

Dear Councillor

There is to be a Parish Council Meeting to be held at Otley Village Hall (Back Room) on Monday 21<sup>st</sup> July 2025 at 7.30pm to which your presence is requested and required.

**Public Attendance – Members of the Public are welcome to attend.**

**AGENDA**

- 1.) Chairman's Welcome, Apologise and Approval of Absences
- 2.) To receive Declarations of Interest and Consider requests for Dispensations.
- 3.) Public Forum (For any matters on the Agenda)
- 4.) To resolve that the minutes of the Annual Parish Council Meeting held on Monday 19<sup>th</sup> May 2025 are a true and correct record.
- 5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery.

**6.) MATTERS ARISING – To receive progress on the following -**

- a.) Neighbourhood Plan / Referendum -
- b.) Sport and Play Fund -
- c.) Village Hall Roof -
- d.) Grit Bin on Otley Hill -
- e.) Deer Signs -
- f.) 30MPH Otley Bottoms -
- g.) Village Map -

**7. OTHER MATTERS -**

- a.) Replacement Parish Clerk -
- b.) Westerfield Quarry -

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

- a) To agree Clerks Salary for May & June 2025 = 26.5 hours at agreed rate = £344.50
- b) To agree cost of internal Audit via SALC = £338.40

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

Clerks Salary for March & April 2025 = £416  
Cost of ink jet cartridges and 1 ream of paper = £ 89.38  
Cost of Annual SALC Membership Subscription for 2025/26 = £348.84  
Cost of Hire of Otley Bowls Club for APM and AGM meetings = £30.00  
Cost of Hire of Village Hall from November 2024 to March 2025 = £67.50  
Cost of yearly cost of mobile phone for Community First Response = £250

**Other Payment made -**

Cost of email system for Councillor JE = £12.00  
Sweets purchased for Stall at Village Fete = £9.00

Dates for period of exercise of public rights 30<sup>th</sup> June to 8<sup>th</sup> August 2025 has been advertise on Parish Council Website.

Documents for the External Audit were sent to PKF Little John on 3<sup>rd</sup> June 2025.

**To be advised at this meeting of Bank Balances for the Parish Council Accounts**

**9.) Planning Matters -**

**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.** Councillors request Clerk check if this application has gone to Planning Committee.

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

**Felix Thornley Cobbold Trust - Stanaway Farm, Charity Lane, Otley** – To discuss - Following initial pre-application feedback from East Suffolk Council, considering submission of a planning application for small-scale employment use at Stanaway Farm. Site plan which is a preliminary version only and not publicly available. This plan was sent round prior to this meeting.

**10.)HIGHWAYS MATTERS**

Request to extend 30MPH Speed limit from Otley Bottoms into the village from the Cattery going out of Village to beyond the junction.

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

**12.) SPEED WATCH & SID RESULTS –**

**13.) COMMUNITY COUNCIL REPORT –**

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

**Date of next meeting Monday 15<sup>th</sup> September 2025 Otley Village Hall Back Room.**