

# OTLEY PARISH COUNCIL

Minutes of Annual Parish Meeting held on Monday 21<sup>st</sup> May 2018

**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, Mrs A Lord. Councillor Tony Fryatt and Councillor Robin Vickery.

Members of the Public: 3.

The meeting opened at 7.00pm.

Mr Anthony Ling welcomed those present.

**18.001 Nomination for Chairperson** – Mr A Ling was proposed by Mr D Hook and seconded by Mrs A Lord. All in favour.

**18.002 Apologies for absence** – Mrs V Ling-Otley Community Council, Mrs J Hubbard-Whitehead – Otley primary school, Mr I Beaumont – OCPT.

**18.003 Minutes of Annual Parish Meeting held on 15<sup>th</sup> May 2017** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. Approved by all councillors.

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

**18.005 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 our County Councillor.*

*The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2017.*

*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.*

*We have 3 sub-committees namely :-*

- Planning
- Rights of way
- Finance

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

*It's been a quieter year this year but some of our previous years activities have come to fruition.*

*Last year I reported that SCC, Otley Primary School, Under Fives and the Parish Council were in discussion over the use of the S106 money from Hubbards development for a new school hall and preschool building. As you can now see this development is well underway and due to be completed in the summer for the new school year. It will be a fantastic addition to the school providing much needed extra space and a new facility for the Under Fives.*

*The defibrillator has now been installed on the outside of the village hall which was made possible by a generous grant from Robin Vickery. We then had a training evening with the British Heart Foundation in January which was very well attended. Those present also expressed an interest in a first aid course which we may well run in the future. Whilst I hope the defibrillator is never needed it is reassuring to know we now have access to one.*

Speeding in the village is being monitored regularly by the community speed watch camera organised by Tony Barrett. We receive regular updates from him and we would like to thank him and his team for all their efforts. The main problem area continues to be along the Helmingham Road which is where we have concentrated the use of the speed sign. I would like to thank David Hook who continues to look after this device, moving it around and recharging the batteries. Since we replaced the batteries with a heavy duty version the sign appears to be working much better and for longer periods.

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 have a lovely display through the year so our thanks to them.

Over the year we have been investigating the possibility of the Parish Council building a footpath from Ipswich Road to the White Hart pub as there seemed no hope in the future of SCC providing one. I am pleased to report that this is now a very real possibility as the landowners have given permission in principle to us building a path on the verge about a metre away from the highway. This will go from the Ipswich road to The Bungalow but the final few metres along the White Hart boundary we can't do and would have to be constructed by highways. We are proposing a simple path with gravel board edging, hardcore subsurface with a type one compacted top layer. This is a busy road and a new path would make it much safer for walkers. The PC have set aside some funding for this project but we will have to raise some extra money or reduce costs by appealing for help with the construction.

Dog fouling is a subject that seems to be coming up more often, not only are some owners not picking up the mess but there appears to be others who like to throw the bagged poo into the hedge. This is particularly unpleasant and doesn't make good Christmas decorations. We have put up notices asking people to clear up after their dogs and there are a good number of bins for this purpose, owners could also take the bags home and put in their green bins.

Many of you have probably heard about the new data protection regulations coming into force on the 25<sup>th</sup> May. Most of us have received emails asking us to sign up to allow companies to continue to hold our personal information. The PC will also have to conform to this new regulation and although there has been a lot of confusion as to exactly what we have to do we believe we should be compliant by the required date.

During the Autumn we had to start on the new Local Plan which looks at issues OPC may be facing as a community and what our vision is for the future, (up to 2036). What does Otley need? What do we want it to look like? Having the Hubbards site fulfils our building quota until about 2027.

We said PC would be willing to accept applications within the physical limits and would like the physical limits to remain as they are. Protection around the Church is a priority. This consultation is the first stage of 3. 'Preferred Options' will be spring 2018 with 'Final Options' end of 2018.

We said there was a need for bungalows and housing suitable for first time buyers. The middle sector of people generally catered for as there are many large houses within the village. The young and retired not so.

The planning sub-committee dealt with 23 planning applications during the year. These were generally extensions and minor alterations. 18 Permitted, 1 refused, 2 withdrawn, 2 Prior Notifications (One required & one not required)

Lawrence Homes still has not started building on the Hubbards site and we have no date for this to start as yet.

