

OTLEY PARISH COUNCIL

Minutes of Annual Parish Meeting held on Monday 16th May 2022, at Otley Village Hall.

Present:

Clerk: Mrs M Hunt

Chairman: Mr A Ling (AL)

Councillors: Mr M Liddell (ML) Mrs S Montgomery, (SM) Mr M Hunt, (MH) Mrs S Grant, (SG) Mrs E Flint (EF).

District Councillor: Tony Fryatt (TF)

County Councillor: Elaine Bryce (EB)

Members of the public – None.

The Meeting opened at 7pm

AL Opened the meeting and welcomed those present.

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

2. **Apologies for Absence** – Have been received from ABL and JV these apologies were formally accepted by the Councillors. The following day apologies were received from Mike Bowers (MB)

3. **Minutes of Annual Parish Meeting held on 17th May 2021 – It was resolved** that the minutes of the meeting, circulated to all members be signed as a correct record. These minutes were approved by all Councillors

4. **Matters arising - None**

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

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 Elaine Bryce our County Councillor. The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2019.

Until recently we have not had a full Council but we have now Co-opted Mike Bowers and Emma Flint bringing our number back up to 9 members.

Rachel Green stood down as our Clerk last September and we welcomed Mary Hunt as her replacement.

Mary has certainly proven to be a very efficient Clerk and has undergone some training to keep us all up to speed with latest developments. I must thank Mary's husband Martin for his invaluable help in the changing of banking, updating our website and the PC's finances.

Martin Liddell continues to lead the Neighbourhood Planning committee which is now getting to the final stages of being able to publish a draft for village consultation. Thank you to all those involved and we look forward to seeing the results of their hard work.

We have seen an increase in planning applications recently from small extensions to complete houses. As always we check against the current planning policies and our response is always based on these and our local knowledge.

We have appointed Amanda Marks as the village tree warden. She has built a new website, 'Nature Friendly Otley' to promote trees, hedges and wildlife in the village. The aim is to monitor these valuable assets and promote nature friendly ideas along with educating the younger generation. Our thanks to Amanda for all the time and work she has put into this project so far.

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. He reports that the main problem area continues to be along the Helmingham Road. Our own speed indicating sign is

now being looked after by Martin Liddell and I would like to thank him for his work in keeping it running. We are considering the purchase of a further sign in the future.

HIGHWAYS

The roadworks at Otley Bottom has been a constant source of frustration in the last 12 months and the repair to the bank was finally completed last month. Our thanks go to Elaine Bryce for taking up this problem and pushing to get the repairs completed.

The 40mph speed limit near the Gibraltar Crossroads is now due to be extended to make this junction safer. Elaine Bryce has put a considerable sum of money towards this project and Otley PC along our neighbouring PC's have made up the shortfall.

The Quiet Lanes project is nearing completion and most of the signs have now been put up. Our thanks go to Chris Taylor for seeing this project through to completion.

RIGHTS OF WAY

The PC continues to arrange for the cutting of the footpaths and this work is funded by the East Suffolk P3 scheme. We monitor the state of footpaths and footbridges, reporting any broken sleepers or signs as necessary. Very little work was undertaken during Covid but I'm pleased to report that problems we have highlighted are now being dealt with in a more timely manner.

Finally my thanks go to all the Councillors for the work they do and their support of myself and Mary.

6. Presentation of draft Parish Council accounts – Clerk gave her report as follows - Presentation of draft Parish Council Accounts 16th May 2022.

Balance at start of year 1st April 2021 £9,748.47

Receipts

The precept was received at **£4,945.62**. This was an increase of **£142.07** from 2020/21 and 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. No VAT has been reclaimed this year as it should be claimed at the end of the financial year and included in the following years accounts as per clerk training recently received. The next claim will include the outstanding VAT of **£84.49** for the new lap top that was purchased in March 2021.

