

OTLEY PARISH COUNCIL

Minutes of Annual Parish Meeting held on Monday 17th May 2021

Present:

Clerk: Mrs R Green
Chairman: Mr A Ling
Councillors: Mr M Liddell, Mrs J Vaughan, Mrs S Courtney, Mr M Hunt, Councillor Tony Fryatt.
Members of the Public: 1-arrived at 7:20pm.

The meeting opened at 7.05pm.

Mr A Ling welcomed those present.

21.001 Nomination for Chairperson – Mr A Ling as current Chair was proposed by Mr M Liddell and seconded by Mrs S Courtney to chair this meeting. All in favour.

21.002 Apologies for absence – Mrs A Lord, Mrs S Grant.

21.003 Minutes of Annual Parish Meeting held on 20th May 2019 – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. Approved by all councillors. (There was no APM held in 2020 due to Covid 19 restrictions).

21.004 Matters arising - There were none.

21.005 Chairman's Report

Chairman's Report read by Mr A Ling.

We have continued to meet over the last year online because of Covid, and have managed to do all that's required of us. I would like to thank Rachel for all her hard work over the year. Sadly, she has announced that she will be leaving us as soon as a replacement can be found. I would like to take the opportunity to express my and the PC's gratitude for all the dedication and hard work Rachel has given us over the years.

Planning

We have received an unusually large number of planning applications over the last year which have taken up a lot of our time. These range from small extensions to the proposed development at Wood Farm. We always consider the applications carefully and compare them to the policies set out in the Local Plan

The Neighbourhood Plan is progressing well under the chairmanship of Martin Liddell. The draft plan is currently with East Suffolk Council who advise on the policies contained within it.

Highways

As always we report highway issues with East Suffolk as they arise and the community speedwatch team, led by Tony Barrett, have now resumed. We would like to thank them all for their attempts at keeping our roads safe, but the Helmingham Road continues to be a problem. David Hook is still responsible for the speed camera that is moved around the village and we thank him for his time.

Rights of Way

The footpaths will be cut twice again this year by our contractor and this is funded by the P3 scheme. We report any issues as they arise and new bridges are being installed around the network to make crossings safer. My thanks to Sandra Grant who monitors the footpath network.

Thank you to all the councillors for their help and support over the last couple of years.

21.006 Presentation of draft Parish Council Accounts

Presentation of Draft Parish Council Accounts

17th May 2021

Balance at start of year 1st April 2020: **£9863.34**

Receipts

The precept was received at £4803.55. This was £94.19 extra compared to 2019/20 and also gave a 2% increase charge to households.

Suffolk County Council continues to reimburse the cost of cutting the village rural paths and we received £1,429.38 in respect of the P3 scheme. VAT was submitted to HMRC for £588.44 and received. VAT is claimed once a year during February. If additional purchases are made after this date then the VAT will be claimed the following financial year. The VAT for the new lap top (£84.49) will be claimed in the new financial year. No grants were received this year.

Interest was received in four amounts throughout the year. This totalled £4.80.

The total receipts for this year amounted to **£6,876.17** (This is £2244.01 less than 2019/20)

Payments

Total payments for the year amounted to **£6,991.01** giving an excess of payments over receipts of £114.87. Councillors are aware that reserves in the past have enabled spending to be more than received, and pre-empted payments would be very close to being similar to receipts. Future spending for 2021-22 financial year will be mindful of this situation.

General Administration costs of most items occurring each year are showing a steady increase. General administration costs include insurance, website hosting fee, hall hire, clerks salary. General Administration costs have amounted to £4,133.96. This is an additional £322.22 compared to last year. The main capital expenditure this year has been the resurfacing of the village hall car park and a new laptop purchased for the Clerk. Smaller purchases included a contribution to the lockdown memorial, new batteries for the VAS sign and a village Christmas tree.

Payments under the S137 were in line with last year and well within the amount which can be donated.

Grundisburgh News no longer require a donation and the standing order has been stopped. This year the SFK ACC Rescue standing order went out but was then reimbursed due to a supposed account closure.

Payments under the S142 continued to be for the Royal British Legion. This year due to Covid restrictions no commemorative crosses or wreaths were purchased and no service held. However, a commemorative wreath was made by a Councillor and a donation then made to the Royal British Legion.

This leaves us with a balance at end of the year **£9,748.47**. These reserves are borderline 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. (Based on current precept received £4,803.55, twice this is £9607.1 and with an end of year balance of £9,748.47 there is a £141.37 more). It has always been said that if the P3 scheme for cutting the footpaths were to stop then capital would potentially be required for continuing the cutting. Also the Neighbourhood Plan may require additional funding towards being completed. Any further village projects will require capital savings in order to go ahead, hence carrying forward capital reserves.

