

## **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 19th May 2025 at Otley Bowls Club, 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) To co-opt a Member to the Council.
- 7) Public Forum (for any matters on the agenda)
- 8) To sign the minutes of the Parish Council Meeting held on 17<sup>th</sup> March 2025 as a true record.
- 9) To receive reports from County and District Councillors.

### **10) MATTERS ARISING – To receive progress on the following**

- a) Neighbourhood Plan
- b) Sport and Play Fund
- c) Village Hall Roof
- d) Deer Signs

### **11) Other Matters**

- a) Request from Community First Response for funding of the phone /annual license at a cost of £250.

### **12) Finance – To Authorise BACS payments, acknowledge any receipts received and payment made since last meeting.**

- a) To agree Clerks Salary for March & April 2025 = 32 hours at agreed hourly rate = £416
- b) Clerk requests the following stationary (Set of ink jet cartridges and 1 ream of paper) @ cost of approximately £100
- c) To agree Annual SALC Membership Subscription for 2025/2026 = £348.84 (Increase of £8.18 from last year)
- d) To agree cost of Hire of Village Hall from November 2024 to March 2025 = £67.50
- e) To agree cost of Hire of Otley Bowls Club for this meeting APM and AGM = £ 30.00
- f) The internal Audit has been completed by SALC – Audit report was circulated prior to this meeting
- g) To agree dates for period of exercise of public rights.
- h) To sign of CIL Report from 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025
- i) To receive financial report from the RFO previously shared at APM.
- j) Acceptance of End of Year Accounts and Annual Governance Statement (Documents for AGAR)
- k) Annual Significant Variance Report and other documents relating to end of Year.

VAT claim for £624.00 has been submitted and received on 16<sup>th</sup> April 2025 into the Community Account.  
CIL money of £1,847.73 was received into the Business Account on 25<sup>th</sup> April 2025  
Precept paid in one lump sum of £6,221.55 was received on into the Business Account on 30<sup>th</sup> April 2025

### **Since the last meeting the following payments have been made -**

Clerks Salary for January and February = £312.00  
Donation to East Anglian Air Ambulance of £100  
Donation to Disability Advice Service of £100

### **To be advised of Bank Balances for the Parish Council Accounts –**

Community Account & Business Account -To be advised at the meeting

### **13) PLANNING MATTERS**

#### **DC/24/4559/VOC**

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

Proposal: Variation of Condition 2 of DC/23/0369/FUL- Conversion of a redundant building to 2 semi-detached dwellings, red line boundary, parking and EV charging points -Dwelling layout adjusted, porch added and other minor amendments. The Parish Council submitted a No Objection to this application. **Application Permitted 4<sup>th</sup> April 2025**

#### **DC/24/4253/FUL**

Address: Otley College Of Agriculture And Horticulture Charity Lane Otley Suffolk

Proposal: HGV training facility for Otley College for HGV's up to 18.75m. The Parish Council have Objected to this application.  
**Awaiting Decision.**

#### **DC/25/0646/FUL**

Address: **Meadow View Cottage 1 Charity Cottages Swilland Road Otley Ipswich Suffolk IP6 9NE**

Proposal: Retrospective application -To retain existing track – No Objection from Councillors. Containers to be removed.  
**Application Permitted 10<sup>th</sup> April 2025**

**No: DC/25/1478/ARM Approval of Reserved Matters of DC/23/2323/OUT**

Address: Browngates Ashbocking Road Swilland Ipswich Suffolk IP6 9LJ

Proposal :Outline Application (with some Matters Reserved)- Construction of 3 Bungalows and Garages on land to the south and west of Browngates- Condition 2, 4, 5, 7 10, 11, 12, 13, 15. Awaiting Response from Councillors.

**14.)HIGHWAYS MATTERS**

Discuss request to extend 30MPH Speed limit from Otley Bottoms into the village

**15.) RIGHTS OF WAY / FOOTPATHS -**

**Reference number 00519512** Reported on 10/5/2025 Hall Lane, Otley Footpath 11 Otley Parish Council report that this bridge is inadequate.

**Reference number is 00519513** Reported on 10/5/2025 Church Road Otley Missing signpost fingers opposite High House Road. Missing since 2011

**16.) SPEED WATCH & SID RESULTS –**

**17.) COMMUNITY COUNCIL REPORT –**

**18.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS**

**Date of next meeting Monday 21<sup>st</sup> July 2025 Otley Village Hall Back Room.**