

OTLEY PARISH COUNCIL

DRAFT Minutes of Annual Parish Meeting held on Monday 15th May 2017

Present:

Clerk: Mrs R Green
Chairman: Mr A Ling
Councillors: Mr R Ling, Mrs I Lincoln, Mr D Hook, Mrs S Grant, Mr M Liddell, Mrs V Osborne, Mrs J Vaughan. Councillor Tony Fryatt and Councillor Robin Vickery.
Members of the Public: 1.

The meeting opened at 7.00pm.

Mr Anthony Ling welcomed those present.

17.001 Nomination for Chairperson – Mr A Ling was proposed by Mrs I Lincoln and seconded by Mrs S Grant. All in favour.

17.002 Apologies for absence – Mrs A Lord, Mrs J Hubbard-Whitehead – Otley primary school, Mr I Beaumont – OCPT.

17.003 Minutes of Annual Parish Meeting held on 16th May 2016 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. Approved by all councillors.

17.004 Matters arising - There were none.

17.005 Chairman's Report

Good evening to you all. I am Anthony Ling, Chairman of Otley Parish Council. I wish to welcome you to the Annual Meeting of the Parish Council. We have with us tonight Tony Fryatt our District Councillor and Robin Vickery who we congratulate on his re-election as County Councillor.

The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2016.

We have nine Parish Councillors and we meet regularly every 4-6 weeks with published dates and notes of the meetings displayed on our Parish Council Notice Boards along with our website.

I would like to thank all the councillors for their continued support especially Issy Lincoln the Vice Chairman who has supported me and taken some of the meetings this year in my absence.

I would also like to thank our Parish Clerk Rachel Green who has had to work very hard this year to keep up with the paperwork, accounts, planning applications and consultations for which we are all very grateful. The role has been demanding at times and she has kept us all briefed and up to date very efficiently.

Councillor Phil Whiffing's resigned from the PC this year as he has moved to Devon to be nearer his family and we thank him for his efforts during his brief time with us. We then welcomed Vanessa Osborne back to the PC who after several years with us as the Clerk decided to sit on the other side of the table. She brings a wealth of knowledge and experience to her role as councillor.

We have 3 sub-committees namely :-

- Planning
- Rights of way
- Finance

Well what has been keeping us busy over the last year ?

In October last year Frank Stockley from SCC approached Otley Primary School regarding using part of the S106 agreement from the Hubbards development for a new school hall. The Parish Council asked whether it would be possible to use the pre-school part of the S106 money for a new building for the Unders Fives as a joint project with the school. This has been a complex process but it does seem as though a new building could be built ready for the Autumn 2018. If this does happen then it will be a great use of the money the Parish Council negotiated so hard for .

Speeding in the village is a constant topic and the community speed watch camera organised by Tony Barrett continues to be used regularly and we would like to thank him and his team for all their efforts. He reports that the main problem area continues to be along the Helmingham Road.

The PC's own speed indicator sign has now been in operation for a while around the village but we have experienced some problems with the batteries which is why it has not been working all the time. New up-rated batteries have been bought which we hope will solve the issue and in the future we may buy a solar charger to prolong their life. I would like to thank David Hook who has been responsible for the moving and upkeep of the sign.

We have been approached by the Church who would like an additional piece of land for burials as the existing graveyard is getting full. The land they have identified is now owned by Lawrence Homes. We have approached them and they have said they are not opposed to the idea so we will be taking this forward in the near future.

We have been looking into buying a defibrillator to put on the outside wall of the village hall. We have decided on the most suitable machine after a visit by the British Heart Foundation and thanks to the generosity of our County Councillor Robin Vickery we hope to buy one very soon.

Over the last year Isobel Lincoln and Jane Vaughan have been maintaining the area around the war memorial as well as some additional planting and we now have quite a display through the year so our thanks to them.

Last year various village organisations applied for grants from us and I am pleased to say all the money has now been paid out for some much needed projects. These include new lighting for the scout hut, safety railings around the bowls green, sound equipment for the drama group and play equipment for the Under Fives.