The Internal Audit is planned to be carried out in the next few weeks. Documentation regarding the Annual Governance and Accountability Return (AGAR) have also been prepared. The Auditor will sign 'Annual Internal Audit Report 2020/21' section. Approval of the Accounts will be signed off by the Parish Council in the AGM following this meeting. If anyone would like to see the accounts then the 'dates of the period for exercise of public rights' will be Monday 28th June – Friday 6th August 2021. Everything will be available online to view by this start date if not sooner. In compliance with the transparency code and publication of AGAR information is required to be available online by 2nd July 2021. Alternatively feel free to contact the clerk for a paper copy.

Precept 2021/22 request was made for £4,899.62. This again, will show a 2% increase to households. This year the precept has been deposited in one lump sum rather than two separate amounts. (Figured deposited is £4,945.62)

Rachel Green-Clerk/RFO

No questions relating to Parish Council Accounts. **It was resolved** to accept this presentation of accounts.

Proposed: Mr M Liddell. Seconded: Mrs J Vaughan

21.007 District Councillor's Report Councillor

Tony Fryatt was in attendance so spoke to Councillors about his report.

Outline Report for May

OTLEY PARISH COUNCIL

Overall Summary of Our Activities over the past year.

Not surprisingly, the major part of our efforts throughout 2020 was dealing with the Covid problems. This involved financial support (distributing the grant from the Government and our own funds) and giving hands-on practical support. Consequently, my report is a bit lacking.

Suffolk County Council

Following the Local Elections we now have a new SCC representative covering Carlford and Fynn Valley. She is Elaine Bryce, Secretary to Dan Poulter, and many of you will know her from great work she did on the Northern Route campaign. Both Colin Hedgely and I have been working with her and we should see some big improvements over the coming months.

Community Partnerships

We have now completed our first year and have agreed on our priorities.

I have been sent the following briefing from Andrew Jolliffe.

The Partnership is starting to look at Environmental Care as its priority. We've already funded 10 small schemes in the area which are already having a great impact.

We are currently scoping a Green Villages Project which was suggested recently. The details are vague at the moment, but the general idea would be to work with a particular parish to have a practical impact on the environment. For example, more efficient lighting in community buildings, bike storage to encourage healthier travel, wildflower planting, garden care, wildlife support, and so on.

It will require working with various partners, land owners, residents, etc and the aim would be to create a 'first' in the district that can be duplicated elsewhere. It's a significant project and opportunity.

One of the essential partners would be the Parish Council, or a representative at least.

We have started contacting some of the larger parishes in our Ward, to raise the suggestion and gauge interest. Places where there are additional services (shops, pubs, halls, etc) would be preferable, for example Grundisburgh, Otley, etc.

Can I ask that if there are any opportunities for you to promote this project with Parish Councils – close contacts, calls, etc, that you do so? The voice of an experienced District Councillor could make the difference.

Key Areas to be investigated :-

- Green Villages,*
- Environmental Design and Advice,*
- Joint Working across the Parishes.*
- Quiet Lanes*

New Bins

In an attempt to reduce the amount of waste thrown onto our roads (and plastic in particular) ESC will be introducing a new style public waste bin. This will have two sections – one for recycled waste and one for land fill. It is hoped that with more of these around, people will dump their plastic waste as well.

A12 Improvements.

In the light of the vast increase in traffic (particularly HGV traffic) expected from the SZC development, the highways authority has undertaken a complete review of the A12 from Woods Lane in Woodbridge to the Seven Hills interchange. The public enquiry into this has been completed and the outline plans have been produced.

Timeline for the scheme We'd like to see the Scheme completed by the end of 2025. Achieving this will depend on the Government's response to our business case, and on planning processes. The shortest possible timeline is:

- Public consultation: February to March 2021*
- Report to Suffolk County Council Cabinet: Summer 2021*
- Submit outline business case to Department for Transport: Summer 2021*
- Design development: Autumn 2021*
- Progress detailed design, engagement and planning: Winter 2021 / 2022*
- Start of construction: Autumn 2023*

Estimated date for scheme completion: Winter 2025

SZC And Our Local Roads

Throughout the SZC discussions to date, the majority of effort has been concentrated on the Northern end of the route and on the impact on the A12. It is clear to those living along the minor roads that there could well be a very deleterious impact on our local roads and it must be addressed before we go much further,

I have had several meetings with EDF Energy in an attempt to correct this. Lots of promises have been made about controlling the traffic and local road improvements, but nothing, as yet, that's tangible. The key meeting was organised by Charsfield PC with Bill McGarry senior Director of EDF. This was a much more positive meeting and we have been promised that all the issues will be dealt with in a report to be published soon.

Planning – Statement of Community Involvement And Local Development Schedule. The Statement of Community Involvement has been completely updated and sets out how and when people can have their say on planning policies and planning applications. The Consultation Statement includes a summary of the comments received during the consultation on the Statement of Community Involvement and the Council's response. The Adoption Statement gives an overview of the process and reasons for adopting the Statement of Community Involvement.