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.

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*We are still 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 continue to campaign 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.*

*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.*

Questions relating to Mr A Ling's report:

Member of the public asked what the shortfall on the footpath project was. Mr A Ling responded that £3,000 had been set aside from the Parish Council. Overall cost would be in the region of £10,000. It is hoped that a grant will be accessed through 'Exemplar' funding. Clerk also commented that the Landlady of the White Hart pub is also in favour of fund raising along with others in the community.

Member of the public asked about the timing of the project. Mr A Ling responded that this year would be great but more realistically next year as preparations will need to be carried out before the work can actually begin.

Member of the public asked exactly where the footpath would be. Mr A Ling explained it would be from the corner of Ipswich Road along the Helmingham Road finishing near the bungalow just before the White Hart pub.

### **18.006 Presentation of draft Parish Council Accounts**

*Balance at start of year 1<sup>st</sup> April 2017: **£7,137.76***

#### **Receipts**

*The precept was received at £4,526.49. This was £26.49 extra compared to 2017 but kept household charge at 0% increase. There is no longer any Council Tax Grant.*

*Suffolk County Council continues to reimburse the cost of cutting the village rural paths and we received £1,407.88 in respect of the P3 scheme. VAT was submitted to HMRC for £727.65 and received. This was received in two parts £272.52 was related to last financial year and although was submitted was received early April 2017. Second part was received in March 2018 relating to financial year 2018 up to 31<sup>st</sup> January-455.13. Councillor Robin Vickery donated a grant of £2,065.00 which helped fund the defibrillator.*

*Transparency funding was also received for 158.60. This funding is no longer available.*

*With a small amount of interest received - £ 4.80 the total receipts for this year amounted to **£8890.42***

#### **Payments**

*Total payments for the year amounted to **£8213.25** giving an excess of receipts over payments of £677.17.*

*Councillors are aware that reserves in the past have enabled spending to be more than received, and pre-empted receipts over payments was a likely but would be close to being similar. Spending for 2018-19 financial year will be mindful of this situation.*

*The largest payment this year was the Defibrillator and the associated costs of installing and managing the equipment. Unfortunately the administration cost to Smaller Authorities Audit Appointments was a significant amount of money which despite a hard battle was one we had to pay in the end. (£480.00 inc VAT) New batteries were purchased for the Tempodis Camera which are more powerful and lasting longer. (£315.71) General Administration costs of most items occurring each year have either remained the same, or have shown a small increase.*

*Payments under the S137 were in line with previous years with the exception of an additional amount being requested by the St Mary's Church which was offered and accepted with gratitude. (£150.00).*

*This leaves us with a balance at end of the year **£7,814.93** 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 2018/19 request has been made for £ 4,617.02 . This will show a 2% increase to households. This has been carried out due to the financial history as explained and to build reserves for a village project that is in the pipeline. No increase in precept has been requested since 2012-2013. (First precept for 2018/19 has been received).*

*Rachel Green-Clerk/RFO*

*No questions relating to Parish Council Accounts.*

## **18.007 District Councillor's Report**

**Parish Council AGM – 24/04/2018**

### **Key points from the past year.**

#### **Deben Leisure Centre.**

*The rejuvenation of the facilities at Woodbridge to a provide leisure centre to meet modern requirements. This is well under way and will be opening later this year. It is part of the five year scheme to modernise our leisure facilities. Plans are in hand for the redevelopment at Leiston and proposals are being formulated for the amenities at Felixstowe.*

#### **Green Waste.**

*After considerable debate we reluctantly agree to introduce a charge for our green waste collections. We had held off making a charge for two years but the pressure on our finances meant that we had to introduce it this year.*

#### **Council Tax Increase**

*Again, reluctantly, we had to increase our portion of the council tax by 3.1%. Although we tried hard to run with no increase, it compares very favourably with the increases in many other District / Borough councils.*

