

Dear Councillor

There is to be a Parish Council Meeting to be held at Otley Village Hall (Back Room) on Monday 15th September 2025 at 7.30pm to which your presence is requested and required.

Public Attendance – Members of the Public are welcome to attend.

AGENDA

- 1.) Chairman's Welcome, Apologise and Approval of Absences
- 2.) To receive Declarations of Interest and Consider requests for Dispensations.
- 3.) Public Forum (For any matters on the Agenda)
- 4.) To resolve that the minutes of the Annual Parish Council Meeting held on Monday 21st July 2025 are a true and correct record.
- 5.) To receive reports from Elaine Bryce County Councillor & District Councillor Dan Clery.

6.) MATTERS ARISING – To receive progress on the following -

- a.) Neighbourhood Plan / Referendum on 18th September 2025
- b.) Sport and Play Fund -
- c.) Deer Signs -
- d.) 30MPH Otley Bottoms -
- e.) Village Map -

7. OTHER MATTERS -

- a.) Replacement Parish Clerk -
- b.) Westerfield Quarry -
- c.) Discuss and Approve External Audit Comments

8.) Finance – To Authorise BACS payments, acknowledge any receipts received and payment made since last meeting.

- a) To agree Clerks Salary for July & August 2025 = 27 hours at agreed rate = £351
- b) To agree cost of Annual Insurance = Cost to be advised at meeting.
- c.) Agree cost of Footpaths and Grass Cutting = £ 1,645.60 + VAT
- d.) Agree cost of the purchase of new Poppy Crosses = £100 approx

Since the last meeting the following payments have been made

Clerks Salary for May & June 2025 = £344.50

Cost of internal Audit = £338.40 includes VAT

Other Payment made -

Cost of External Audit by PKL = £252.00 includes VAT

Bank Balances for Parish Council Accounts – TBA at this meeting.

9.) Planning Matters -

DC/24/4253/FUL

Address: Otley College Of Agriculture And Horticulture Charity Lane Otley Suffolk

Proposal: HGV training facility for Otley College for HGV's up to 18.75m. The Parish Council have Objected to this application. **Awaiting Decision. This application is going to the Planning Committee on the 23rd September at 2pm at East Suffolk House.**

DC/25/1478/ARM Approval of Reserved Matters of DC/23/2323/OUT

Address: Browngates Ashbocking Road Swilland Ipswich Suffolk IP6 9LJ

Proposal: Outline Application (with some Matters Reserved)- Construction of 3 Bungalows and Garages on land to the south and west of Browngates- Condition 2, 4, 5, 7 10, 11, 12, 13, 15. The Parish Council submitted a No Objection to this application. **Application Permitted 28th August 2025**

DC/25/2434/OUT

Address: Land North of Millers Way Otley Ipswich Suffolk Proposal: Outline Application (All Matters Reserved) – Construction of 7 dwellings including demolition of existing building. The Parish Council have Objected to this application. **Awaiting Decision.**

DC/25/2946/FUL

Address: Land North of White Hart Inn, Helmingham Road, Otley Ipswich

Proposal: Severance of part of existing pub curtilage and erection of pair of new two storey detached dwellings, and associated works. The Parish Council submitted an Objection to this application. **Awaiting Decision.**

DC/25/2693/FUL

Address: Wood Farm Barn Helmingham Road, Otley Ipswich

Proposal: Application is a retrospective planning to replace Wood Farm Barn with a new build after most of the original structure has been removed rather than incorporating it into the restored building. The Parish Council have Objected to this retrospective application. **Awaiting Decision.**

10.) HIGHWAYS MATTERS – See Matters Arising items 6 d

11.) RIGHTS OF WAY / FOOTPATHS -

Ref Report Number 00500483 **Description:** Otley Parish Council reported December 2024. No Stopping sign outside the Primary School has been bent over not sure how. Also the narrow footpath that it is sighted on prevents parents passing it who have pushchairs. Can the sign be moved up against the school hedge. Following contact from a parent in early June that their child had hit their head on said sign. Clerk contacted Highway immediately to report the problem again.

12.) SPEED WATCH & SID RESULTS –

13.) COMMUNITY COUNCIL REPORT –

14.) COUNCILLORS REPORTS & ITEMS FOR FUTURE AGENDAS

Date of next meeting Monday 17th November 2025 Otley Village Hall Back Room.