The planning sub-committee dealt with 17 planning applications during the year. These were generally extensions and minor alterations. Several of these applications were from Lawrence Homes giving more detail to the planned 35 houses. They have finished demolition of the Hubbards site and hope to start building in July. We have been considering their latest planning application for the soft landscaping which has included the removal of virtually all the trees around the site. We have lodged our objection to this proposal but we do hope to see this project get underway as soon as possible.

Finally there was 'barriergate' where unbeknown to the PC Suffolk Norse decided to erect what can only be described as the most unsightly fence money can buy. We arranged a couple of site meetings with them to try and resolve the issue and they had agreed to cover the barriers with a close board fence. Then all of a sudden the barriers were removed and it seems as though Suffolk Norse are now going to leave the site.

The PC has a web site where you can keep up to date with what has been happening in the village. The web address is <http://www.otley.onesuffolk.net>. You will find the minutes for our meetings posted there along with meeting dates and other information.

HIGHWAYS

We continue to monitor the state of the roads and report pot holes or edge subsidence when they occur.

We have recently been concerned with the speeding along the B1078 past Otley College through to Asbocking and in particular the crossroads by the water tower. We have asked for a 40mph speed limit along this section of road which has been partially done but unfortunately stops short of the crossroads making it even more dangerous. We will be campaigning highways to try and get the speed limit extended past the junction.

RIGHTS OF WAY

The PC continues to arrange for the cutting of the footpaths and this work is funded by the SCDC P3 scheme. We monitor the state of footpaths and footbridges, reporting any broken sleepers or signs as necessary. We are lucky to have such a well maintained and structured footpath network.

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Well that's enough from me, thank you for listening. If you have any questions please don't feel afraid to ask either now or after the meeting or in fact at any time as we are here to help if we can.

Member of the Public stated he was staggered by the amount of trees removed from the church side of the hubbards development. Are they going to remove trees from along the side of the track?

Mr A Ling responded by informing him that the Parish Council had objected to any more removal of any other trees in a recent application that had come through. Mr A Ling a letter had been written with reasons why no more trees should be removed.

Member of the Public raised a second question: In the original plans there were 3 proposals, are the work units still going ahead?

Mr A Ling responded: Yes they will be behind the houses along church road. He advised that plans were available online to view in further detail.

17.006 Presentation of draft Parish Council Accounts – Balance at start of year 1st April 2016: **£8,923.71**

Receipts

The precept remained at £4,500. We received an additional £38.68 in Council Tax Grant.

Suffolk County Council continues to reimburse the cost of cutting the village rural paths and we received £1,229.26 in respect of the P3 scheme. VAT was submitted to HMRC for £272.52 with an additional £21.77 to be reclaimed next year as the Grit Bin was purchased in March and end February was as far as reclaiming allowed. At the time of finalising end of year accounts the VAT had not been credited to the account. (Credited 04/04/17). No County Councillor grants received this year.

With a minimal amount of interest received - £ 3.40 the total receipts for this year amounted to **£5,771.34**

Payments

Total payments for the year amounted to **£7,557.29** giving an excess of payments over receipts of £1,785.95. Reserves were relatively high last year so there was the ability to spend more than what was received.

Website hosting is a new payment under general administration costs. (However, transparency funding application was successful and has covered the cost for this year plus Clerks time spent uploading information onto website. Bank account credited £158.60 on 05/05/17. This funding will not be available for much longer). Clerks Salary was slightly lower this year, difference of £257.00. Mainly due to less complicated planning applications and Clerk using 'keeping in touch' days.

There were no large items of expenditure this year but planned additional payments are in the pipeline for a defibrillator and additional equipment for the Tempodis VAS camera. Payments under the S137 were increased this year due to donations being made to a range of organisations within the village, all of whom were very grateful.

This leaves us with a balance at end of the year **£7,137.76**. These reserves are an accepted level of between 3-12 months of gross expenditure. (It is important that Councillors are aware that if the levels of reserves are not less than twice the annual precept, and if no adequate explanation can be provided it is possible we may be forced into a planned decrease in annual precept).