#### **Shortage of Houses.**

*Throughout the year the problems with the shortage of houses (particularly affordable houses) has been a major issue for us as the Local Planning Authority (LPA). The Government have tried a number of initiatives to boost the supply but without any real consequence. They did produce two papers – The White Paper and “Building the Right Homes in the Right Places”. After some lengthy consultation, these have resulted in some proposed changes in planning law and in the National Planning Policy Framework (NPPF).*

#### **Local Plan Review.**

*Our current Local Plan dates back to 2013. Last year we began the review of the Plan such that we should have it fully authorised and in place by May of next year. As part of the consultation process we issued the first cut “Issues and Options” proposals for comment. The response to this was far better than we dared hope, showing that many communities are very concerned about housing, planning and how our part of the country should be develop.*

#### **New Developments.**

*We have now seen planning consent granted to the Adastral Park development which will bring around 2,000 homes to Martlesham and surrounding areas together with supporting infrastructure. Very recently we have given consent for the redevelopment of the old Council site at Melton Hill for housing.*

#### **Creation of East Suffolk District**

*We have formulated our proposals for amalgamating with Waveney District to create the biggest District in the country. This will bring some significant cost savings from the economies of scale. The Secretary Of State has now agreed with the proposals submitted and it is full steam ahead.*

### **The Coming Year.**

#### **Planning**

*The final version of the Issues and Options documents will be circulated for consultation/comment in July, for 8 weeks. Thereafter, we have until May 2019 to pass through all the regulatory hoops to enable it to become our new Local Plan.*

*At the same time, we will have to adopt the many changes that are likely to be made to the NPPF and ensure that our planning policies are up to date.*

#### **Creation of East Suffolk District**

*Now that the proposal has been ratified, we have the enormous task of bring all the activities of the two Councils together. Work is under way to ensure that we become one functioning team in time for the District elections in May 2019, with one officer core and one constitution.*

*One big decision has to be made at the earliest stage – how many Wards, and hence, how many Ward members. The final decision will be made by the Boundary Commissioner in the Autumn. He has asked us to submit our proposals and there has been considerable discussion around these issues. The final figure agreed was for a total of 55 wards – a reduction of 35 on the current numbers. As a result, the current Warding pattern has to be changed. Again, the Boundary Commissioner would like our views. The proposals developed will be discussed / endorsed at a joint Council meeting on 30 April.*

*The proposals for our patch are as follows. A New Ward comprising:*

- Grundisburgh,
- Culpho,
- Otley,
- Clopton,
- Witlesham,

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- Swilland,
- Charsfield,
- Dallinghoo,
- Debach,
- Burgh

*The proposed name for the new Ward – Carlford since these parishes represent almost the entire Carlford diocese. There will be one Ward member.*

### **Ward Members Report for May 2018**

#### **Recycling Right?**

*All recyclable waste collected from Suffolk households is taken to the Materials Recycling Facility (MRF) in Great Blakenham, where it is sorted and baled before being sent on for recycling. This facility is designed to only accept and process certain materials. If the wrong items are delivered they have to be removed, sometimes by hand.*

*To ensure the correct items are put into their recycling bins, residents are being asked to remember the following points to combat contamination:*

*- Food waste, glass, electrical items, and batteries are just some of the common contaminants found. These items can't go in your recycling bin at home but they can be recycled elsewhere. Information on where they can be recycled are in the leaflet and online.*

*- Textiles and clothes can no longer go in the recycling bin, either bagged or loose. Instead people are asked to donate their clothing to charity shops, or to take it to their nearest recycling banks.*

*- Some people are even putting used nappies in their recycling bins. These must always go in the rubbish bin.*

*- Anything smaller than 4cm, such as loose bottle tops or shredded paper, won't get recycled they fall through the sorting process. However, bottle tops can be recycled by simply washing and squashing plastic bottles and putting the tops back on.*

*- Aluminium foil needs to be rolled into a tennis ball size before being placed in the recycling bin.*

*While it is great we are recycling more than half of our household waste here in Suffolk, this campaign will hopefully help people better understand what can be put in their recycling bins and what can't.*

*Contaminating your recycling bin isn't a small problem and this year it's costing Suffolk taxpayers over £500,000 just to remove the wrong stuff. This money could be better spent supporting services elsewhere. It's therefore vital that we all do our bit and help get our recycling right.*