This year we received a Neighbourhood CIL Payment of **£1,686.56**. Interest was received for the year of **£1.09**, less then the previous year due to falling interest rates.

The total receipts for this year amounted to **£ 8,062.65** an increase from the previous year by **£1,186.48** the CIL payment will have mostly contributed to this increase.

Payments

Total payments for the year amounted to **£8,931.98** giving an excess of payment over receipts of **£869.33** Councillors are aware that reserves in the past have enabled spending to be more than received, and pre-empted. All of the CIL money **£1,186.48** was used towards the cost of re-surfacing of the Play Area with the remaining funds of **£913.36** coming from reserves. General Administration costs of most items occurring each year are showing a steady increase. General Administration costs include website hosting fee, hall hire, insurance, clerks salary for this year are **£4,589.05**. This is an additional cost of **£455.09** compared to last year, **£180** of this increase was to pay for training for the new clerk. Newlands Grass Cutting, and office sundries have also contributed to the increase costs of General Administration. The main capital expenditure this year has been paying the remaining monies for the re-surfacing of the Play Area, refurbishment of the notice boards and supporting appointed Tree Warden to set up the Website for Nature Friendly Otley, and a small contribution towards the Green Lanes project. Payments under S137 were slightly more than last year but still within the amount that can be donated. Payments under S142 continued to be for the Royal British Legion. This years contribution was an increase from **£50** to **£100**. A commemorative wreath was again made by a Councillor at minimal cost.

This leaves a balance of £8,879.14, which is £1,012.10 under what twice the annual precept monies would be, but this has to be reconciled with having not received any VAT. At the present time we still receive the P3 Scheme monies for cutting the footpaths, but if this were to stop than capital would potentially be required to enable the Parish Council to continuing funding this. Also the Neighbourhood Plan may require additional funding towards being completed. Any other village projects will require capital saving in order to go ahead, hence carrying forward reserves.

The Internal Audit is planned to be carried out in the next few weeks, this year this is being done by SALC due to the previous Auditor retiring. The cost for this service will be more than in previous years. The Documentation regarding the Annual Governance and Accountability Return (AGAR) has also been prepared. The Auditor from SALC will sign “ Annual Internal Audit Report 2021/22 section. Approval of the Accounts will be signed off by the Parish Council at the AGM following this meeting. If anyone wishes to see the accounts then the Dates of the period of exercise of public rights (30 working days) will be Monday 27th June – Friday 5th August 2022. 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 Friday 1st July 2022. Alternatively feel free to contact the clerk for a paper copy. Precept 2022/23 request was made for £5,343.75. This again, will show a 2% increase to households, and has been deposited as one lump sum into the Business Premium Account.

Mary Hunt Clerk /RFO

7. **District Councillor’s and County Councillor’s Report** – Individually gave their reports. The full reports can be found on the PC’s [website here](#).

8. **Police Report / Statistics** – None received. [Details of local policing can be found here](#).

9. **Otley Primary School Report** – Presented by AL

Otley and Witnesham Partnership

www.owfed.co.uk

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Leadership Report for Parish Council

7.00pm Monday 16th May 2022

Our current pupil numbers

Class	Number of Children	TOTAL
1	R 8 Y1 12	20
2	Y2 11 Y3 5	16
3	Y4 8 Y5 8 Y6 6	22

Total: 58

Total: 63

Projected for September 2022

Class	Number of Children	TOTAL
1	R 8 Y1 8 Y2 6	24
2	Y2 6 Y3 11 Y4 6	23
3	Y5 8 Y6 8	16

Our current staff

Class 1 – Mrs Peck
Class 2 – Miss Hodge
Class 3 – Mr Leathers

Mrs Liddell - TA
Mrs Starke – HLTA, Mrs Uttridge 1:1 TA
Mrs Dye and Mrs Thrower – TAs

Executive Senior Leadership Team

Headteacher - Mrs Michaela Harris

Deputy Headteacher – Mrs Hannah Rigby

EYFS/KS1 and Behaviour Lead – Mrs Kate Engels

SENDCo – Miss Debenham

The first two terms of this academic year have been successful, if not challenging. Living with COVID has meant high rates of absence in both children and staff. Despite this, the community feel continues and wherever possible we make the most of opportunities for collaboration.

