DRAFT Minutes of Annual Parish Meeting held on Monday 16th May 2016

**Present:**

Clerk: Mrs R Green

Chairman: Mr A Ling

Councillors: Mr R Ling, Mrs I Lincoln, Mr D Hook, Mrs S Grant, Mr P Whiffing and two members of the public. (Mr M Liddell arrived late).

The meeting opened at 7.00pm.

Mr Anthony Ling welcomed those present.

**16.001 Nomination for Chairperson** – Mr A Ling was proposed by Mrs I Lincoln and seconded by Mrs S Grant.

**16.002 Apologies for absence** – Cllr Tony Fryatt, Cllr Matthew Hicks Mrs J Hubbard – Otley primary school, Mr I Beaumont - OCPT, Mr J Hall – community council, and Police- Sergeant Scott Cullum & PC Debbie Howgego. Mrs A Lord and Mrs J Vaughan.

**16.003 Minutes of Annual Parish Meeting held on 18th May 2015** – **It was resolved** that the minutes of the meeting, circulated to all members, be signed as a correct record. Approved by all councillors.

**16.004 Matters arising** - There were none.

**16.005 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. Tony Fryatt our District Councillor sends his apologies as he can’t be with us tonight. Sadly our County Councillor Peter Bellfield passed away recently and our thoughts are with his family at this difficult time.

The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2015.

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 support over the past year.  I would also like to thank Issy Lincoln who took over the Vice Chairman from Brian Childs last year after his retirement.

We also have our new Parish Clerk Rachel Green who took over from Vanessa Osborne last year and she 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.  It has been demanding at times and she has stepped into the role seamlessly and has kept us all briefed and up to date very efficiently.

 We have 3 sub-committees namely:-

•Planning

•Rights of way

•Finance

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

Firstly I am pleased to report our long awaited bus shelter at Newlands has at last been erected after a few problems and setbacks and we are hoping to have a new notice board inside in the future.

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 which I believe does make a difference.

I am pleased to report that Otley will now have its own speed indicator sign that will be rotated around the four posts installed in the village.  We are now waiting for training to use the signs so they should be in operation very soon.

 Over the last year Isobel Lincoln and Jane Vaughan have been planting flowers and shrubs around the war memorial and we now have quite a display through the year so our thanks to them.

SCDC is now in the final stages of the Local Development Plan and we have been keeping a close eye on this to make sure the changes we asked for have been made.

After a rather long wait we finally got high speed broadband to the village last July and hopefully residents are now seeing a major difference in internet speeds.

Over the last few years the PC has accumulated some funds due to planned major projects being financed by grants rather than using our own money. As a result we decided to ask village organisations to apply grants from us and all but two organisations responded.  We were pleased to be able to offer money to all those that applied and the majority will receive the full amount asked for.

The planning sub-committee dealt with 15 planning applications during the year.  These were generally extensions and minor alterations.  However we did receive the detailed planning application from Lawrence Homes for 35 houses on the Hubbards site. We were pleased to find the application broadly reflected the original plans we were consulted on back in 2014.  Due to the scale of this development we felt that the villagers should have a chance to comment so we had an extraordinary PC meeting where a good number of the public had a look at the plans. A number of queries were raised at this meeting and we have now responded to the application with careful consideration to all the points raised.  We now await a response from SCDC.

Lawrence Homes hope to start demolition of the site within the next couple of months having been held up by some technical planning issues.

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 their 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.

Following a letter from a concerned resident we have asked highways whether we can extend the 30mph speed limit at Otley Bottoms to the junction up to the college. We are awaiting a response from highways at present.

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 are lucky to have such a well maintained and structured footpath network.

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 - we are your Parish Council and are here to reflect your local needs.

**16.006 Presentation of draft Parish Council Accounts** – Balance at start of year 1st April 2015: £8,456.95

**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 £1,475.11 in respect of the P3scheme. VAT was reclaimed from the Revenue amounting to £798.46. The County Councillors Grant of £2,000 was received in December 2015.