*For more information about what can be recycled in your blue bin, please visit [www.suffolkrecycle.today](http://www.suffolkrecycle.today)*

#### **Food Hygiene - Remember to ask 'where's the sticker?'**

*We are pleased that many food businesses across east Suffolk have been awarded the highest possible rating for food hygiene; however, we are reminding you to check the food hygiene rating sticker when choosing where to eat out.*

*The Food Hygiene Rating Scheme (FHRS) helps people make an informed choice about where to eat by highlighting restaurants, pubs and cafes with excellent food hygiene. Food businesses can display their black and green FHRS sticker advertising their current food safety rating. This gives an immediate insight into the kitchen and shows how seriously the business takes food hygiene.*

*All food businesses are checked by the Council's Food and Safety Team to ensure they are compliant with food hygiene law and so if a business is not displaying a FHRS sticker, it might be they have something to hide! Food businesses with poor food hygiene standards will have a rating of 0 (urgent improvement necessary), 1 (major improvement necessary) or 2 (improvement necessary).*

*People are encouraged to take food hygiene seriously when choosing where to eat and so if the FHRS sticker is not visible, always ask 'where's the sticker?' You can also check the rating of food businesses online at [ratings.food.gov.uk](http://ratings.food.gov.uk).*

*All food businesses are capable of achieving the top FHRS rating of 5 (very good) and having a top rating can attract more customers. Food establishment owners should make sure their FHRS sticker is proudly on display on the door, the menu and in any advertising.*



### **Power cuts - Don't be left in the dark**

There's a new number to call if you have a power cut.

When the power goes out, it can leave people feeling unsure about what to do. Research by Energy Networks Association found that 72% of people don't know who to contact during a power cut, with many wrongly thinking they should call the electricity supplier they pay their bill to.

105 aims to solve this problem, providing you with an easy-to-remember number that will put you through to your local electricity network operator - the company that manages the cables, wires and substations that bring electricity into local homes and businesses. 105 is a free service for people in England, Scotland and Wales, and you can call the number from most landlines and mobile phones. It doesn't matter who you choose to buy your electricity from - anyone can call 105.

You can also call 105 if you spot damage to electricity power lines and substations that could put you, or someone else, in danger. If there's a serious immediate risk, call the emergency services too. To find out more, visit [powercut105.com](http://powercut105.com).

### **Take part in Suffolk's biggest walking festival to date**

With over 120 walks on offer, this year's Suffolk Walking Festival is shaping up to be the biggest yet.

Whether you are young or old, a novice or an expert, there is something for everyone. You could kick start your day on a Dawn Chorus walk or end it on a Twilight Safari, have a go at Nordic Walking or spend a day geocaching and seek out the treasures dotted around the landscape.

[The three week festival](#) launches with two walks at St Peter's Brewery in Bungay, on Saturday 12 May, each walk including a brewery tour.

Once again, the festival will include a challenge walk and this year's walk covers over 60 miles in just four days. The walk explores The Sandlings, a landscape of sandy soils, heathlands and forests stretching between Southwold and Ipswich.

This year also sees the launch of the Festival Fringe, a series of events that get you close to nature in the very heart of Suffolk's countryside. Fringe highlights include 'Twilight Safari', where you can experience nightlife waking up in an ancient woodland; 'Suffolk Sketchbook' where you can learn to sketch in the iconic setting of Snape Maltings; and 'Iconic Images', a series of photography workshops with one of Suffolk's leading professional photographers.

East Suffolk walks include:

- Discover Kessingland - 12 May
- Launch Jaunt (2 or 5 miles) - 12 May - St Peter's Brewery, Bungay
- Sizewell Dawn Chorus Walk - 12 May
- East Anglia's Valley of the Kings - 13 May - National Trust Sutton Hoo
- Iconic Images - 13 May - Southwold
- Suffolk Sketchbook - 15 May - Snape Maltings
- Nature Reserves of Woodbridge - 16 May
- Magical Minsmere - 16 May
- Historic Wickham Market - 16 May
- Wilderness As Far As The Eye Can See - 16 May - Carlton Marshes
- Pepper's Wash & the Roman Road - 18 May - Framlingham
- Benacre Dawn Chorus walk - 18 May
- Nordic Walking - 19 May - Carlton Marshes
- Historic Wickham Market - 19 May
- Nordic Walking - 20 May - Woodbridge
- Wellbeing walk - 20 May - RSPB Minsmere
- Beachcombing for Beginners - 20 May - Bawdsey
- East Suffolk Lines Station to Station - 21 May - Beccles
- Sea, Heath & Fen - 23 May - Sizewell
- Westleton Nightjar Walk - 25 May (Natural England)

