

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 20th May 2024 Main Hall at Otley Village Hall, at which your presence is requested.

AGENDA for AGM.

- 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 18th 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) Further update regarding progress of Neighbourhood Plan.
- b.) Discuss the spending of the Outdoor Play and Sports Fund.
- c.) Further Update re Churchyard Land.
- d.) Update Re correct signage for Thompson's Lane
- e.) Update Re the lists of groups / organisations in the village.
- f.) Councillors Training (Dates sent round prior to this meeting).

10) OTHER ITEMS

- a) Naming of the road ref 5 new dwellings, off Millers Way.
- b) Youth Club
- c) Request from Community First Response for funding for MMA phone.

11) FINANCE

- a) To authorise BACS payments and approve payments since last meeting -
To agree Clerks Salary for March and April 2024 = 26 hours in total @ agreed hourly rate.
- b) To agree Annual SALC Membership Subscription for 2024/25 = £340.66 (Increase of £11.07 from last year).
- c) To agree cost of Licence for land at Newlands Otley period January to December 2024 = £55.67. (Same cost as last year)
- d) Clerk request the following stationary (set of ink jet cartridges and 2 reams of paper) @ cost of approximately £100
- e) To sign off CIL Report from 1st April 2023 to 31st March 2024.
- f) Annual Significant Variance Report and any other documents relating to end of year.
- g) To receive financial report from the RFO previously shared at APM.
- h) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR)
- i) Audit Documents to be submitted to SALC, Audit booked for week beginning 3rd June 2024. Documentation to be published by Date for period of exercise of public rights will be Monday 1st July to Friday 9th August 2024.

Since last meeting the following payments have been made -

Clerks Salary for January and February 2024 = 28 hours at agreed rate = £370.50

Cost of hire of Village Hall July 2023 to January 2024 = £85

Payment to HMRC for Employers' PAYE = £2.41

Precept paid as one lump sum of £6,045.59 has been received on 30th April 2024.

VAT claim has been submitted.

To be advised of Bank Balance for the Parish Council Accounts - To be confirm at the meeting.

12) PLANNING MATTERS.

DC/23/1457/FUL

Address: Pear Tree Meadow, Ipswich Road, Otley, Ipswich.

Proposal: Construction of single storey (Paragraph 80) dwelling house with associated vehicle access, sewage treatment plant & landscaping. The Parish Council submitted an OBJECTION to this application.

An appeal to the Secretary of State has been submitted. The Parish Council resent their original objections as well as further comments to highlight the number of planning applications that have been submitted for this property. The Parish Council has recently received a Re-Consultation request from East Suffolk Council regarding the appeal. Deadline for re-consultation 29th May 2024. To be discussed at this meeting. **Awaiting Decision.**

DC/24/0653/FUL

Address: Meadow View Cottage 1 Charity Cottages, Swilland Road, Otley, Ipswich Suffolk

Proposal: Land for use of Horses and Stables. Application Permitted 8th May 2024.

APP/X3540/W/23/3329747 AP/23/0071/REFUSE

Address: 1 Charity Cottage, Swilland Road, Otley, Ipswich, Suffolk

Proposal: **Retention of use of land for the stationing of shipping containers for storage use. Retention of access track.** An appeal to the Secretary of State has been submitted PC original objections will be included in this appeal. **Awaiting Decision.**

DC/24/1104/FUL

Address: Hall Farm Hall Lane Otley Ipswich Suffolk IP6 9PA

Proposal: Creation of sun room to North elevation and extension of utility room to Southern elevation.

The Parish Council submitted a **No Objection** to this planning application. **Awaiting Decision.**

11.) HIGHWAYS MATTERS -

a.) B1079 / Traffic Lights and Works at Otley Bottoms

12.) RIGHTS OF WAY

Reference 467340 Otley Bottoms and road going out of the village towards Woodbridge.

Date reported 22/4/2024 There is a considerable amounts of sand and gravel on road in centre of lane, where motorbikes normally travel left over from the floods. This is a danger to those users as well cyclists. Whilst road is closed for the bank repairs please can the road be swept. Response received on 29/4/2024 following liaising with contractor road will be swept whilst undertaking upcoming works.

13.) SPEED WATCH & SID RESULTS

14.) COMMUNITY COUNCIL REPORT- Previously shared at APM.

15.) COUNCILLORS REPORTS & ITEMS OF FUTURE AGENDAS

Date of next meeting Monday 15th July 2024 at 7.30pm Back Room.