With a small £1.94 in interest received on the accounts the total income for this year amounted to £8,687.88

**Payments**

Total payments for the year amounted to £8,221.12 giving an excess of receipts over payments of £466.76

The only notable change to our usual administration costs was an increase in the clerks salary by £315.00 mainly due to hand over of new clerk from old clerk . The investment of a Tempodis si230 VAS was a high value purchase at a cost of £3,214.02 (inc VAT).

This leaves us with a balance at end of the year £8,923.71. These reserves are higher than is the generally accepted level of between 3-12 months of gross expenditure, but have been built up to accommodate the local donations to organisations within Otley. If the levels of reserves are not reduced to 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 remains at £4,500.00 for the coming financial year. The accounts will be available on the website by 1st July 2016 to comply with the transparency code.

**16.007 District Councillor’s Report** Read by Mr A Ling on behalf of Cllr Tony Fryatt.

**District Council Briefing May 2016**

Even though I have been very busy I have a short report this time around.

Devolution

We have been heavily involved in the proposals for devolution of some functions from central government. This would involve linking Suffolk with Norfolk and Cambridge to form a joint body with an elected Mayor.

Amalgamation with Waveney District Council

It was agreed at the joint Cabinet meeting in March that a formal business case should be produced showing the merits/problems of the merging the two District Councils. This will be brought forward to Cabinet later this year and we will be able to assess the possible savings to be achieved through such an amalgamation.

Planning - Site Allocations and Area Specific Policies.

As reported at the last meeting, the report was considered by the SCDC Council in March and was endorsed without any changes. It is now open for public comment on the soundness of the findings, i.e. have they followed the regulations, policies and controls specified for this review. We are still on target for it to be adopted in October/ November this year.

Peter Bellfield

I must record my deep sadness at the loss of Peter Bellfield. He worked tirelessly over many years for our local communities and set the standard for all us Councillors to achieve. He was responsible for encouraging me to become a councillor and he was a constant help and friend.

Tony Fryatt

15 May 2016

**16.008– County Councillor Report for Thredling Division** Read by Clerk on behalf of Mr Matthew Hicks

**£1bn Devolution Deal announced for East Anglia**Discussions between government, local councils and the Local Enterprise Partnerships have led to a proposed deal worth over £1bn for East Anglia. As part of the deal, announced by George Osborne MP, Chancellor of the Exchequer, East Anglia will receive:

* £900m (£30m a year for the next 30 years) to invest in infrastructure
* £175m to invest in housing

The Proposed Deal, which sets out a fundamentally different relationship between Government and local public services, was negotiated by Leaders from councils across Suffolk, Norfolk, Cambridgeshire and Peterborough and the New Anglia and Greater Cambridge Greater Peterborough LEP. The Proposed Deal would see decisions currently being made by Government on such things as infrastructure, growth, employment and skills being made in East Anglia in the future. The Propose Deal requires the creation of a Combined Authority and directly elected Mayor and it is proposed that the first mayoral elections would be in May 2017 alongside county council elections. The directly elected Mayor would act as Chair to the East Anglia Combined Authority and would exercise the following powers and functions devolved from Government:

* Responsibility for a multi-year, consolidated and, devolved local transport budget
* Responsibility for a new Key Route Network of local authority roads that will be managed and maintained by the Combined Authority on behalf of the Mayor
* Powers over strategic planning and housing, including £175m ring-fenced funding to deliver an ambitious target of new homes

The new East Anglia Combined Authority, working with the Mayor, would receive the following powers:

* Control of a new additional £30 million a year funding allocation over 30 years, to be invested to the East Anglia Single Investment Fund, to boost growth
* Responsibility for chairing an area-based review of 16+ skills provision, the outcomes of which will be taken forward in line with the principles of the devolved arrangements, and devolved 19+ adult skills funding from 2018/19.
* Joint responsibility with the government to co-design the new National Work and Health Programme designed to focus on those with a health condition or disability and the very long term unemployed.

