

OTLEY PARISH COUNCIL

Minutes of Annual Parish Meeting held on Monday 15th May 2023, at Otley Village Hall.

Present:

Clerk: Mrs M Hunt

Chairman: Mr Anthony Ling

Councillors Present: Mr M Liddell (ML) Mr M Hunt, (MH) Mrs E Flint (EF). Mr M Bowers, (MB) Mrs Claire Gasson (CG) Mr G Grant (GG). Mrs Jayne Vaughan (JV) retiring Parish Councillor.

District Councillor: Mr Dan Clery

County Councillor: Elaine Bryce (EB) Arrived later to give her report at the AGM.

Members of the public – Two member of the public were in attendance.

Meeting opened at 7pm

1. **Nomination of Chairperson** – AL as current chair was proposed by ML and seconded by MH to chair this meeting. All in favour.

2. **Apologies for Absence** – Apologies have been received from Mr Colin Hedgley who has been re-elected as a District Councillor, Mrs Sandra Grant as a retiring Parish Councillor, & Mrs Abigail Lord. These apologies were formally accepted by those present.

(MB) Arrive at 7.07pm

3. **Minutes of Annual Parish Meeting held on 16^h May 2022** – **It was resolved** that these minutes, which have been previously circulated prior to this meeting were signed as a correct record and approved by all Councillors present.

4. **Matters arising** – None

5 **Chairperson's Report** – Given by Chairman AL

6. **Presentation of draft Parish Council accounts** – Clerk / RFO gave their report as follows -
Presentation of draft Parish Council Accounts 15th May 2023.

Balance at start of the year 1st April 2022 was £8,879.14.

Receipts

The precept of £5,343.75 was received. This was an increase of £444.13 from 2021/22 giving a 4% increase charge to households.

Suffolk County Council continue to reimburse the cost of cutting the village rural paths and we received £1,501.40 in respect of P3 Scheme. £917.89 was claim in VAT and received into our accounts in May.

In October we have again received a Neighbourhood CIL Payment of £1,686.56.

We received Interest of £16.69 for the year an increase due to rising interest rate.

The total receipts for this year amounted to £9466.29 an increase from last year of £1,186.48, the CIL payment will have contributed to some of this increase in payments, as well as some of the VAT payment and the increase in interest rate.

Payments

Total payments for the year amounted to £12,082.96 of this £9,231.70 was spent on Goods and Services and included at a cost of £4888.80 for the purchase of a new SID sign which was necessary due to the present

one being unreliable as well as having more up to date equipment, and enabling the Parish Council to have more detailed information about the speeds that car's travel through the village. The Parish Council also purchased two benches to commemorate last years Queens Jubilee at a cost of £1,240.51, these have been donated to the Community Orchard Project. Due to the increase cost in Annual Insurance it was necessary to find an alternative provider, in doing so we limited the increase to only £57. This year the Parish Council's Internal Audit was carried out by SALC at a cost of £193.20 an increase of what has previously been paid, but a useful exercise as they provide advise and guidance relating to financial regulations etc. General Administration costs include office sundries, hall & Newlands Rent and Clerk Salary total £1,572.98. Under Sundries we paid £625 towards a share of the Gibraltar Crossroads Scheme a safety improvement which connects the B1078 and High Road between Ashbocking and Suffolk Rural College and will be an extension of the 40mph speed limits nearby as well as signs and warning lines. Payments under the follow grants s133, s137 and s142 amounted to £439 this include a donation to Disability Advice Service who have provided support to residents of the village, the Royal British Legion for Poppy Crosses, and Annual Grants to the PCC, Baptist Church and the Community Council.

This leave a balance of £6,262.47 a reserve of £918.72 over this years Precept received. The Neighbourhood Plan may require some additional funding towards being completed.

The cost to enable the Parish Council to run without funding any additional items this year has been £3,134.97 this figure includes the following

SALC membership
Newland Licence
Internal Audit
Hall Hire
Stationary
Annual Insurance
Upkeep of War Memorial
Poppy Wreath & Crosses
Community Heartbeat /Defib
Annual Data Protection Cover
Annual Website hosting
Clerk Salary
Donations

The internal Audit is booked to take place the week beginning 19th June 2023. The Documentation regarding the Annual Governance and Accountability Return (AGAR) has been prepared. The Auditor from SALC will sign "Annual Internal Audit Report 2022/23 Section. Approval of the Accounts will be signed off by the Parish Council at the AGM following this meeting. If anyone wishes to see the accounts then the dates of the period of exercise of public rights (30 working days) will be Monday 3rd July – Friday 18th August 2023. Everything will be available on line to view by this start date if no sooner. In compliance with the transparency code and publication of AGAR information is required to be available online by Friday 30th June 2023. Alternatively feel free to contact the clerk for a paper copy.
Mary Hunt Clerk /RFO.
May 2023.

