

Otley Parish Council

Dear Councillor

You are duly summoned to attend the Annual General Meeting of the Parish Council following the Annual Parish Meeting at 7pm on Monday 15th May 2023 Main Hall at Otley Village Hall, at which your presence is requested.

AGENDA

- 1) Nomination to Chair meeting.
- 2) Acceptance of Office (& Chair 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) Public Forum (for any matters on the agenda)
- 7) To sign the minutes of the Parish Meeting held on 20th March 2023 as true to record.
- 8) To receive reports from County and District Councillors.

9) MATTERS ARISING – To receive progress on the following

- a) Neighbourhood Plan.
- b) Community First Response.
- c) Village Sign.
- d) Reflective mirror at junction of Chapel Road (Post office Corner.)

10) OTHER ITEMS

- a) Defib
- b) Request from PCC to fund legal costs towards purchasing Churchyard Extension
- c) To agree updated Code of Conduct for Councillors.
- d) Discuss ANPR Camera Scheme.
- e) Open Meeting following Lorry Survey.

11) FINANCE

- a) To authorise BACS payments and approve payments since last meeting -
To agree Clerks Salary for March and April 2023 = 22 hours total @ agreed hourly rate = £253.00
- b) To agree Annual SALC Membership Subscription for 2023/24 = £329.59 (Less than last year).
- c) Clerk request the following stationary (set of ink jet cartridges and 2 reams of paper) @ cost of approximately £100.
- c) To sign off CIL Report from 1st April 2022 to 31st March 2023. (Ref CIL Monies received October 2022).
- d) Annual Significant Variance Report and any other documents relating to end of year.
- e) To receive financial report from the RFO previously shared at APM.
- f) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR)
- g) Audit Documents to be submitted to SALC, Audit booked for week beginning 19th June 2023. Documentation to be published by 1st July 2023. Date for period of exercise of public rights will be Monday 3rd July – Friday 18th August 2023.

Since last meeting the following payments have been made -

Community First Response Project = £250 to cover cost of phone for one year..

Payment to Carle Vince for refurbishment of Village Sign = £485

To be advised of Bank Balances for the Parish Council Accounts as follows – These figures include £1,441.57 in VAT, Precept paid as one lump sum of £5,863.33 and further CIL Monies of £1,737.66, received April 2023. Business Premium Account = £ 1,485.49. Community Account = £ 13,427.54
These balances will be confirmed at the meeting on 15th May 2023.

12) PLANNING MATTERS.

DC/23/0369/FUL

Address: The Old Barn, Wood Farm, Helmingham Road, Otley Ipswich, Suffolk. IP6 9NS

Proposal: Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging point. The Parish Council submitted **NO Objection. Application Permitted 25th April 2023.**

AP/22/0072/ APPEAL

Address: Land at 1 Charity Cottage Swilland Road Otley Suffolk IP6 9NS

Proposal: Retention of use of land for the stationing of shipping containers for storage use.

Retention of access track. The Parish Council Submitted **AN Objection** to the original application and this objection still stands. **Appeal dismissed 12th April 2023.**

DC/23/0014/FUL

Address: Land off Millers Way, Church Road, Otley IP6 9HF

Proposal: Construction of five single storey dwellings including one affordable unit. The Parish Council submitted **NO Objection** to this application. **Awaiting Decision.**

DC/23/0643/FUL

Address: Wood Farm Helmingham Road, Otley, Ipswich Suffolk IP6 9NS

Proposal: Conversion and extension of former dairy building to dwellings and extension of residential curtilage. The Parish Council submitted a **NO Objection** to this application, but commented there is no 1st floor bedroom windows, if any are added they could overlook gardens of adjacent housing. Revised plans were submitted showing four roof lights for 1st floor Master Bedroom, placed high up in the main roof of The Old Dairy, no windows have been included at 1st floor level in the eastern elevation to avoid overlooking issues. The Parish Council again submitted a **NO Objection** but suggested a condition of the 1st floor lights should be at least 1800mm above 1st floor level to avoid overlooking. **This application has since been withdrawn.**

DC/23/1650/LBC & DC/23/1649/FUL.

Address: Shrubbery Cottage, Chapel Road, Otley, Ipswich, Suffolk IP6 9NT.

Proposal: Listed Building Consent – Extend into and raised the roof space above single storey utility room. One of these application is due to the property being listed. To discuss comments required by 24th May 2023.

13) HIGHWAYS MATTERS

14) RIGHTS OF WAY.

Reference number is: 00397964

OTLEY FOOTPATH 064, OTLEY

Date reported: 06/04/2023

Description: Otley Parish Council report Bridge planks are damaged on Otley Footpath number 64

Reference number is: 00397965

OTLEY FOOTPATH 064, OTLEY

Date reported: 06/04/2023

Description: Otley Parish Council report that bridge planks are missing where it crosses into the meadow.

Reference number is: 00402161

OTLEY FOOTPATH 018, OTLEY

Date reported: 05/05/2023

Description: Otley Parish Council report that the finger post base has rotted off and fallen over

15). SPEED WATCH & SID RESULTS

16). COMMUNITY COUNCIL REPORT.

17) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS.

DATE OF NEXT MEETING 17th JULY 2023 at 7.30pm.