For more information: [www.gov.uk/government/publications/east-anglia-devolution-deal](http://www.gov.uk/government/publications/east-anglia-devolution-deal)

**Government green light for third crossing at Lake Lothing in Lowestoft and the Wet Dock crossing in Ipswich**As part of the Chancellor’s budget announcements, Suffolk featured strongly with the green light being given for both Lowestoft’s third crossing over Lake Lothing and the new Wet Dock crossing in Ipswich.Lowestoft will get the third crossing over Lake Lothing after many years of campaigning and a recent petition signed by over 10,000 people. The Prime Minister committed to the crossing prior to the last General Election, committing the Government to deliver a new crossing by 2020. With this further pledge of £70 million the county council finally has the funding firmly in place to press ahead with the detailed planning required in order to bring about a third crossing over Lake Lothing. This is a massive piece of work and is estimated to cost in the region of £80-100 million, but in addition to the £70 million pledged by central Government, SCC will work to source the remaining money from local funding sources.The third crossing will provide critical regional infrastructure for Suffolk and the wider eastern counties, as people and businesses move through Lowestoft to access the growing enterprise zone with its array of business and development opportunities.The approved business case by Suffolk County Council and the New Anglia LEP followed extensive analysis of options and potential impact and consultation and engagement with the local business community. The benefits of the scheme in the business case are reduced journey times for commuters and businesses and the alleviation of congestion. The project supports the continued development of future business growth in Lowestoft and the town’s regeneration.In addition to the third crossing in Lowestoft, the go-ahead has also been given for a new wet dock crossing in Ipswich, which will span the waterfront area of the town to connect communities with a new road infrastructure that will also serve a business and innovation centre based on an island in the dock itself. The Administration continue to invest in key Capital projects across the County ensuring proper infrastructure and continued economic development

**SCC’s Children’s Serviced Department rated ‘Good’ by Ofsted**

Suffolk County Council’s Children’s Services has been rated GOOD by Ofsted following the publication of its inspection report on 15th February 2016. The report praises the work of the council in protecting and looking after children and young people, with some areas of outstanding practice highlighted in the report. The inspection was carried out between 23 November and 17 December 2015.  Suffolk now sits in the top 22% of local authorities in the country. 78 councils have been inspected so far under Ofsted’s new framework.

No authority has been judged outstanding and of the last 17 inspections across the country, just one authority had been judged GOOD, until Suffolk’s rating. Whilst SCC Children’s Services meets its savings targets we are actually improving the service that we provide. In comparison NCC (which has similar demographics) has injected an extra £30m into its service and has consistently been rated ‘Inadequate’.

**Education attainment in Suffolk**

There has been a 4% rise in the number of students getting five or more A\*-C grades, including English and Maths. It means that 56% of Suffolk’s year 11s got the expected level of attainment. The validated figure for 2014 was 52%. Suffolk’s results have increased by 2.6% from last year’s provisional results and see Suffolk rise 17 places in the overall league table, going from 124th to 107th. 77% of 11-year-olds achieved level 4 or higher in their SAT tests in the three subjects in 2015 – up from 73% in 2014. This closes the gap to the national average to just 3%. This is the third consecutive year the gap between Suffolk and the national figure has closed. Suffolk was 7% points behind the national average in 2012 - the results show Suffolk as the most improved local authority in the entire Eastern region, with a higher percentage rise than the other 10 local authorities in the area. Suffolk has also improved in the national ranking and is now in 134th place out of 152. This is an improvement of six places from last year. Progress in Writing between Key Stages 1 and 2 is another improvement. The percentage of pupils making the expected progress went up from 89% in 2014 to 91% this year. The percentage of children making expected progress from Key Stage 1 to 2 in Reading and Maths also increased – with both seeing a 1% point rise. In all three subject areas the increase in Suffolk was greater than the national rise.

The gap in performance between Suffolk’s disadvantaged pupils and other pupils has also narrowed by 5% compared to a 1% increase nationally. It is also worth noting that the proportion of Suffolk schools rated as Good or Outstanding by Ofsted has hit a new high of 80% in April 2016. This represents an improvement of 6 percentage points compared to just ten months ago when 74% of Suffolk schools were Good or Outstanding. Schools in Suffolk are also improving twice as fast as schools across the country as a whole. Over the last ten months the percentage of Good or Outstanding schools nationally has increased by 3% compared to Suffolk’s 6% increase.

