**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be the Annual General Meeting of the Parish Council at 7.00pm on Monday 16th May at the Village Hall, Otley, at which your presence is requested and required.

**AGENDA**

1. Nomination to Chair meeting.
2. Acceptance of Office (& Chair to sign declaration of acceptance of office)
3. Appointment of Officers (to all sign declaration of acceptance of office)
4. Chairman’s welcome and apologies for absence.
5. To receive members’ declarations of interest to items on agenda.
6. To co-opt a member to council (to sign declaration of acceptance of office)
7. Public Forum (for any matters on the agenda)
8. To sign the Minutes of the Extra Ordinary Meeting held on 19th April 2016 as a true record.
9. Matters Arising :

9a. Update on Tempodis 230SI. Agree Risk Assessment.

9b Sign for Gibralter Road Crossroads- further discussion.

9c Community Emergency Planning- further discussion based on information given at previous meeting regards defibrillator.

1. Finance.

10a. To authorise cheques for signature : Donation to Otley Under 5’s £199.99 (Storage units). Donation to Otley Bowls Club £416.00 (Safety Hand Rail).

10b. To receive and approve payments since last meeting : Clerks Salary: £335.91 Clerks Expenses:£2.27

10c. To receive the financial report from the RFO including balances at bank. –

Balances are as follows : Community C/Ac £ 611.51 CR

Business Premium A/c £10,581.54 CR

The first instalment of precept has been received-£2,269.34.

10d. To receive the internal Audit Report from Heelis & Lodge.

10e. Acceptance of year end accounts and annual governance statement.

1. Planning Matters.

11a. To receive planning decisions :

**DC15/4974/FUL** Shrubbery Cottage, Chapel Road Otley. **Application Permitted**

**DC/16/0373/FUL** Rosemary Cottage, Ashbocking Road, Otley. **Application Permitted.**

**DC16/0316/FUL**  Hillview, Church Road, Otley. **Application Pending.**

**DC16/0569/FUL** Willowcroft, Chapel Road, Otley. **Application Permitted.**

**DC16/0679/FUL** Bay Tree Cottage, Chapel Road, Otley. **Application Permitted.**

**DC/16/0744/FUL** Walnut Tree Farm, The Green Ashbocking. The Parish Council replied with **no objection**. **Application Permitted**.

**DC16/0783/FUL** Roseberry House, Chapel Road Otley**.** TheParish Council replied with **no** **objection. Application Permitted**

11b To consider the following planning applications:

**DC/16/1831/FUL** Pipes Cottage Chapel Road, Oltey Proposal: Proposed replacement bay window and associated works. Date for submission of comments 24th May 2016. Currently with Planning Committee.

**DC/16/1302/PN3** Willowmead, Otley Bottom, Otley. Proposal: Conversion of agricultural buildings on willowmead Alpaca Farm into single dwelling. Parish Council replied with **no objection.**

**DC/16/1157/ARM** Hillview, Church Road, Otley. Proposal: ‘Approval of Reserved Matters of **DC/13/3229/OUT**-outline planning permission for redevelopment of site to include up to 35 dwellings, up to 900 square metres of B1 Commerical space, landscaping and access roads. Existing buildings to be demolished’. Extraordinaryy meting held on 19th April 2016 allowing local residents to view plans and raise any questions. The Parish Council replied **no objection** but did ask many questions and make alternative suggestions as part of the response to ensure the opinions and viewpoints of the whole village were considered.

1. Highways Matters

12a. Letter to Mr Taylor written regards overflowing pond on Thompson’s lane.

12b. Ditch collapsing on Gibralter Road reported.

1. Rights of Way

13a Confirm Robert Carlton as the grass cutting contractor for P3 scheme.

13b. Definitive Map & Statement for Rural District of Deben received.

1. To receive the District & County Councillor’s report.
2. To receive the Police report.
3. WSNT Priorities Setting Meeting Updates/Speedwatch results.
4. To receive the Community Council Report.
5. Matters to be brought to the attention of the Council :

18a email received from Sergeant Scott Callum , would welcome information on who the volunteer is for Community Emergency Plans to keep information up to date for this area.

18b letter from Churchwarden Nigel Crowly regards installation of broadband aerial on church tower.

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 11th July 2015 at 7.30pm, Otley Village Hall