7. District Councillor's and County Councillor's Report – Dan Clary introduced himself as a new District Councillor for the green party, the largest party with 16 members but not with a majority. There are discussions going on, with parties to form a group which will have a majority, that is not complete. A council meeting is due to take place sometime next week. Dan is here to represent everyone, he has lived in the area for 18 year in Woodbridge and lately in Haskton, and works as a Science Journalist for a Magazine in USA. The Green priorities, are to encourage Housing Development within planning law, but that is appropriate and needed by communities but not foisted on by Developers. Other Priorities will be Sizewell C and sub station, Off Shore Wind, River Pollutions, but we will working together with our partners when we form the group. But its still early days. Hope to report more next time.

8. Otley Primary School Report –

Otley Primary School Report
(For the use of the Parish Council)
Number on role: 51

Staffing:

Executive Headteacher: Mrs H. Rigby

Executive Deputy Headteacher: Mrs K. Engels

SENDCO: Miss J. Debenham

Class structures:

Class 1: Mrs L. Peck (Reception and Year 1)

Year 2: Mrs R. Cosgrove (Year 2)

Class 2: Mrs K. Wrenn and Ms S. Carley (Year 3 and 4)

Class 3: Mrs S. Fowler and Miss Debenham (Year 5 and 6)

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Current school priorities:

- 🕒 End of Key Stage 1 reading to be in line (or above) national for both EXS and GDS
- 🕒 Increase in % of children at EXS+ in writing
- 🕒 Further develop and embed the reading for pleasure culture across both schools
- 🕒 End of Key Stage maths data to be in line (or above) national for both EXS and GDS
- 🕒 Acquisition and application of vocabulary is progressive across and within subjects
- 🕒 Implement Apple iPads to enhance provision across the curriculum
- 🕒 Enrichment opportunities are used to ensure all vulnerable groups can access a broad and balanced curriculum

Achievements this academic year:

- 🕒 Enrichment: Visits from theatre companies, financial experts for children, mental health teams, emergency services, authors and people with disabilities to teach the children about equality and diversity
- 🕒 Trips to a Hindu temple, the library, Christchurch Mansion, Red House, West Stow and sailing
- 🕒 Additional clubs for children including dance
- 🕒 Extensive involvement from the church for Christmas, Harvest and Easter festivals
- 🕒 Parent workshops to increase engagement
- 🕒 Close working with the Otley PTA
- 🕒 Competitions for children that allow them to be as creative as they like!

9. Otley Community Council Report –

Mrs S Montgomery (SM) arrived at 7.26pm

10. Otley Church Preservation Trust Report -

**Report to Annual Parish Meeting
Otley Church Preservation Trust, May 2023**

The Trust has been in existence for 28 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.

In the year April 2022 to March 2023 money received from the Church donation box, sale of guidebooks, Church boxes distributed to households and investment income amounted to £344.28, compared to the previous year of £118.41. Income has improved since the Trustees renewed their efforts in arranging the distribution and collection of boxes following the pandemic.

Whilst income from standing orders fell slightly to £1305, two new mandates from residents have been enacted this year. Total income received, including Gift Aid, rose to £8460.24, following a generous bequest. Funds held amount to £21 788.63 as of 5th April 2023. The Trustees are grateful to all those who continue to support the Trust's work.

During the year, the Trust contributed to ongoing minor maintenance to ensure the Church remains weathertight. The next quinquennial report will be undertaken shortly and will undoubtedly detail an ongoing programme of work, to which the Trust will contribute.

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

Ian Beaumont
Chair, OCPT
9 May 2023

11. Questions – A member of the public raised concerns of speeding traffic on Church Road and Helmingham Road, although we have the SID sign which can be moved around. There is not a suitable post to be put on in Church Road because there is telegraph pole in the way. It was discussed if Community Speed Watch would be able to do a session along Church Road. To enable this to happen the members of Speed Watch would have to be assessed by the police as to where they are allowed to stand so it is safe for them to be there. SM agreed to speak to Tony Barrett to see if this was possible.

A member of the public also raised the question of a Footpath along to the pub and it being delayed – AL explained that there are many issues with this, in particular we don't own the land. Having approached the landowners while in principle they would potentially agree once they had seen what was being considered. The landowners would want their legal fees paid, to get The Right of Way. After that there would be the issue of once the footpath had been put in place, who would be responsible for both looking after and maintaining it. At the same time Wood Farm development beyond the pub, was taking place and although he wanted a footpath, ultimately it proved too difficult and not acceptable to highway.

AL thanked the two retiring councillors for their work and service on the Parish Council.

Meeting Closed at 7.35pm