

## **OTLEY PARISH COUNCIL**

Minutes of Annual Parish meeting held on Wednesday 14<sup>th</sup> May 2012 at 7.00pm.

**Present:** Chairman Mr Smith, Clerk Mrs Osborne, Councillor's Messrs Cant, Childs, Mr R Ling, Mr A Ling, Mrs Lincoln, Mrs Vaughan, Mr Hook and Mrs Grant. Mr R Treloar of Otley Church Preservation Trust, Federation Head Teacher Mrs J Hubbard and 6 members of the public.

**12.5.1 Apologies:** District & County Councillor Peter Bellfield, Community Council – Chris Taylor, WSNT PC Howgego

**12.5.2 Minutes of Annual Parish Meeting held on 11<sup>th</sup> May 2011** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record.

**12.5.3 Matters arising –**

a) Housing Needs Survey – this was included within the Chair's report.

**12.5.4 Chairman's report** – Mr Smith welcomed everyone to the Annual Meeting of the Parish Council. In his absence Mr Smith thanked Cllr Peter Bellfield who continues to be a great supporter of Otley Parish Council and also thanked Vanessa Osborne who has worked hard over the last year and all Councillors for their support and expertise.

There are 9 elected members of the Parish Council who meet regularly every 4-6 weeks and three sub committees – Planning, Rights of Way and Finance. The Planning sub-committee received 13 applications.

Mr Smith highlighted the Housing Needs Survey which had been conducted in May 2010 as a result of the Parish Plan. With limited funds available Flagship Housing would not consider the site in Chapel Road. Suffolk Acre are still keen to pursue additional low cost housing in Otley and clarified that Otley PC would only have control over tenancy if they were built on a piece of land outside of, but adjacent to the village envelope; and therefore classed as an 'exception site'. One such site that has been identified is the piece of land behind Newlands that is owned by SCDC but rented by Otley PC.

Mr Smith directed a question to the members and public to enquire if this is somewhere that Otley residents would want to be developed for up to three affordable houses, if it is suitable? There were no objections and the PC will continue to pursue, though in the current economic climate no housing association may be in a position to collaborate. It was also mentioned that if the brownfield site of Hubbards was ever built on then it would also include a proportion of affordable housing.

Since the last meeting the PC and OtleyGreen carried out a survey of the village by means of a questionnaire. The results of this survey showed support for a wind turbine but the majority of the PC voted against any wind turbine being erected in the village.

Mr Smith also informed the meeting that the Parish Council have, over the last year, given a £1,000 donation towards the restoration of the church clock and have ordered a new village sign to be installed at the beginning of June in time for the Queen's Diamond Jubilee village celebrations, of which the PC have purchased a commemorative coin to be given to all children up to the age of 16 living in the village.

The Rights of Way committee continues to be driven by Cllr Russell Ling and Mr Smith thanked him for his efforts over the last year.

Lastly, although SORR (save our rural roads) lost its Chairman and Secretary last year the group has not lost one of its main champions; as the former secretary is now a District Councillor and he, together with Cllr Bellfield will continue representing our concerns over HGV's.

*(A copy of the Chairman's full report is attached to the minute book Appendix 1)*

**12.5.5 Presentation of draft Parish Council Accounts** – Mrs Osborne reported that balances at the start of the year amounted to £7,832.69 and at the end £6,504.68. Although provision was made for capital projects, none were undertaken during the year. The precept remains unchanged at £4,000, equivalent to £13.89 per household (less than LY as SCDC confirmed 288 houses compared to 265). SCC continues to reimburse for path cutting, VAT has been reclaimed and we have obtained savings in insurance, audit fees and the clerks salary. However, the election costs were slightly higher than expected (£771 against a £650 budget) owing to an increase in postal voting and printing costs. The training budget was exceeded by £66 as our new Clerk attended 3 courses during the year to help her settle into the new role. The Parish Council has added a lap top computer and filing cabinet to its list of assets.

Local Community Grants were substantially larger than budgeted for, largely due to the PC donation of £1,000 towards the restoration of the church clock.

The PC budgeted for a year end reserve of £2,665 but in the end balances were up by £3,861 as money budgeted for capital projects was not spent.

*(A copy of the Finance Officer's full report is attached to the Minute Book Appendix 2)*

**12.5.6 Otley School Report** – Mrs Jan Hubbard first read a quotation from a letter received from Ofsted confirming that as the interim assessment indicated performance had been sustained the school's next inspection would be deferred to no earlier than the summer of 2013. Although staff and governors had mixed feelings about the delay it did confirm that our village school is a good school.

The school has 55 pupils on roll and maintains 3 mixed age classes. The reception intake for this academic year was 11 and they are expecting the same number for 2012-13.

Mrs Hubbard reported that Mrs Cook, a job share teacher, had left at Christmas but all other staff remain the same. The school has recruited a French speaking teacher and Mrs Feavearyear, the school cook, now job shares with Mrs Sutcliffe.

Mrs Hubbard thanked Mrs Jayne Vaughan, Chris Gilbert and Izzy Lincoln for their time with the Gardening Club to help develop the outdoor area.

The school offers a range of after-school clubs and the oldest children will be taking part in bikeability training very soon. All Key stage 2 pupils are preparing for a summer production of 'Pirates of the Curry Bean' which will be held in July. One of the school's highlights last year was the Celebration of School's music at Snape Maltings, where over 30 children performed on the stage.

Mrs Hubbard reported that the PTA had been very supportive once again throughout the year with fundraising for 'extras' not covered by the budget, such as new markings in the playground. The Governors and Head have prioritised building

maintenance in the School Development Plan with the intention of reducing any major repair bills in the future. Lastly, Mrs Hubbard reported the school will be losing 8 year six pupils this July.