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- Nordic Walking - 26 May - Woodbridge
- Mindfulness and Nature - 26 May - National Trust Dunwich Heath
- Scenic Heights & Saintly Sites - 27 May - Bungay
- Beccles to Beccles - 27 May
- Signs of Spring - 27 May - National Trust Sutton Hoo
- Geocaching - 29 May - Carlton Marshes
- Walk in the Park - 29 May - Nicholas Everitt Park (Lowestoft Rising)
- Walk in the Park - 30 May - Brampton
- Walk in the Park - 31 May - Sparrows Nest Park (Lowestoft Rising)
- Westleton Nightjar Walk - 1 June (Natural England)
- Nordic Walking - 2 June - Lowestoft
- Sizewell Belts Wildflower Walk - 2 June
- Beachcombing for Beginners - 3 June - Bawdsey

Mr A Ling thanked Mr T Fryatt.

### **18.008– County Councillor Report**

#### **Suffolk County Council Report for Carlford Division. 24th May 2018.**

*Since your last Annual Parish Meeting I have been re-elected as your County Councillor for Carlford Division, and my first task was to attend numerous mandatory training sessions, covering such things as Health and Safety, Corporate Parenting, IT, Emergency Planning, my role as your councillor and courses associated with committees I have been appointed to.*

*The councillor appointments I was given following the election in May were:-*

*Suffolk Fire and Rescue Service Pension Board.*

*Suffolk Armed Forces Community Champion.*

*East Anglian Army Reserve and Cadet Assn Representative.*

*Cabinet Committee for Health and Wellbeing issues.*

*Joint Advisory Committee for Areas of Natural Beauty.*

*Suffolk County Council Observer on the Boards of The New Wolsey Theatre and Eastern Angles Theatre Group.*

*I have also been appointed to the Lord Lieutenant's 2018 Committee for Commemorating the Centenary of the Signing of the Armistice. We have been planning 5 Major events across the County, as well as encouraging other events being organised by other organisations within the County. I am also encouraging the Planting of Oak Trees across the County as a living memorial to all those who paid the ultimate sacrifice, especially members of the Suffolk Regiment. Your Parish Council may like to participate.*

*I have also been on the interviewing Panel to find a replacement for our retiring Armed Forces Commissioner, and our choice has been ratified by the Suffolk Leaders Board, and Lt Col John Ogden Ret. has been appointed.*

*In addition to attending all the main Suffolk County Council meetings, I have also attended as many Parish Council meetings as possible, and numerous fetes, coffee mornings and social events throughout the Division, in order to meet as many Parishioners as possible.*

*Most of the concerns I have encountered at Parish Council meetings are issues relating to Highways, whether it be potholes, speeding through villages, speed restrictions, hedge cutting, footpaths or signage. I wasn't allocated a local highways budget this financial year, which has meant I haven't been able to achieve much due to lack of finance to resolve these issues. However, I have been able to finance various projects, such as defibrillators and improvements to village halls, and a bench in memory of Peter Bellfield from my Locality Budget.*

*Apart from the Education Budget, the two main areas of expense are Children and Young People and Adult Social Care. Both those budgets have overspent in the last year, and the shortfall has had to be made good from the Council's reserves. As a result, Suffolk County Council's basic council tax rate has been increased for the first time in seven years, and the amount raised has been ring fenced for Adult Social Care.*

*Suffolk County Councillors have had some very difficult decisions to make, and as Councillors we are having to find different ways of providing services in a very difficult economic climate.*

*County Councillor Robin Vickery.*

Questions relating to Mr R Vickery's report:

Where is Cllr Peter Bellfield's bench? The remembrance bench is situated in Grundisburgh at the Littleton Meadow as this was the largest village in the division. It was made by a local craftsman and is currently waiting for an inscription. Mr T Fryatt stated that Clopton were aiming to have one too.