Precept 2017/18 request has been made for £ 4,526.49 . This is to ensure there is a 0% increase to households. There will be no Council Tax Support funding for 2017/18. (First precept for 2017/18 has been received). Annual Return will be sent off shortly and available to see on the website in compliance with the transparency code.

17.007 District Councillor's Report

Local Plan Review –Mr T Fyatt said this was now finished.

We will be holding a series of workshops specifically for town and parish council representatives. The purpose of the workshops is to introduce them to the local plan review process and what will be happening over the next couple of years, but more specifically, to get their thoughts and ideas on what they think makes a sustainable community and how planning policies might be used to help with this. We will then use the

feed back from these workshops to help inform the content of the issues and options consultation document which will be subject to formal consultation in the summer.

We are hoping that as many towns and parishes will send representatives as possible

We will be offering 1:1 meetings with towns and parishes during the actual Issues and Options consultation period.

Workshops Mr T Fryatt referred to Kesgrave or Melton being most suitable for Otley Councillors.

	Date	Time	Venue
W1	19 th May 2017	10am – Midday	Deben Conference Room, East Suffolk House Riduna Park, Melton IP12 1RT
W2	22 nd May 2017	3pm – 5pm	Kirton Recreation Ground, Grand Pavilion, Back Road, Kirton IP10 0QQ
W3	25 th May 2017	3pm – 5pm	Market Hall, 29 High Street Saxmundham IP17 1AF
W4	30 th May 2017	10am – Midday	Dennington Village Hall, Dennington Road Dennington IP13 8BD
W5	2 nd June 2017	10am – Midday	Kesgrave Community Centre (Orwell Room), Twelve Acre Approach, Kesgrave IP5 1JF

Deben Leisure Centre Redevelopment

The Leisure Centre is now scheduled to close for the redevelopment in September this year and should be completed by the Summer of 2018. Work is expected to take 10 months and should provide leisure facilities to meet modern expectations. Mr T Fryatt said new facilities would include ‘village changing’ which is unisex changing rooms.

Devolution Plans –this came to nothing.

Much effort in 2016 was put into developing plans for devolution of powers for Suffolk and Norfolk councils, with an elected Mayor. Suffolk councils voted in favour but not all of the Norfolk councils. Consequently, the proposals were dropped.

Suffolk Coastal And Waveney Districts to Amalgamate.

After close cooperation for many years, it has been agreed that Suffolk Coastal and Waveney Districts will formally combine to form a new District to be called East Suffolk District Council. It is intended that this should be in time for the District council elections in 2019. By creating a new, larger and more influential council, we will be able to keep costs down, enabling us to maintain and improve the services that local people depend on.

SCDC Office Move

We have moved from our old buildings at Melton Hill and are now well established in East Suffolk House, Riduna Park, Melton. The official opening of the new building will take place on 15 June 2017.

New ‘one stop shop’ officially opened at Woodbridge Library

The new shared customer services facility in Woodbridge Library was officially opened today in May and allows us to provide better customer services to local people by dealing with more things at the first point of contact. By creating this ‘one stop shop’ for Suffolk Coastal services at Woodbridge Library our Customer Services Team can deal with a wide range of enquiries, including council tax, housing benefits, tourism and much more. People can also be able to make appointments to see staff from other Council services, such as Planning.

The Tour of Britain comes to Suffolk Coastal

The country’s top road cycling event is returning to the County with a large part of one stage taking place in Suffolk Coastal. Stage Six of the OVO Energy Tour of Britain will take place entirely within Suffolk on Friday 8 September. The stage starts in Newmarket and heads eastwards across the County finishing in the centre of Aldeburgh. It will snake around the roads of Suffolk Coastal visiting towns such as Framlingham, Woodbridge Saxmundham and Leiston, as well as many of the villages in between. It is planned that this should include Grundisburgh.

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Suffolk Armed Forces Weekend

This is being hosted by SCDC and is being held at Felixstowe on 24th and 25th June. It is our attempt to say "Thank You" to our armed forces. The weekend will include live music from choirs and military bands, an evening of pop and rock, military displays, children's activities, firework display etc.

