**OTLEY PARISH COUNCIL**

**Dear Councillor**

There is to be a Parish Council Meeting at 7:30pm on Monday 12th December 2016 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 17th October 2016 as a true record.
5. Matters Arising :

5a. Defibrillators: Clerk passed on details after last meetings discussion with James Begley.

5b Community Emergency Planning- Printing of leaflet to be held off until New Year. Power cut flyers have arrived and are gradually being distributed. Information also on website.

5c Resignation of Councillor Phil Whiffing is triggered with County when ‘Register of Interest’ is adjusted.

1. Finance.

6a. To authorise cheques for signature & bank transfers: (authorisation given by email)

 Clerk Cover V Osborne: £35.00. CAS Insurance £232.00. CAS Website Hosting:£60.00 Data Protection ICO: £35.00 War Memorial Plants: £39.20. Royal British Legion: £75.00. St Mary’s Church Donation: £500.00. Friendship Club Donation: £300.00. Otley Players Donation: £499.08

6b. To receive and approve payments since last meeting : Clerks Salary: (Day 3,4 & 5 Keeping in Touch) £223.86 Clerks Expenses:£1.60 (stamps) Heelis & Lodge Internal Audit 2016 Fee:£66.00

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

 Balances are as follows at time of writing agenda:

 Community C/Ac £ 1,958.18 CR

 Business Premium A/c £8,454.28CR

Balances to be confirmed at meeting on 12th December 2016.

6d. Feed back from Finance Committee Meeting held on 08/12/16

1. Planning Matters.

7a. To receive planning decisions : None.

 7b To consider the following planning applications:

 Ref No: SCC\0251\16
Address: **Otley Under Fives Centre, Otley Primary School, Chapel Road, Otley.**
Proposal: Retention of unit used by Otley Pre-School.
Parish Council to respond 21 days of the date of the letter-23rd November 2016 to Suffolk County Council.

Ref No: [DC/16/4900/FUL](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 26th November 2016
Address: **Ambleside, Chapel Road, Otley**Proposal: Proposed single storey rear extension and flat to roof conversion and associated works.
Date for submission of comments: 15th December 2016 (Currently with Planning Committee)

Ref No: [DC/16/4112/OUT](http://planningpublicaccess.waveney.gov.uk/online-applications/) received date: 28th October 2016
Address: **Blue Barn Farm, High House Road, Otley**Proposal: Demolition of outbuildings. Construction of one self build, timber chalet development of a small farm.
Date for submission of comments: 15th November 2016
The Parish Council submitted **objection** to this application.

 7c Boundary line of Hubbards development site.

1. Highways Matters

8a. UK Power Network have removed the redundant telegraph pole. Thanks given to Mr M Chisholm.

8b. Letter of thanks given to Mrs Alexander and family for cutting back hedge along Helmingham Road.

8c. Clerk has contacted Highways regards Footpath along Helmingham Road from Ipswich Road to White Hart Pub.

1. Rights of Way

9a. Broken Sleeper Bridge at junction of footpaths 52, 54, 55, 69: Clerk received phone call, they will be sorting it in the near future.

9b. Dangerous sleeper bridge behind Doctors surgery reported.

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

14a Letter of thanks from the Church for annual donation.

14b Winter Gritting Team in process of being organised again.

14c Letter received regards External Audit. What do PC plan to do next?

14d Next years Parish Council meeting dates are on website and are as follows:

Monday 16th January 2017

Monday 13th March 2017

Monday 15th May 2017 (main hall for AGM/APM)

Monday 10th July 2017

Monday 11th September 2017

Monday 9th October 2017

Monday 11th December 2017

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 16th January 2016 at 7.30pm, Otley Village Hall