*The Statement of Community Involvement, Consultation Statement, other supporting documents and the Adoption Statement are available to view on the Council's website:
<https://www.eastsuffolk.gov.uk/planning/planning-policy-and-local-plans/local-plans/statement-of-community-invol>*

21.008 Community Police Report

Clerk has been on the Suffolk Police website for information regarding the work of the Police in the Woodbridge Area.

The Woodbridge Safer Neighbourhood Team comprises of Inspector Soraya Francis who is responsible for the three Safer Neighbourhood Teams in the Ipswich East, Felixstowe and Woodbridge locality. Also PC

OTLEY PARISH COUNCIL

Rachael Partridge is the Community Engagement Officer. Contact details are through social media: Twitter - @FelixWoodPolice Facebook - /FelixstoweWoodbridge Police.

The following information has been taken from the April 2021 issue of 'Constable's County' where information is shared about each area within the Safer Neighbourhood Teams.

Chief Constable Steve Jupp introduces 'Constable's County' by thanking the Police Force and other essential services and front line workers for the work over the past year. He also pays tribute to those families who have lost loved ones due to Corona Virus. He writes about Policing changing to suit the needs of the public and in line with Government guidelines. Quote: 'Throughout the last year Suffolk's police officers have tried to strike the right balance between encouraging people to stay within those rules and enforcing them more rigorously where there are flagrant breaches. Be assured, we will continue to do that. I really urge you to continue playing your part by doing the right thing, as the vast majority of Suffolk has done over the past year'. He anticipates a busy summer and is preparing for this.

*The section relating to- **South, Felixstowe and Woodbridge** has the following:*

With spring in the air your local policing teams have been committed to high visibility foot patrols in priority areas of Felixstowe and Woodbridge to prevent anti-social behaviour and crime. These priority areas included parks, open spaces following a number of criminal damage reports where graffiti has been found at Brackenberry promenade in Old Felixstowe and in areas of Kesgrave.

Your Community Engagement Officer PC Rachael Partridge has been using social media to keep local residents up to date with crime prevention information, specifically relating to fraud. Have you been a victim of the Royal Mail text scam? Residents have reported receiving a text message with a link requesting payment via a fake website for unpaid shipping on a package. Do not click on the link as this will request payment details which will be used fraudulently. Report all scams to Suffolk Trading Standards via Citizens Advice Consumer Service on 08082231133.

The increase in fly tipping has been highlighted by Graham Miles, Rural Agricultural Chaplain for Suffolk. He explained how fly tipping has impacted farmers and land owners in rural areas during the pandemic. Report fly tipping to your local authority or if you witness fly tipping report to Suffolk Police via www.suffolk.police.uk/connect-us/report-something with vehicle and person descriptions.

21.009 Otley Primary School Report read by Mr A Ling

Monday 17th May 2021

Current pupil numbers – 54

There will be 6 Year 6s leaving in July and 8 joiners in Reception. As in previous years it is anticipated that the numbers of joiners will increase with additional children from the St Mary's development as the new homes become occupied and other in year additions.

Staffing

Class 1 – Miss Tribe Mrs Liddell - TA

Class 2 – Miss Hodge Mrs Utteridge - TA

Class 3 – Mr Leathers

Mrs Dye/Mrs Thrower - TA Inclusion Support Worker – Mrs Hood

Executive Senior Leadership Team

Executive Headteacher - Mrs Michaela Harris

Deputy Headteacher – Mrs Hannah Rigby

SENDCo – Miss Debenham

Federation Bursar – Mrs Julia Farmer

COVID-19 implications

During both national lockdowns due to the COVID 19 pandemic, Witnesham Primary School remained open for the children of Key Workers as well as vulnerable children of both schools in the federation.

In lockdown 1, each year group was set 10 tasks each week on Google Classroom. These were submitted and feedback given by a member of staff. Any children/families that were not engaging were contacted individually. Coop food vouchers were given to children eligible for Free School Meals until the Government voucher scheme became available. In lockdown 2, each child was set appropriate daily skills, daily lessons and weekly lessons to complete at home. In addition to this they had two live lessons and a Federation assembly each day. Again, welfare calls were made for any children that weren't engaging. Laptops were lent out as necessary.

All staff should be commended for their hard work and dedication throughout this period as they were required to be on school site to support the children who were in school as well as support remote learning. Teachers have also dedicated much time to the development of the new curriculum which was implemented in September. Considerable efforts have also gone into tidying and sorting learning environments in both schools.