Volunteers are needed to help with the various roles including welcoming our VIPs, visitors and families from the Armed Forces. For further information on becoming a volunteer contact Felixstowe Forward on

01394 444577 or
felixstowe.forward@eastssuffolk.gov.uk.

Walking Festival

This year's Suffolk Walking Festival is about to begin. SCDC are organising some of the best walks in the festival (in our opinion) starting at Sutton Hoo on 13th May. The festival runs (or should that be walks?) between 13th May and 4th June. Details of all the walks can be found at:

www.suffolkwalkingfestival.co.uk.

Mr A Ling thanked Mr T Fryatt.

17.008– County Councillor Report

Mr R Vickery thanked everyone for re-electing him as County Councillor for Carlford Division. There was 42% turnout when voting and Mr Vickery gained 1,646 votes for Conservative.

Mr Vickery has attended many Parish Council Meetings since being elected last July and will continue to do his best to attend future meetings.

Mr Vickery has used his Locality and Highways budgets in several different ways, which include helping SAVID (Safer Village Driving), by allocating funding for a SID machine, (Speed Indicator Device), several Defibrillators, Play Equipment, Repairs to a bridge in Grundisburgh, 20mph sign in Tuddenham, and a mower and other gardening equipment for a community orchard project in Bredfield. Mr Vickery said he would not be able to help with Otley's defibrillator until after 8th June. Clerk to email information regards who to make cheque payable to and Application for funding can be arranged.

Most of the problems that Mr Vickery has dealt with have been related to Highways, speeding being the highest. He has attended several meetings to try and resolve matters.

Broadband has also been an issue for those villages not yet connected. BT were aiming to have 94% of homes connected with faster broadband by 2019 this is now 96%. The last 4% are the hardest to get to.

Mr Vickery has also attended meetings to do with the East Anglian Offshore Wind Farm Project and the sink pits at Bealings. Currently archaeological digs are taking place. A base is also being established at Witnesham near the golf course and Bramford will build a new substation.

Last October Mr Vickery was appointed the SCC Armed Forces Community Covenant Champion and has attended several meetings of the Army Reserve and Cadet Organisations meetings, for Suffolk and the Eastern Counties. Mr Vickery highly recommended the Felixstowe event that is being put on as a thank you to the Armed forces.

Questions that followed:

Mr T Fryatt asked if East Anglia 1 would be completed first then 2,3,4?

Mr Vickery stated they are trying to complete the whole job in one.

Mr T Fryatt explained that SCDC were trying to help the 2% of people who can't get broadband by setting up 'self-digs' so cables and trunking can then be put in.

Mr Vickery was pleased that SCDC are doing something.

Mr A Ling thanked Mr R Vickery.

17.009 Community Police Report Mr A Ling and Clerk informed Councillors of most recent Police statistics.

The Woodbridge Safer Neighbourhood Team report for April 2017 states what they did:

- Carried out speed monitoring in a variety of locations using both speed camera and speed indicating device. Worked with and supported Community Speed Watch schemes in operation on the district. In March, 118 letters were sent to those caught speeding by volunteers in your community with a speedwatch scheme.
- Carried out, as often as possible, patrols of hotspots for parking offences giving advice or issuing fixed penalty notices. The Special Constabulary have also contributed and patrolled areas, issuing tickets as necessary.

- Continued to work with partners to address concerns of ASB use of vehicles around Martlesham and Woodbridge using patrols and ASB legislation. To date we have sent out over 30 warning letters and extra patrols being planned.

The Woodbridge SNT covers 47 parishes. Current priorities from the meeting held on 16th March 2017 included:

Working with partners to address complaints of antisocial use of vehicles in Martlesham and Woodbridge in particular.

To work with Social care services in assisting young females at risk of harm.

Investigating the extent of an alleged graffiti issue in Woodbridge.

152 crimes were reported in March 2017 within Woodbridge SNT. Specifically related to Otley, 2 crimes were reported in March crime being on or near Newlands. Crime was recorded as 'Violence and sexual offences- includes offences against the person such as common assaults, grievous bodily harm and sexual offences'. Both are under investigation.

Clerk pointed out to Councillors that when searching for Police statistics she came across 'Nominate a Community Pay Back Project.' This is when unpaid work is carried out by offenders in the local area. This may be worth considering in the future should the need arise.