Key Successes of 2021-22

- Embedding Thrive to support social, emotional and mental health in children
- Supporting behaviour workshops for all staff and parents
- World Book Day – dressing up and whole school writing project
- Real PE to deliver high quality physical education sessions which challenge all children in a range of skills
- Little Wandle Letters and Sounds used deliver high quality synthetic phonics lessons
- Impact of interventions for children with additional needs
- Development of middle leaders
- Supporting new teachers through their initial teacher training with East SCITT

Premises

All works completed last year are well used and appreciated! We are currently seeking quotes to refurbish the outside area for EYFS and hope to do this next academic year.

Quality of Education

Feedback from LA continues to highlight the strengths across the curriculum. Reading has been a priority following remote education and children are achieving well. The core texts used in class underpin the wider curriculum which provides a deep understanding for the children. Enhancements across the curriculum this year include: Colchester Castle, Ipswich Museum, Kimmy's Zoo and a Sikh visitor. Next year we are working on ensuring a rich diet of texts through a reading scheme for all children and to further embed vocabulary across the different subject areas.

Attitudes and Behaviour

Behaviour at Otley is good – the children are polite, respectful and hard working. Attendance and punctuality is generally good. The Learning Muscles continue to reward children that show learning skills for life – Responsibility, Curiosity, Teamwork, Perseverance, Independence and Motivation.

Personal Development

Extra Curricular clubs have been running, provided by outside providers.

Leadership and Management

A few weeks ago, I announced my pregnancy. I will be going on maternity leave from September but have every intention to return! Mrs Hannah Rigby will be Interim Executive Headteacher (current deputy) and Mrs Kate Engels (current behaviour and EYFS/KS1 lead) will be deputy. Governors are active in supporting and challenging the school's development and performance.

Training Completed by staff since September 2021

Safeguarding and child protection – All

Fire warden

Swimming – x3

Thrive Practitioners – x2

Thrive – teachers

Planned training

NPQH - HR

ECT support

Further collaboration and support with other local schools

Real PE – teachers
Little Wandle – all

Executive Headteacher: Mrs M Harris BSc PGCE NPQH
Deputy Executive Headteacher: Mrs H Rigby BA



10. **Otley Community Council Report** – Presented by AL

11. **Otley Church Preservation Trust Report** – Presented by AL
Report to Annual Parish Meeting
Otley Church Preservation Trust, May 2022

The Trust has been in existence for 27 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.

We are delighted to welcome Nigel Crowley as a new Trustee. Nigel brings to the Trust considerable experience of overseeing maintenance of the fabric of St Mary's.

In the year April 2021 to March 2022 money received from the Church donation box, sale of guidebooks, Church boxes distributed to households and investment income amounted to £118.41, compared to the previous year of £85.90. Income has undoubtedly been affected by restrictions imposed during the pandemic. However, the Trustees can now renew their efforts in arranging the distribution and collection of boxes.

Income from standing orders amounted to £1490, a small reduction on the previous year. Total income received, including Gift Aid, fell to £2010.65, a noticeable drop on pre-pandemic levels. Funds held amount to £13 949.99 as of 5th April 2022. The Trustees are grateful to all those who continue to support the Trust's work.

Following a substantial donation of £7370 to fabric repairs in the prior year, there has been no major call on the Trust's funds in the current year. The next quinquennial report is due in 18 months and will undoubtedly detail an ongoing programme of work, to which the Trust will contribute.

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

Ian Beaumont
Chair, OCPT
10 May 2022

12. **Questions.**

Meeting Closed at 7.45pm.