**Rural Transport Provision**  
The changes to how Rural Transport is provided will bring a positive difference to communities, providing residents with a single phone number for each area. The whole county is covered so there are no longer any areas where there may have been gaps in service. We've worked hard on our approach throughout this service transformation, engaging with range of people and organizations including those who currently provide services. This has helped us develop these new service contracts. The people who have been supplying these services have told us what is needed, not the other way around.  As part of this project, we took into account the needs of all residents who use these services to ensure there will be no issues with access, particularly for elderly and disabled residents. This excellent new service demonstrates that despite a difficult financial climate the Conservative Administration is achieving savings and improving service delivery through sound financial management, robust contracts and listening to what people really want their services to deliver. Labour have misled the public through a series of petitions designed to scaremonger. SCC is leading the way, improving services whilst reducing costs and safeguarding the most vulnerable in our society. This Service redesign has been built around the need of the users. It is another excellent example of making a service better at a reduced cost. This smarter, more streamlined service will be easier to use and will allow users to have greater access to the public transport network in Suffolk. It is a great success story. Area launch events have been organised so local people can meet the service operator teams and find out more about how services will be provided in their area. The nearest event is at Mid Suffolk DC, 131 High Street, Needham Market on 8th June 10.30am to 11.30am. For more information on other venues and general information please visit: http://www.suffolkonboard.com/news/connecting-communities-launch-events

**Matthew Hicks - County Councillor for the Thredling Division**

**Tel : 01728 628176 Mob : 07824474741 E-mail : matthew.hicks@suffolk.gov.uk**

**16.009 Community Police Report** –In the absence of the Police Mr A Ling read an email from Sergeant Scott Cullum.

As you may or may not know there have been a number of changes made to the way in which the SNT teams will work in the future. There will definitely be a reduction in staffing levels, and these will be implemented from April 2016. What effect these changes will make to yourselves and the other 31 parishes we currently cover is as yet unknown; we do however know that the number of parishes we here at Woodbridge SNT will cover will grow substantially.

So to clarify that is less staff, bigger area to cover !

Also as I may have been mentioned in your last report to you, due to a major change in the operating system we now use in Suffolk it has made researching crime figures very difficult and time consuming. As a result I am unable to give crime figures/statistics for your village, going forward we, the police, will not be providing a police report in its previous format as the figures you require and currently receive are available and accessible from the constabulary home page at:

<https://www.police.uk/>

The above link will take you to the crime map this service is provided by an outside agency and as such we have no control over. Although is currently out of date with the figures we have been assured this will be rectified in the near future.”

If you have any queries please do not hesitate to contact myself or Sgt Cullum

Clerk read highlights of the following report from PC Debbie Howgego confirming what Mr A Ling read from Sergeant Scott Cullum.

Due to a major change in the operating system we now use in Suffolk it has made researching crime figures very difficult and impractical. As a result we are unable to give crime figures/statistics for your village, going forward we the police will not be providing a police report in its previous format.

The new format will be a ward based newsletter which will be uploaded to the Constabulary website to enable self-access by partners.

https://www.police.uk/

www.suffolk.police.uk

The above link will take you to the Suffolk Constabulary home page where you will find a link to ‘My Neighbourhood’ where in the future you will be able to access ward based newsletters.

This service is provided by an outside agency and as such we have no control over it. Although it is currently out of date with the figures, we have been assured this will be rectified in the near future. There is currently another format being looked at with details being promulgated in the near future.

We appreciate there will be questions regarding the recent Local Policing review and the changes that have been implemented as a result of this. We will give attention to parking and speeding issues whenever we are able but as you will appreciate our staff numbers have been substantially reduced and the Parishes we are responsible for have increased from 33 to 47, also we have become borderless in so much as we can be called upon to assist in any SNT in the Southern area.

With regard to speeding issues we will continue to carry out speed checks/enforcement in areas identified as having a particular problem but we are also actively encouraging villages to participate in the Community Speed Watch scheme themselves.

