**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be a Parish Council Meeting at 7:30pm on Monday 11th March 2019 at the Village Hall, 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 Council Meeting held on 14th January 2019 as a true record.
5. **Matters Arising** :

**5a**.Neighbourhood Plan- update

**5b**  Commercial Vehicles and parking concerns – update since previous meeting

 **5c** Letter from residents on Church Road regarding trees- progress update.

1. **Finance.**

**6a.** To authorise cheques for signature or BACs : Reece Safety Products £172.20, Newlands Licence £44.55, C Ling & Son Newlands Cut- £115.00 (authorisation given via email)

**6b.** To receive and approve payments since last meeting : Clerks Salary: £ 309.75 (Jan/Feb/March) Clerks Expenses:£ 39.88 (printer ink)

 **6c.** To receive the financial report from the RFO including balances at bank. –

 Balances are as follows : Community C/Ac- £ 618.90 CR

 Business Premium A/c- £ 7,713.51CR

 Balances to be confirmed at the meeting on 11th March 2019.

**6d** VAT reclaimed using new system. A total of £374.78 should be credited to the PC account soon.

**6e.** Appointment of Internal Auditor for 2018/19

**6f.** Approval of Standing Orders.

**6g** Approval of Risk Assessment and Asset Register.

**6h** Finance Committee meeting to be arranged prior to Internal Audit.

1. **Planning Matters.**

**7a** To receive planning decisions: none

**7b** To consider the following planning applications:

Ref No: [DC/19/0781/FUL](http://eastsuffolk.gov.uk/) received date: 5th March 2019
Address: **The Chestnuts, Helmingham Road, Otley, Suffolk.**
Proposal: Proposed two storey front extension, proposed first floor rear extension. All associated works.
Date for submission of comments: 22nd March 2019

Ref No: [DC/18/4146/FUL](http://eastsuffolk.gov.uk/) received date:
Address: **1 Charity Cottages, Swilland Road, Otley, Suffolk.**
Proposal: Proposed alterations to existing vehicular access together with new drive to serve existing dwelling, including change of use from agricultural land to residential garden (de-intensification of existing access currently serving no 1 & 2 charity cottages).
Date for submission of comments: 19th March 2019.

**7c** Concern for Application DC/ 18/0065/FUL

1. **Highways Matters**

8a New Grit Bins - update.

1. **Rights of Way**

None at time of writing agenda

1. **Reports:**

**10a.** To receive the District & County Councillor’s Report.

**10b**. To receive the Police statistics and/or updates from Suffolk Constabulary website/WSNT Priorities Setting Meeting updates.

**10c**. To receive the Speedwatch Report.

**10d**. To receive the Community Council Report.

1. **Matters to be brought to the attention of the Council:**

**11a**. Notice of Transfer to East Suffolk Council on 1st April 2019
**11b** Election preparations.

1. **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.

1. **Date of next meeting:** Monday 20 th May 2019 at **7:00pm**, Otley Village Hall- **AGM / APM.**