**Otley Parish Council**

**Dear Councillor**

There is to be the Annual General Meeting on Monday 27th July 2020. at which your presence is requested and required. Due to the current pandemic of COvid 19 under new legislation recently passed this meeting will take place remotely to ensure all persons remain safe. Otley Parish Council will be carrying out the meeting through the use of ‘Microsoft Teams’. Councillors are requested to accept the virtual invite in order to participate. All public members are requested to inform the Clerk (otleyparishcouncil@outlook.com) they would like to participate by Sunday 26th July with a relevant email address for an invite to be sent. Details will be deleted once the meeting is finished and not kept.

**Agenda**

1.Nomination to chair meeting.

2. Acceptence of Office (& Chair to sign Declaration of Acceptance of Office).

3. Appointment of Officers.

4.Chairman’s Welcome and Apologies for absence.

5. To receive members declarations of interest to items on the agenda.

6. To co-opt a member to council- None at time of writing agenda.

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

8. To sign the minutes of the Parish Council Meeting held on 27th March 2020 as true to record.

**Matters Arising**

9a.Neighbourhood Plan – Process of being written up.

9b.BT Phone box- Chapel Road outside Otley Village Stores.

**Finance**

10a. To authorise BACs/cheques for signature: Tayna Ltd £81.96 SALC annual membership £330.71 (Authorisation given via email back in May).

10b. To receive and approve payments since the last meeting: Clerks Salary : £325.50 (April/May/June) Clerks Expenses: £5.65 (A4 jotter for minute taking & A4 Printer paper).

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

Balances are as follows: Community Account: £412.74

Business Premium Account: £ 11,442.51

Balances to be confirmed at the meeting on 27th July 2020.  
10d. Neighbourhood Plan Grant money returned.  
10e.To receive the Internal Audit  
10f.Acceptance of End of Year Accounts and Annual Governance Statement.  
10g Dates of the period for the exercise of public rights.

**Planning Matters**

11a Ref No: DC/19/4657/FUL received December 2019.  
Address: **Blue Barn Farm, High House Road, Otley, Ipswich Suffolk**Proposal: To install gable windows being slots including opening to fire exit purposes. Wood burner flue, north elevation roof. Utility door, now shown on elevation (missed on Class Q application).  
Date for submission of comments: 20th December 2019.  
The Parish Council submitted **no objection** to this application.  
**Application Permitted 15/04/2020**

Ref: DC/20/0707/FUL received 27th February 2020.

Address: **Wood Farm, Helmingham Road, Otley Suffolk, IP6 9NS.**

Proposal: Change of use and conversion of barns to a dwelling.

Date for submission of comments: 17th March 2020.

The Parish Council submitted **no objection** to this application.  
Application permitted 30/04/2020

Ref: DC/20/1870/OUT

Address**: Land South of Church Farm House, Church Road Otley.**Proposal: Proposal for outline application for the erection of 7 residential dwellings and provision of an access road off church road Otley with all other matters reserved.  
The Parish Council submitted **objection** to this application.

**Awaiting decision**

Ref: DC/20/1250/FUL

Address: **Stanaway Farm Charity Lane Otley IP6 9NA**

Proposal: Use of building for class B2 (industrial)

The Parish Council submitted **no objection** to this application

**Awaiting decision**

Ref: DC/20/1726/OUT

Address: **Wood Farm, Helmingham Road, Otley IP6 9NA**

Proposal: A phased development of nine self build dwellings.

The Parish Council submitted **objection** in time for the closing date to respond: 11th June 2020. The consultation period was then extended to 2nd July due to missing information. The Parish Council then responded again with **objection**.

**Application refused 07/07/2020**

Ref: DC/20/2029/LBC  
Address: **Otley House Helmingham Road Otley IP6 9NR**Proposal :Listed Building consent- removal of two vertical timber studs and cross bracing in partition wall between kitchen and dining room to enable installation of dresser.  
Date for submission of comments: 1st July 2020.  
The Parish Council submitted **no objection** to this application.  
**Awaiting decision.**Ref: DC/20/1923/LBC

Address: **Otley House Helmingham Road Otley IP6 9NR**Proposal: Listed Building Consent- to dismantle top 2/3rds of existing chimney and rebuild in same brick like-for-like to eliminate crack which is causing water ingress. **Application Withdrawn 18/06/2020.**(Application was withdrawn before the closing date for responses, hence no response submitted from the Parish Council).  
  
Ref: DC/20/1606/FUL  
Address: The Chestnuts, Helmingham Road, Otley IP6 9NS  
Proposal: Demolition of existing garage and replacement with fully wheelchair user annex and provisions for live in carer. Erection of new 3 bay garage.

The Parish Council submitted **no objection** to this application on the condition the annex remains part of the main house. Not all councillors were in favour of this application.

**Application refused: 15/06/2020.**

Ref: DC/20/2018/FUL  
Address: **Homeland House, Ashbocking road, Swilland, Ipswich Suffolk IP6 9LJ**Proposal: Continued use of storage container and portacabin for dress hire and storage of musical equipment with associated office.  
The Parish Council submitted **no objection** to this application but did highlight concerns which had be raised and requested they be noted.

**Awaiting Decision.**

7b. To consider the following applications at time of writing the agenda:

Ref: DC/20/1967/FUL

Address: **8** **Vine Road, Otley, Suffolk. IP6 9NZ**

Proposal: Erection of detached two/three bedroom chalet bungalow. Reconstruct driveway for shared access with no.8 Vine Road.  
Date for submission of comments: 28th July.

Ref: DC/20/2599/TPO

Address**: 10 Chapel Road Otley IP6 9NT**Proposal: T2, Sycamore. Lowest southern laterals to be shortened to abate future damages to building.  
T3, Ash. Deadwood, Clean old failure wounds. Remove low northern limb to stem union at 2.5m.  
Tree reported as dying, and branches reported as having fallen off. Concern if tree totally fails it will be an H & S issue and cause considerable damage to one of our bungalows in Vine Close and a private one in Little Meadow.

Date for submission of comments 7th August 2020.  
  
Ref: DC/20/2455/FUL

Address**: Picton House Helmingham Road Otley, IP6 9NR**

Proposal: Proposed two storey addition and car port.  
Date for submission of comments: 10th August 2020.

**Highways Matters**

12a. None

**Rights of Way**

13a. First Footpath Cut has been done.  
13b. Footpath Maintenance/signage.

**Reports**

14a. To receive the District Councillors Report.

14b. To receive Police Statistics from Suffolk Police website.

14c. Speedwatch Results.

14d. To receive the Community Council report.

**Other** Matters to be bought to the attention of Councillors:

15a. none

16a. 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: Provisionally booked for Monday September 2020 at Otley Village hall (backroom) 7:30pm. However, given the current situation this meeting may also be carried out remotely. Otley Parish Council will monitor the situation, follow government guidelines and make a decision nearer the time.