Parking and speeding enforcement will be prioritised amongst:

ASB

Terrorism

Cyber Crime

Safeguarding

Vulnerable people

The chronically excluded

Child sex exploitation

Missing persons

Mental health issues

Slavery and Trafficking

These are the key areas of business that Suffolk Constabulary are asking us to focus on.

With reference to PCSO availability: The new role of PCSO has a remit of covering the above subjects and working closely with partner agencies and as a result their working shift pattern is days only which finishes no later than 6pm. Future patrols by PCSO’s will be predominantly task lead (relating to remit of the new role)

There will continue to be SNT Police Officers working late shifts and there will always be a response team covering the area 24/7

If you would like to know what our current priorities are below is a link to the Woodbridge & District SNT website.

http://www.suffolk.police.uk/saferneighbourhoods/myneighbourhood/woodbridgeanddistrict.aspx

The future of the priority setting public meetings is to be determined and the format decided upon. We will inform you when a decision is made.

MOBILE POLICE STATION

A mobile police station timetable is to be established, it will be on a quarterly and ward basis. However it is currently under review whether the vehicle we will be using will be the MPS or whether it will be another police vehicle.

Everyone is welcome to pop in and say hello and discuss any matters of concern, on board we carry some information leaflets and also a small collection of crime reduction items for sale.

The mobile police station will always be subject to organisation demands and any timetable is subject to change.

How we use social media

Stay stafe when using social media

Suffolk Police supports the use of social media as means of talking with and listening to the communities we serve.

Our networks provide people with an alternative source of the latest information in real time, often accompanied by images or videos. We can be found Facebook and Google+, where users are encouraged to comment on our posts that include news stories, campaigns or seasonal advice.

On our YouTube channelLink to an external website, you can see videos we've produced highlighting safety advice, our services, awareness campaigns and news. We also use Twitter, a social network that is growing fast and often in the news.

Our Twitter account currently has over 5,000 followers who look to us for us to 'tweet' the latest news, information and advice.

A tweet is like a text message that can only be a maximum of 140 characters long. You can re-tweet (or forward) a message to those that follow you which means conversations or information can be shared or passed on quickly.

Our appeals for witnesses or information can be shared with thousands of people across Twitter within minutes - making it a powerful form of communication to help detect crime and keep people safe. In addition to our main corporate account @suffolkpolice - we also have district accounts providing information at a local level.

You can also follow our Chief Constable @CCSuffolkPoliceLink to an external website to see what he's up to in his work to keep the county safe.

In an emergency always dial 999

To report a crime, speak to your local officers or leave a message please dial 101

Any member of the team can be contacted at woodbridge.snt@suffolk.pnn.police.uk

Check the website www.suffolk.police.uk for our engagements

Our website as detailed below also has an email link to contact us.

Please also have a look at the Suffolk Constabulary Website, which can offer further help and advice.

To find the Woodbridge and District Team website please see www.safersuffolk.org.uk

Kind regards,

Woodbridge & District Safer Neighbourhood Team

Based on report above, Clerk made the suggestion to Councillors that from now on Police would not be invited to Parish Council Meetings unless there was a specific reason Councillors would like them present. Instead Clerk will check the website for information and bring to future meetings. All in favour.

**16.010 Otley School** – In the absence of Mrs J Hubbard-Whitehead, Mrs I Lincoln read a report:

Otley Primary School. Report to the Parish Council AGM

At the time of writing this report we have 58 pupils on our register maintaining 3 mixed age classes.  We have teaching assistants supporting the learning of all of our children, through work in the classrooms or through individual intervention.  We were very pleased to welcome Miss French to our school in September where she became the teacher of class 2.

We have a number of families living out of the Otley, Clopton and Ashbocking catchment area; many families are opting for their children to attend a small school like ours rather than their catchment school.  This is reflected in the recent applications for Reception year this coming September which was 2 over our PAN

 (planned admission numbers). It is clear that Otley Primary School is maintaining its reputation of providing a good education within a caring community.

We will be losing 5 pupils at year 6 in July so our expected number of pupils in school in September is expected to take us to over 60 which is brilliant!