17.010 Otley School – In the absence of Mrs J Hubbard-Whitehead, Mr A Ling read a report:

I am pleased to write a report on the activities of our school over the last year.

As of today we have 69 pupils on our register just one short of our maximum number. We continue to accommodate 3 mixed aged classes with our multi-purpose area acting as an additional teaching space as our classrooms are accommodating more pupils than originally built for.

We have seen a new part time teacher this year, Mrs Roberts, who works across the school covering teacher planning and preparation time. Our wonderful team of support staff continue to offer amazing classroom support working with groups of children under the direction of the class teachers.

Education is never very far away from the Headlines; we have felt the impact of cuts in real terms to our budget with increases in the cost of insurances, fuel, staff salaries, support service costs to name but a few. But having financially astute Governors and an excellent Federation Bursar we are still able to provide a high quality of education for our children despite Suffolk remaining as one of the lowest funded councils in the country.

Governors have for some time now been exploring the best options for the future of our school both to improve the educational opportunities and experience for pupils, but also to ensure future sustainability. This has included the option of joining a local Multi Academy Trust. A MAT is a group of schools working together outside of the control of the Local Authority, who collaborate with each other for the benefit of the whole. Of course Otley and Witnesham Primaries have already been working this way for many years and a MAT is a natural extension of our already very successful Federation.

Our 10 Y6 pupils will be moving to their new schools in July – they will be feeding into a number of High Schools this year which are Farlingaye, Debenham, Claydon and Thomas Mills. All pupils will take advantage of the induction visits that the High Schools organise.

Our Ys 5/6 pupils are looking forward to their residential visit to Derbyshire in July; they will be going with Class 4 at Witnesham and will have a whole day of team building experiences before they go to ensure full integration. All other children will be having trips out during the summer term so all we need now is the good weather!

Jan Hubbard-Whitehead

Headteacher.

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No questions raised from the Headteachers Report.

17.011 Community Council Report – No report was received from the Community Council. Mr A Ling informed Councillors the back room had new flooring recently laid. Painting has also been carried out and the work on the toilet area is going ahead.

17.012 Otley Church Preservation Trust Report – In the absence of Mr I Beaumont, Clerk read a report.
Report to Annual Parish Meeting
Otley Church Preservation Trust, April 2017

The Trust has been in existence for 22 years and has raised valuable funds for the restoration and maintenance of the Church fabric. Without it much of the work that has been completed could not have been undertaken. There are six Trustees, three of whom are nominated by the Parochial Church Council and two who represent the interests of the Parish Council. We are grateful for the ongoing stewardship that is provided by the members under the chairmanship of Ian Beaumont.

Mary Hunt retired in October after 16 years as a Trustee. The Trust is most grateful to Mary for all her hard work over the years, many of them as treasurer. Martin Liddell has accepted the position of Trustee and will be appointed with effect from 24 April 2017.

In the year April 2016 to March 2017 money received from the Church donation box, sale of guide books, Church boxes distributed to households and investment income amounted to £683.55, compared to the previous year of £534.23. The Trustees continue their efforts in arranging the distribution and collection of boxes.

This year saw the Trust produce a calendar of Otley scenes to assist fund raising. The initiative was very successful, raising £750, which supplemented the more traditional provision of Christmas cards sold in support of the Trust.

Income from standing orders amounted to £1560, improving on the previous year. Total income received amounted to £3011.56, a small reduction on the prior year [£3273.83]. Funds held presently amount to £10308.56 as at 18th April 2017.

During the year £854 was paid in respect of locks and keys to the vestry door and for the provision of galvanised guards for louvres in the tower.

Whilst the demands on the Trust's funds have been limited over the past year, the Trustees are aware that the maintenance demands are on-going and will therefore continue their work to raise funds for the preservation of the Church.

Ian Beaumont
Chair, OCPT
24 April 17

No questions were raised from the OCPT report.

17.013 Any Other Business – none.

17.014 Questions – no further questions raised.

With no further matters to discuss the meeting closed at 7.50pm

Signed Dated