**Otley Parish Council**

**Dear Councillor**

There is to be a Parish Meeting on Monday 15th March 2021 at the backroom of the village hall, Otley at which your presence is requested and required.

**Agenda**

1.Chairmans welcome and apologies for absence.

2. To receive member’s declaration of interest to items on the agenda.

3. Public Forum (for any matters on the agenda).

4. To sign the minutes of the Parish Council Meeting held on 27th January 2021 as true to record.

**Matters Arising**

5a.Standing Orders- review and approval of Standing Orders 2021.

5b. Councillor Code of Conduct- reminder to all Councillors and for new Councillors. Acceptance to be approved by all Councillors.

5c. Otley Quiet Lanes- progress and potential next steps.

5d. Neighbourhood Plan- additional updates.

5e. Update on Noticeboard refurbishment.

5f. Electric Car Points – item raised at previous meeting, to be discussed at this meeting.

5g Dog bin update-decide location.

**Finance**

6a. To authorise BACs/cheques for signature: lap top purchase- £506.94 (Purchased by Mr M Hunt on behalf of OPC)

C Ling& Son £60.00

6b. To receive and approve payments since the last meeting: Clerks Salary : £368.50 (Jan/Feb/March) Clerks Expenses: none.

6c. To receive the financial report from the RFO including bank balances of bank accounts:

Balances are as follows: Community Account: £1,837.63

Business Premium Account: £ 8,846.28

Balances to be confirmed at the meeting on 16th March 2020.  
6d. Councillors to consider additional donation to St Mary’s Church.

6e. Approval of Financial Regulations  
6f. VAT claim has been submitted for £588.44 and received into current account.

6g.Approval of Asset register.  
6h.Approval of Risk Assessments for Banking and use of BAC’s.  
6i.Approval of Public Liability Risk Assessment.  
6j. Review of expenditure of S137 of Local Government Money.  
6k. Clerk to arrange Finance Meeting Prior to Internal Audit once books are finalised for End of Year.

6l. Precept request was made for 2021-2022.

**Planning Matters**

7a. To receive planning decisions:

Ref: DC/20/3818/OUT  
Address: **Land to the North of Wood Farm Helmingham Road Otley Suffolk IP6 9NS**  
Proposal: **Outline Application (with some matters reserved) for the phased development of 12 self build and custom house building serviced plots, including 6 starter homes and 3 discount market sale affordable housing plots.**

Date for Submission of comments: 28th October 2020.

The Parish Council submitted objection to this application.  
**Contiues to be-Awaiting Decision**

Ref. No: DC/20/4803/FUL

Address: **Hall Farm Hall Lane Otley IP6 9PA**

Proposal: [**Erection of a three bay Cartlodge**](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QKCRYLQXG9L00&prevPage=inTray)

Date of submission of comments: 1st January 2021

The Parish Council submitted no objection to this application.

**Application permitted 28th January 2021**Ref: DC/20/4661/FUL  
Address: **Land off Millers Way, Church Road Otley.**

Proposal: **Construction of 5 dwellings**

Date of submission of comments: 29th December 2020

The Parish Council submitted objection to this application  
**Continues to be -Awaiting Decision**

Ref:DC/20/4524/FUL

Address: Land to the rear of Tithe Barn Hal Lane Otley IP6 9PA  
Proposal: **5 No. subterranean units for holiday accommodation, together with banks of photovoltaic panels and cartlodge building**Date for submission of comments: 18th December 2020

The Parish Council submitted a non pecuniary interest to this application and responded no objection.

**Continues to be-Awaiting Decision**

Ref. No: DC/21/0035/FUL

Address: The Old Smithy Chapel Road Otley Suffolk IP6 9NT

Proposal: [**Replacement roof to create 1st floor accommodation and Garage extension**](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QMIBL1QXH4P00&prevPage=inTray)  
Date for submission of comments: 28th January 2021

The Parish Council submitted no objection to this application.

**Application permitted 1st March 2021**

Ref. No: DC/20/5257/FUL

Address: Wood Farm Helmingham Road Otley Suffolk IP6 9NS

Proposal: [**Conversion of a redundant building to two semi-detached dwellings**](https://publicaccess.eastsuffolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QLUK1RQXGXG00&prevPage=inTray)

Date for submission of comments: 29th January 2021

The Parish Council submitted objection to this application.

**Application Refused 25th February 2021**

Ref: DC/21/0431/FUL

Address: Peartree Meadow (Land to South Pear Tree Farm) Ipswich Road Otley Suffolk IP6 9JP

Proposal: Erection of single storey (paragraph 79) dwelling house associated vehicle access, sewage treatment plant and landscaping.

Date for submission of comments: 26th February.

The Parish Council submitted objection to this application.

**Awaiting Decision**

7b. To consider the following applications:

Ref: DC/21/0715/FUL

Address: Goldsmiths Farm Ashbocking Road Otley Suffolk IP6 9JS

Proposal:Erection of two storey room in roof rear extension. Replacement of cart lodge with annex cart lodge. (Resubmission relating to extant approved application DC/20/3897/FUL to propose minor amendments to cartlodge structure)

Response required by 24th March 2021

**Highways Matters**

8a. none

**Rights of Way**

9a. Grass Cutting Schedule 2021. Confirmation required that OPC will continue to arrange the cutting this season.

**Reports**

10a. To receive the District Councillors Report.

11a. To receive Police Statistics from Suffolk Police website.

12a. Speedwatch Results.

13a. To receive the Community Council report.

**Other**

14 Matters to be bought to the attention of Councillors: none at time of writing agenda

15a. 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.

Date of next meeting: Monday 17th May 2021 (AGM & APM Meeting) at Otley Village hall (backroom) 7:30pm. However, if Covid19 government restrictions continue then the meeting will be held remotely via Microsoft Teams.