**Otley Parish Council**

**Dear Councillor**

There is to be the Annual General Meeting of the Parish Council following the Annual Parish Meeting at 7pm on Monday 21st 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 member’s declarations of interest to items on the agenda.

6 To co-opt a member to council- none.

7 Public Forum (for any matters on the agenda)

8 To sign the minutes of the Annual General Meeting held on 21st May 2018 as true to record.
To sign the minutes of the Parish Meeting held on 11th March 2019 as true to record.

9 Matters Arising:

9a) Neighbourhood Plan-The Otley Neighbourhood Plan Area has been designated and the relevant documents have been published on the Council’s website. The Otley Neighbourhood Area Determination and Decision can be accessed through the following link:

<https://www.eastsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-plans-in-the-area/otley-neighbourhood-area/>

9b) Tree issue for some residents on Church Road- update.

9c) Suffolk Coastal District Council now known as East Suffolk Council. Change occurred as of 1st April 2019.

9d) Register of Interests- System has been updated and Clerk has been issued a new user name.

10 Finance:

10a) To authorise BACs/cheques for signature:

 SALC membership: £321.48 Village hall Hire-January £20.00(authorisation given via email)

10b) To receive and approve payments since last meeting: Clerks Salary: £52.50 (April) Clerks Expenses: none.

10c) To receive the financial report from the RFO including bank balances of bank accounts:

Balances are as follows: Community Account: £ 502.57 CR

Business Premium Account: £ 9,668.19 CR

Balances to be confirmed at meeting on 20/05/19.

The first instalment of Precept has been received: £2,354.68

10d) Revised Complaints Procedure and Council’s Employment Policies & Procedures.

10e) To receive the Internal Audit Report.

10f) Acceptance of End of Year Accounts and Annual Governance Statement.

11. Planning Matters

11a) To receive planning decisions:

Ref No: [DC/19/0823/FUL](http://eastsuffolk.gov.uk) received date: 16th March 2019
Address: **Land South of Church Farm House, Church Road, Otley, Suffolk.**
Proposal: Outline application for the erection of 7 residential dwellings and provision of an access road off Church Road Otley with all other matters reserved.
Date for submission of comments: 4th April 2019
The Parish Council submitted **objection** to this application.
**Awaiting decision.**

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
The Parish Council submitted **no objection** to this application.
**Application Permitted 12/04/19.**

Ref No: [DC/19/0549/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.
The Parish Council submitted **no objection** to this application.
**Application Permitted 03/04/19.**

11b) To consider the following applications: at time of writing agenda.
Ref No: [DC/19/1777/PN3](http://publicaccess.eastsuffolk.gov.uk/online-applications/) received date: 13th May 2019
Address: **Barn at Wood Farm, Helmingham Road, Otley, Suffolk.**
Proposal: Part 3 GPDO Prior Notification for the change of use of a barn to a dwelling.
Date for submission of comments: 29th May 2019

Ref No: [DC/19/1710/FUL](http://publicaccess.eastsuffolk.gov.uk/online-applications/) received date: 4th May 2019
Address: **Wood Farm, Helmingham Road, Otley, Suffolk.**
Proposal: Building operations associated with the conversion of a barn to a dwelling (application complements a parallel Class Q (a) prior approval application for the change of use).
Date for submission of comments: 23rd May 2019

12. Highways Matters

12a) Naming of Roads on the new housing development (Old Hubbards site).

12b) Drain cover on Helmingham Road has been reported again.

12c) Missing 30mph sign on Helmingham Road has been reported again.

13 Rights of Way

13a) RC Contracts to begin first grass cut end of May/first week in June-weather permitting.
13b) Missing footpath sign at the Gull reported.

14 To receive the District & County Councillor’s Report.

15 To receive Police Statistics from Suffolk Police website.

16 WSNT Priorities Setting Meeting Updates/Speedwatch results.

17 To receive Community Council Report.

18. Matters to be bought to the attention of the Council:

18a) Donation request from member of the village.

19. 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 agenda’s.

20. Date of next meeting: Monday 8th July 2018 at Otley Village Hall (back room) 7:30pm.