*(A copy of the Headteacher's full report is attached to the minute book Appendix 3)*

**12.5.7 Claydon High School report** – the report was received and available to view at the meeting.

**12.5.8 District & County Councillor's report** – Cllr Bellfield had sent his apologies. He would be attending the AGM meeting to be held afterwards and would submit his report at that meeting.

*(A copy of Mr Bellfield's full report given at the AGM is attached to the Minute Book Appendix 4)*

**12.5.9 Community Police Report** – PC Debbie Howgego, having sent her apologies, submitted a report and the Chair, Mr Smith, read to the meeting. There were 34 recorded crimes during the last year. ASB and crime figures have fallen in line with county figures, Woodridge is 28% down on the same period last year. Comparatively, Hollesley had 64 reported crimes over the last year, Melton 133, Rendlesham 95, Wickham Market 102, Woodbridge 494, Clopton 27 and Burgh 3.

There have been 6 recorded crimes since our last meeting, 3 of which took place at Otley College. This is in comparison to Clopton 3, Debach 2, Hollesley 13, Melton 20, Rendlesham 13, Wickham Market 14 and Woodbridge 70. There was one recorded report of ASB in Otley, involving egg throwing.

The 3 SNT current priorities are to increase cycle safety awareness in the Melton area, to increase speed enforcement along The Street, Eyke and to reduce ASB in Woodbridge Town Centre after licensed premises have closed on Friday and Saturday nights. The next community panel meeting is Wednesday 22<sup>nd</sup> August at 7pm Hollesley Village Hall.

The mobile police station will next be in Otley on Wednesday 30<sup>th</sup> May and Wednesday 27<sup>th</sup> June between 1330hrs to 1500hrs, at the village hall car park

*(A copy of the WSNT's full Police Report is attached to the minute book Appendix 5)*

**12.5.10 Otley Community Council report** – Mrs Osborne read from the report. The Community Council has met six times during the last year with an average attendance of 8. No significant maintenance issues or unavailability to report on the building. Ongoing routine maintenance and repairs have been carried out by various volunteers and contractors. Christine Gilbert was thanked for her efforts in keeping the hall clean and tidy. The roof will need to be replaced in 5 to 10 years time and indicative quotes show £35,000 needed for this project.

Individual members and volunteers from the village successfully organised the fete in July, fireworks in November and the Christmas dinner dance in December. The hard work of all the organisers contributed greatly to the income of the hall, up by 18.6% on last year.

Hire income was slightly down compared to previous year at £7,365 with running costs slightly higher at £6,843 resulting in a surplus of £522 compared with £1332 last year. Overall income was £14,672 against overall payments of £12,414 which gave a year end surplus of £2,258 compared with a deficit last year of -£5,572.

The Community Council received an additional £16,048 in grants largely towards the play area. This is now complete and proves to be a well used and creditable enhancement to the village hall. The total assets are some £29,856 of which £10,000 is ring fenced towards roof repairs and £5,000 for the kitchen. Despite the current economic gloom the councils' reserves remain healthy and sufficient to sustain the hall in its current state for some time to come.

A wire fence has been installed by volunteers along the inside of the roadside hedge, a concrete hardstand has been provided to accommodate the bottle bank wheelie bins (of which the Community Council received an income of £277 from these facilities) and the kitchen project is intended for completion in 2012. A wooden bench installed as part of the millennium celebrations is currently undergoing restoration and will be reinstated this spring.

Lastly, it was reported that hire rates remained unchanged throughout the year but a review was proposed in March 2012.

*(A copy of the Community Council's full report is attached to the Minute Book Appendix 6)*

**12.5.11 Otley Church Preservation Trust report** – Mr Treloar read the report. The trust has been in existence for 17 years and has raised valuable funds for the restoration and maintenance of the church fabric. The OCPT is grateful for the ongoing stewardship that is provided by the members under the capable chairmanship of Ian Beaumont.

Money received from the Church donation box, sale of guide books, church boxes distributed to households and investment income amounted to £921.46, a considerable increase on the previous year. In addition £260 was raised from the sale of Christmas cards, a new innovation which proved very successful. Income from standing orders amounted to £1,780 therefore in total the Trust received income of £4,041. Total funds presently amount to £4,717.13.

During the year £4,270 has been contributed towards the refurbishment of the two clock faces. The total cost for this work was £6,080. The balance being funded by the Parish Council and generous gifts from parishioners. The demands are ongoing and following damage to the west nave window the church are considering the installation of guards on the east and west window.

Changes proposed in the 2012 budget put in question the future of the VAT grant scheme, the benefits of which have already been limited, and this can only lead to further pressure on limited resources.

*(A copy of the full report is attached to the Minute Book Appendix 7)*

**8.Suspension of standing orders:** the meeting was open to allow members of the public to raise any questions.

#### **Any other business –**

On the subject of the hedge and fencing on Chapel Road alongside Hague's land members of the public can remember that it was set aside for the village and it was asked if the fencing should now be removed. Unfortunately, nothing was minuted to this effect. However the PC have been asked to contact the Hague's regarding the removal of the fencing now the hedge has grown.

It was noted that the land behind Newlands, which the PC rent from SCDC, is becoming littered with dog fouling. Clerk to investigate a dog bin and notice.

Footpath along Chapel Road, between Swiss Farm – Peel House is in need of repair as tree roots have made it inaccessible to wheelchair users and dangerous for pedestrians. Clerk to report.

The public session closed at 7.50pm.

The Chairman thanked everyone for coming and with no further matters to discuss, the meeting ended at 7.54pm

Signed \_\_\_\_\_ Date \_\_\_\_\_