 We have had another very busy year in school working on the new National Curriculum for all year groups.  Our annual curriculum review ensures that all topics within the prescribed curriculum are taught within our mixed year groups and are relevant to the current cohort; for example if we are very ‘boy heavy’ in a particular group the choice of literature or activity will reflect their interests.  All parents receive a termly curriculum newsletter outlining the topics which will be taught over the coming term; this allows parents the opportunity to contribute to topics and to research certain information.

School visits take place throughout the year to support the curriculum or to develop PSHE skills; the children enjoyed the joint residential trip to Derbyshire and we were so impressed with the centre and opportunities that we booked for 2017 there and then.  Our older children benefitted from a geography field trip tracing the river Deben and the whole school were able to visit Pipers Vale

Gymnastic Centre each week for 6 weeks to use their fantastic facilities during our gymnastics unit of work. Our wonderful PTA are always very generous and subsidise the cost of travel where possible.

We continue to support Children in Need and took part in the ‘Run a Mile for Sports Relief’ raising over £270 we also supported Text Santa wearing our Christmas jumpers to school raising £116.

Our Eco Team led by Mrs. Bell have been awarded the Silver Eco award and have taken part in many national science investigations.  We are one of the few schools in Suffolk to be taking part in the Seeds from Space Project where we have our seeds measured on a weekly basis with data being added to a central database. Mrs Jayne Vaughan runs our gardening club where we had a successful sale of tomato and strawberry plants recently which provide the finance for next years seeds and Mr. Steve Czarnota, is kindly re-applying for a grant for solar panels for the school.  All of these initiatives are contributing towards our goal of becoming a Green Flag Eco School.

Miss Baker is still leading PE in our school and was delighted when we improved on our current Bronze Participation Award by being awarded the Silver award – next year we hope to gain Gold.  The children regularly take part in tournaments including handball, football, tag rugby and cross-country where we had a pupil come in second place from a field of over a hundred in his year group – well done Sam!

We have recently held a Healthy Living Day at Witnesham where children from both schools engaged in a range of activities including yoga, mindfulness, an assault course, making smoothies and food art.  Another WOW day was science based where the children were exploring the future and started with a demonstration of making toothpaste for elephants!

As a result of the recent announcement (and then U turn) of all schools becoming academies by 2022, our Chair of Governors Mr. Ian Liddell has been very pro-active in contacting all local schools to gauge their position and strength of feeling about this proposal – it is work in progress.

Our 5, Y6 pupils will all be moving to Farlingaye in September and now that their end of Key Stage SATs have been completed they are getting ready for transfer, we will miss them but wish them the best of luck in the next step of their education.

Jan Hubbard-Whitehead

Headteacher.

**16.011 Community Council Report** – In the absence of Mr J Hall, Mr P Whiffing read a report.

OTLEY COMMUNITY COUNCIL ANNUAL REPORT

FOR THE PERIOD 1ST MARCH 2015 TO 29TH FEBRUARY 2016

The members of the management committee (the trustees) who served during the year were:

Elected: Ian Beaumont, James Hall, Vanessa Ling, Chris Taylor, Nathan Cant, Martyn Osbourne, Steve Evans, Paul Baker, Christie Page.

Appointed:    Michelle Boreham (FFY); Anthony Ling (Parish Council); Michael Sheppard (TOPS); Christine Gilbert (Gym Club); Kate Watson/Amy Cranfield (PTA); Brian Childs (Chapel); Amy Cranfield/Claire Coles (Under 5’s);  Karin Upson (Church); Wendy Marshall (Gardening Club); Betty Rudderham (Friendship Club); Phil Quilliam (Bowls Club); Jayne Vaughan (Scouts) other village organisations - positions vacant.

The community council is a registered charity, number 304805. It is regulated by a declaration of trust dated 15th July 1960. Its primary object is to administer the village hall and its grounds “for the use of the inhabitants of Otley and the neighbourhood without distinction of sex or of political, religious or other opinions, and in particular for use for meetings, lectures and classes and for other forms of recreation and leisure-time occupation with the object of improving the conditions of life for the said inhabitants”.