How many Oak trees? Each authority to provide an avenue or cluster of oaks. A positive response has been received so far. If parishes want to plant in own village it must be accessible for all.

No further questions.

Mr A Ling thanked Cllr. R Vickery. (Cllr R Vickery left the meeting at 7:30pm)

**18.009 Community Police Report** Clerk informed Councillors and members of the public of most recent Police statistics.

The Woodbridge SNT covers 47 parishes. The statistics related to March 2018. Police website was updated in April and information is always 3 months behind.

161 crimes were reported in March 2018 within Woodbridge SNT. Specifically related to Otley, 1 crime was reported in March crime being on or near B1079. Crime was recorded as 'Burglary' includes offences where a person enters a house or other building with the intention of stealing. The investigation is complete; no suspect identified. Clerk stated that the majority of crimes on the crime map were related to Woodbridge closely followed by Wickham Market. Clerk informed those present that Suffolk Police had been inspected by HMI and shown to be 'Good' overall. Clerk pointed out that the Suffolk Constabulary has useful information.

Mr T Fryatt also said Police Connect is very good at providing information too.

Mr T Fryatt commented that drug abuse in schools is becoming a very real problem for the police. Mrs A Lord mentioned that sniffer dogs have been used in schools which seems to be helping but is this information being passed back to the Police? Schools don't want to be seen as having a drug problem and it is hard to control and hard to then avoid bad publicity.

**18.010 Otley Primary 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 the school over the last year.*

*As of today we have 57 pupils on our register – with an anticipated full reception year group for the new academic year. We continue to accommodate 3 mixed aged classes with a multi-use teaching area for smaller group support, but as always space is limited.*

*In September we welcomed Miss Hayton as a newly qualified teacher and Mrs Eaton as a part-time teacher, reflecting a good balance of younger members of staff with more experienced teachers allowing new initiatives and experience to enhance the curriculum.*

*In early February work started on a long awaited school hall; this is being built as a County project alongside a new pre-school centre. Building work is due to be completed by the end of August ready for the start of the new academic year. The hall will make a huge difference to the learning opportunities available to our pupils with staff already planning activities to enrich their learning.*

*Our Federated partner school – Winesham – will have a new building project starting just before the summer break which will include the demolition of the old EMU building and football club changing rooms giving room for a new teaching area and pre-school outdoor space.*

*In September 2017 I gave Governors notice of my intention to retire at the end of the academic year; this allowed the long process of Headteacher recruitment to take place and for the successful applicant to give notice in their own school. I am pleased to tell you that Mr Richard Benstock was appointed in January and will be taking up the position of Federation Headteacher from 1<sup>st</sup> September 2018.*

*Other staffing changes have seen the retirement of Mrs Sue Leggett, Federation Bursar from 31<sup>st</sup> March and the employment of Mrs Julia Farmer as our new Bursar.*

*Mrs Cheryl Tomany will step down as Deputy Headteacher in July and will become the Federation Special Needs Co-ordinator – a new appointment has been made but this information will not be shared with parents until after half-term.*

*There will be a completely new Federation Senior Management Team from September as Mrs Barbara Booty; Deputy Headteacher at Winesham is also retiring. An exciting time for our schools!*

*Our 10 Y6 pupils will be moving to their new schools in July – as always the majority will be feeding into Farlingaye but 2 pupils will be transferring to Thomas Mills High School.*

*All pupils will take advantage of the induction visits that the High Schools organise.*

*I have been immensely proud to lead Otley and Winesham Federation for the last 11 years and take satisfaction in leaving both schools with a consistently 'Good' Ofsted rating under various Ofsted*



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*Frameworks. Both schools provide excellent learning opportunities for its pupils and are caring, safe and forward thinking.*

*It has been a pleasure to work with members of the Parish Council since my appointment as Headteacher in 2007, knowing that you will give my successor the same support that you have given me.*

*With best wishes*

*Jan Hubbard-Whitehead  
Federation Headteacher*

No questions raised from the Headteachers Report.