Since re-opening, both schools have been fully open with generally good attendance. The full and broad curriculum has been offered, under our 'Therapeutic Curriculum'. The Therapeutic Curriculum allows for the timetable time to be used more flexibly, depending on the needs of the children. If they need more social time, then teachers will arrange for this. If any particular topics are brought up, they can be discussed in the moment (e.g. anxieties etc). It also means that the curriculum can be adapted to ensure that the children build on what they already know (catch up).

Children are happy to be back in a routine and with their friends. A recent staff survey showed high levels of wellbeing. "SLT are always there to support us if we need it and check in with us regularly if we have spoken to them about any difficulties. Across the whole staff there is emotional support and I feel I could turn to any of my colleagues for help and support if I needed it - there is a real family feeling. There are opportunities to progress and take on new responsibilities, but also to be supported with these."

All statutory assessments (SATs) have been cancelled but in house assessments are being made constantly and in house SATS will be sat and graded. Each term, we measure the progress that the children have made. Over the autumn term, progress was strong and we anticipate this being true in the summer term too.

Premises

During the summer holidays 2020, the fencing project was completed to ensure that the school grounds are a secure site.

The outside area has been developed to include an outside classroom and a trike track that can be used across the curriculum, to support physical and mental health of all children.

Quality of Education

Subject leaders are working across both schools to embed our new curriculum with detailed coverage and progression maps for all subjects and year groups. These can be found on our new website (www.owfed.co.uk). Power of Reading is underpinning our teaching of English where each class has a core text that provides a theme for all units of study across the curriculum. Foundation subjects are sequenced following Bloom's Taxonomy to promote higher order thinking skills. Maths is supported with White Rose resources which promote a deep level of understanding through using manipulatives. Early Year Foundation Stage are preparing to implement the new framework from September.

OTLEY PARISH COUNCIL

Attitudes and Behaviour

An Inclusion Support Worker is supporting children across the federation to manage their feelings and behaviours. We have also got a school dog! A project to introduce the 'Thrive' approach will be a focus for next academic year, along with Real PE.

Personal Development

All trips and events have been cancelled due to COVID including the bi-annual residential trip to Derbyshire for the Year 5s and 6s. However Class 3 will be going to Aldeburgh Yachts Club in June for a sailing experience day and it is hoped a sleep over will be arranged as well. We held a virtual 'Leavers Assembly' at the end of the summer term and hope to do something similar this year.

Thoughts are turning to how we can safely run a Sports which will hopefully include parents being allowed on site to watch and support.

Leadership and Management

The new school vision continues to be embedded; Passion, Pride and Progress are promoted through certificates in our celebration assembly. These attributes are recognised in all members of the community: staff, parents and children! Learning muscles are recognised to develop lifelong learners. Children can earn an enamel badge and the aim is that they will collect all six before they leave at the end of Key Stage 2!

The new Executive Senior Leadership team is working effectively across both schools. Now, the Junior Leadership Team is being developed to ensure that the children have an active voice in whole school development.

We remain thankful for the work of the Governing Body who continue to hold the federation to account and acting as its 'critical friend'.

Mrs Michaela Harris

Executive Headteacher

21.010 Community Council Report Mrs V Ling wrote a report which was read by Mr A Ling.

The pandemic has meant that the village hall has had to remain closed for most of the year, and yearly events such as the fete and fireworks have been unable to take place. We have, however, been lucky enough to have benefited from grants from east Suffolk which have been gratefully received.

We have taken the opportunity to do some work in the hall. A major job has been having the electrics completely rewired. They were in a bit of a state, with different circuits having been added as the building expanded, but we have a new control box, wiring has been replaced and new lights fitted. It was an expensive job but well worth doing because the electrician needed access to the loft above the stage, the Otley Players took the opportunity to have a clear out so old items have been taken to the tip and it is much tidier up there. The main floor has been cleaned and varnished, and we have a new Bluetooth sound system, thanks in part to money donated from TOPs.

Our current project is to revamp the bar area, as it has become a bit of a dumping ground. A volunteer work party stripped out all the units, Sue has painted it and we have a brand new floor. Our next job is to decide how to fit it out.

We are now partially open again, with some restrictions in place and are pleased to be welcoming back some of our regular hirers-pilates, tap and the Suffolk Singers all resumed this week. There will be no fete this year but we are planning on a village picnic and Otley fest on July 10th- more details to follow! We look forward to re-opening fully hopefully in June when all restrictions are lifted.

21.011 Otley Church Preservation Trust Report – In the absence of a Otley Church Preservation Trust representative Mrs R Green updated Councillors on information she had received via email.

Due to lockdown the OCPT have been unable to meet. They have helped the church over the last eighteen months with the provision of an automatic door lock and provided £7,800.00 covering the cost of refurbishment to the soffits, guttering and downpipes. All work that was highlighted under the last quinquennial report.

No questions were raised from the OCPT report.

21.012 Any Other Business –none.

21.013 Questions – no further questions

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

Signed Dated