The trustees try to fulfil this by their management and upkeep of the village hall and grounds and by organising or facilitating events there. They have considered the Charity Commission’s general guidance on public benefit and they believe they have complied with their duty to have due regard to the guidance. They feel that the community council’s activities continue to provide benefit to the inhabitants of Otley and the neighbourhood.

There is an annual general meeting in April each year open to all inhabitants of the parish over 18.  The meeting receives the report and accounts of the management committee and elects up to 11 members. Village organisations are also able to appoint members of the committee on an annual basis or to send non-voting representatives.  The list of appointing organisations can be changed.

The trustees elect a chairman, vice-chairman, secretary, treasurer and bookings secretary.  During the year James Hall, Nathan Cant, Michelle Boreham, Paul Baker and Vanessa Ling held these posts respectively.

During the period of this report the trustees have met five times.  Business has included:

a) The building – The hall has been available for use continuously throughout the year. Ongoing maintenance and minor repairs have been carried out by various volunteers and contractors, to whom we are grateful. Christine Gilbert, our caretaker and cleaner, inspects the hall almost daily and we thank her for keeping it clean and tidy. The roof was sealed with a sprayed rubber coating in the summer. Some internal redecoration was carried out and the gents lavatory at the rear removed to make a better changing-area for drama productions etc.  Further work to the back-room is planned, as well as improvements to storage in the bar.

b)   Events – Individual members and volunteers from the village successfully organised the fête and another "OtleyFest", in July, fireworks in November and the Christmas dinner dance in December. The village show was held in the hall in September, after a year's absence. We are very grateful to all who help organise these and other events, which play an important part in raising funds and in strengthening community spirit in the village. New ideas and volunteers are always welcome.

c)  Money – Hall hire-charges remained unchanged, but income from hirers has fallen, particularly after the Brownies and Gym Club ceased to meet. The result was  a deficit of £2375 in hire income below regular expenses. Profits from events were£2840; work on the roof and in the back hall cost £12150, Overall, there was a deficit of £12475 of income below expenditure, leaving a balance at the end of February 2016 of £17260, of which £10000 is reserved for repairs in the event of uninsured damage (particularly to the asbestos roof panels).

d)  Grounds – Mick Eldridge has continued regular maintenance of the grounds and Eastern Facilities has continued to cut the playingfield. OtleyGreen volunteers created a wildflower area in one corner and installed two owl-boxes. Graham Dawdry has removed dead branches at no cost to us.

e)  Health and safety, fire, legal etc. These are monitored on a continuous basis, partly by regular inspections, partly by use of incident books, and partly by checklists held by the chairman, treasurer or secretary. Chris Talyor's experience in this field has been invaluable. We have comprehensive insurance cover, both for the building and for our public and employers’ liability, through the agency of Community Action Suffolk.

Thank you to all the trustees, volunteers, contractors, hall-users and others who have supported the community council during the year.

                                                                                              James Hall - chairman

This report was approved and adopted by the trustees and received at the AGM on 25th April 2016.

(Mr M Liddell arrived at 7:30 pm and apologised for being late).

**16.012 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 2016

The Trust has been in existence for 21 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.

In the year April 2015 to March 2016 money received from the Church donation box, sale of guide books, Church boxes distributed to households and investment income amounted to £534.23, compared to the previous year of £819.13. The Trustees continue their efforts in arranging the distribution and collection of boxes.

Christmas cards sold in support of the Trust have again been popular and a further £379 was raised.

Income from standing orders amounted to £1260, which is somewhat down on the previous year. Total income received amounted to £3273.83, a small reduction on the prior year [£3501]. Funds held presently amount to £8205 as at 15th April 2016.

During the year £7000 was paid in respect of various stonework repairs identified in the quinquennial report.

The Trust has also completed the digitisation of its records and the original minute books and double entry ledger have been lodged with Suffolk Record Office.

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

22 April 16

**16.013 Any Other Business** – none.

**16.014 Questions** – none raised.

With no further matters to discuss the meeting closed at 7.40pm

Signed …………………………………………………………………. Dated …………………………………