proposal: Erection of two additional duck rearing buildings with ancillary feed bins and propane gas tanks.  
Date for submission of comments: 7th January 2018  
The Parish Council submitted **no objection** in principle but did show a concern for additional traffic, noise and pollution.  
**Continues to be 'awaiting decision'**

Ref No: [DC/17/5205/PN3](#) received date: 12th December 2017  
Address: **Blue Barn Farm 1, High House Road, Otley Suffolk.**  
Proposal: Change of use and associated building operations in connection with the conversion of an agricultural building to form a single dwelling.  
Date for submission of comments: 31st December 2017  
The Parish Council submitted **objection** to this application.  
**Prior Approval not required. 22/01/18**

Ref No: [DC/17/4300/FUL](#) received date: 3rd January 2018  
Address: **Hall Lodge, The Green, Otley, Suffolk.**  
Proposal: Change of use from existing agricultural land to residential curtilage and erection of new replacement dwelling and demolition of existing dwelling.  
Date for submission of comments: 16th January 2018  
The parish Council submitted no objection to this application.  
**Awaiting decision**

Ref No: DC/18/0062/LBC received date: 13<sup>th</sup> January 2018  
Address: Otley House, Helmingham Road, Otley, Suffolk  
Proposal: Replacement and remodelling of extensions around the rear service courtyard and minor internal alterations.  
Date for submission of comments: 1<sup>st</sup> February 2018.  
The Parish Council submitted no objection to the application providing grade 2 listed buildings stipulations were adhered to.  
**Awaiting Decision**

Ref No: DC/18/0304/FUL received date: 26<sup>th</sup> January 2018  
Address: Otley House, Helmingham Road, Otley, Suffolk  
Proposal: Replacement and remodelling of extensions around the rear service courtyard and minor internal alterations.  
Date for submission of comments: 14<sup>th</sup> February 2018  
The Parish Council submitted no objection reiterating response to DC/18/0062/LBC.  
**Awaiting Decision**

Ref No: DC/18/0065/FUL received date: 13<sup>th</sup> January 2018  
Address: Woodhurst, The Green, Otley, Suffolk.  
Proposal: Proposed demolition of existing dwelling and outbuildings and replacement dwelling and detached cart lodge with studio over.  
Date for submission of comments: 1<sup>st</sup> February 2018.  
The Parish Council submitted no objection to the application but did point out they are not in favour of 'infil' outside the physical limits boundary.  
**Application Withdrawn 23/02/18**

7b To consider the following planning applications:

Ref No: DC/18/0573/FUL received date: 24<sup>th</sup> February 2018  
Proposal: Proposed change of use of land and siting of log cabin for use as a holiday let.  
Address: Grange Farm, Helmingham Road, Otley  
Date for submission of comments: 14<sup>th</sup> March 2018.  
Since receiving this application an amendment has come from SCDC-  
Proposal: Retrospective change of use of land and siting of log cabin for use as a holiday let.  
Date for submission of comments: 18<sup>th</sup> March 2018.

7c Laurence Homes update.

8. Highways Matters

8a. Highways Community Self Help Survey-completed.

8b. Robust strategy required for accessing Highways and being able to make better contact and positive outcomes.

8b. Otley Bottom- resident complaint regards speeding traffic on B1079 and water draining across the road B1078. Clerk replied out of courtesy.

9. Rights of Way

None to date.

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. Electoral Register has been collected.

14b. Letter of thanks from Otley Baptist Church.

14c. Electoral Services- no longer sharing files in the same way due to new Data Protection laws coming in.

14d. Complaint about dog fouling on corner of Ipswich Road- additional signs to go up and polite request to dog owners in March edition of Church magazine. Copy to go on facebook?

14e. Complaint of Clothing bags being left in car park when Clothing Bank is full- polite request in March edition of Church magazine. Copy to go on facebook? Sign to be stuck on clothing bank requesting not to leave bags if full.

14f. Website changes.

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 21st May 2018 at 7.30pm, Otley Village Hall