### **18.011 Community Council Report** –In the absence of Mrs V Ling, Mr A Ling read a report:

*The members of the Community Council during this year were:*

*Elected members: James Hall, Paul Baker, Nathan Cant, Ian Beaumont, Vanessa Ling, Michelle Boreham, Martyn Osbourne, Steve Evans, Christie Page, David Peek and Simon Clow.*

*Appointed reps: Amy Cranfield (FFY & PTA), Betty Rudderham (Gardening Club), Wendy Marshall (Friendship Club), Sue Montgomery (TOPS), Christine Gilbert (Gym Club), Claire Cole (Under Fives), Phil Quilliam (Bowls Club), Karin Upson (Church), Jayne Vaughan (Scouts), Brian Childs (Chapel), rota of people (Parish Council).*

*During the year the positions of Chairman and Vice-Chairman have been vacant. Paul Baker has held the post of Treasurer, Emma Coomber as Secretary and Vanessa Ling as Bookings Secretary.*

*Throughout the year a number of events have taken place and improvements made to the building.*

*The backroom has had a makeover in collaboration with The Otley Players, following the building work to remove one of the toilets. We now have a new floor, toilet and a fresh coat of paint, and the back door has also been replaced. Late last year a defibrillator was installed on the outside of the hall by the Parish Council, who will contribute yearly to its running costs. A new sign has been fitted above the main entrance. We have recently replaced the lights in the main hall and are grateful for a grant from the District Council that funded this.*

*We employed B&A Holmes to level off the car park area in the corner near the recycling bins, and we hope to tackle the problem of the potholes soon! The fence between the playing field and Shrubbery Cottage has been taken down and cleared. This has created a much tider boundary, and although it meant we had to use diggers on the wildflower meadow, we are pleased to see that the flowers are blooming and we are confident they will seed themselves again. We are in the process of replacing the boiler and have received a number of quotes.*

*Currently the Under Fives are using the hall every day from 7am until 6.30pm whilst their new building is constructed. The school have moved out their equipment to allow storage space for the Under Fives. This is bringing in a good income, but once they move out, we may need to find some new regular hirers.*

*Our piano has seen better days, and was condemned by the piano tuner, so we are in the process of buying a new one. This is being funded by a generous donation from Russell Ling using proceeds from the sale of his book on Otley. A facebook page has been set up this year to enable potential hirers to find us easier and to keep villagers informed.*

*Our main event this year was the Summer Fete in July which was very well attended on a lovely warm day. Numbers were boosted by the visiting Samba Band, and no doubt helped to contribute to the profit of over £2000. There were still lessons to be learned though as the bar ran out of a number of drinks! The fireworks in November also drew a larger than usual crowd, and we were treated to a musical display for the first time! Numbers were down for the annual Dinner Dance in December, but a profit was still made and an enjoyable evening had by all. September saw the Village Show, which unfortunately was poorly attended.*

*Our thanks go to everyone who helps to organise these events, both members of the committee and others, as they all help to raise funds and play an important part in keeping the community spirit alive. And thanks also to all the volunteers, hall-users, committee members and others who have supported the Community Council in any way this year.*

Mrs A Lord reported the potholes in the village hall car park require attention.  
(Cllr T Fryatt left the meeting at 7:47pm)

### **18.012 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 2018**

*The Trust has been in existence for 23 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 2017 to March 2018 money received from the Church donation box, sale of guide books, Church boxes distributed to households and investment income amounted to £639.33, compared to the previous year of £683.55. The Trustees continue their efforts in arranging the distribution and collection of boxes.*

*Income from standing orders amounted to £1380, a small reduction on the previous year. However, total income received amounted to £3842.30, an increase on the prior year [£3011.56]. Funds held presently amount to £12 620.13 as at 6<sup>th</sup> April 2018.*

*During the year £1545 was paid in respect of an LED lighting upgrade to the nave, side nave and altar.*

*The Trustees are mindful of the impending quinquennial inspection that will undoubtedly highlight areas of maintenance to which the Trust will wish to contribute. As ever, 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**  
**7 April 18**

No questions were raised from the OCPT report.

**18.013 Any Other Business** – none.

**18.014 Questions** – no further questions raised.

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

Signed ..... Dated .....