

Minutes of Annual Parish Meeting held on Monday 19th May 2025, at Otley Bowls Club.

Present: Clerk: Mrs M Hunt

Chairman: Mr Anthony Ling (AL)

Councillors Present: Mr M Bowers (MB) Mr M Hunt, (MH) Mrs E Flint (EF) Mrs Claire Gasson (CG) Mr G Grant (GG) Mr M Ellis (ME)

Members of the public – None

Meeting opened at 7pm

1.) Nomination of Chairperson – AL as current chair was nominated by GG and CG All in Favour

2.) Apologies for Absence – Apologies have been received from District Councillors Mr Dan Clery and Colin Hedgley and Hannah Rigby Executive Headteacher Otley and Winesham Federated Primary Schools. These apologies were accepted

3.) Minutes of Annual Parish Meeting held on 20th May 2024 – It was resolved that these minutes, which have been previously circulated prior to this meeting were signed by AL as a true correct record and approved by all Councillors present. All in Favour

4.) Matters arising – None

5.) Chairperson's Report – Given by Chairperson AL

CHAIRMAN'S REPORT 2025.

Good evening to you all. I am Anthony Line Chairman of Otley Parish Council. I wish to welcome you to the Annual Meeting of the Parish Council. The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2024. Our District Councillors are Dan Clery and Colin Hedgley. I would like to take the opportunity to thank them both for their support over the year. I must also thank Elaine Bryce for her continued support this year and I know she hasn't been able to attend the number of meetings she would have liked but we know she is always there for us.

The Council is usually made up of nine members although we have only eight currently, Mary Hunt has been our Clerk and she has done a wonderful job of keeping us informed of all PC matters, handling the finances and responding to planning applications. My thanks go to her for making my job so much easier and I would also like to thank her husband Martin for his support.

PLANNING

The Neighbourhood Planning Committee, under the chairmanship of Gavin Grant are now getting to the final stage of this process. The independent inspector has now done an initial review of the plan and has asked for the PC and East Suffolk to comment on his findings. Once he is satisfied with the final plan it will be presented to the village in a referendum. This has been a much longer and challenging process than we originally expected. Thank you to all those involved and we look forward to seeing the results of their hard work.

We have seen a number of planning applications in the last year 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 found the East Suffolk Local Plan to be very comprehensive in guiding our decisions.

FIRST RESPONDERS

The first Responders team have continued to grow and we support them by providing the funding for one of their phones. A separate report by the team will be read out later.

VILLAGE HALL

I am delighted to report that the new Village Hall roof is now complete. This would not have been possible without the support of the Parish Council who have allocated all the CIL money towards this project. It has been a challenging project to put together especially when some last-minute problems arose delaying the work by a month. However, it was completed in three dry days with minimal disruption by a very skilled team.

SPEED WATCH

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. The new camera with data recording has thrown up some interesting statistics on speed and vehicle numbers coming through the village. This information can be used to pinpoint exact times to get the police to operate their own speed trap. Thank you to Martin Hunt for looking after the cameras and extracting the information.

HIGHWAYS

We continue to report issues with our roads especially the potholes which seem to appear more rapidly than they are filled. It is a continued source of frustration that roads seemed to be closed unnecessarily for minor works, some days it can be quite hard to leave the village!

RIGHTS OF WAY

The Parish Council continues to arranged 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. East Suffolk seem to be getting these jobs done in a reasonable time frame although we do report some problems several times.

Finally I have decided to stand down as Chairman after 10 years in this seat and my thanks must go to all Councillors past and present for all they have done in support of myself and Mary.

6.) Presentation of draft Parish Council accounts – Clerk / RFO gave their report as follows -

PRESENTATION OF DRAFT PARISH COUNCIL ACCOUNTS – 19th MAY 2025.

Balance at start of the year 1st April 2024 was £17,261.25

1.) RECEIPTS

The precept of £6,045.59 was received. This was an increase of £182.26 from 2023/24 giving a 2% increase charge to households.

Suffolk County Council have continued to reimburse the Parish Council for the costs of cutting the village rural paths, this year we received £1,596.30 in respect of the P3 Scheme.
£ 1,467.76 was claimed in VAT and received into our accounts in July 2024

We have received one Neighbourhood CIL Payment this year in October 2024 of £27,016.

The total receipts for this year amounted to £36812.19 an increase from the previous year of £12533.96 which is a considerable amount. This includes the CIL payment in October 2024 and VAT. Interest payments for the year amounted to £437.54

2.) PAYMENTS

Total payments for the year amounted to £8534.23 of this £ 3,701.12 was spent on Goods and Services and are included in the list below under 4.

This year the Parish Council has spent = £262 on Councillors Training. Purchased 2 New Grits Bins that needed replacing one at Newlands the other at the Post office Corner at a cost of = £249.98. Arranged and paid for the repair to the War Memorial = £85.00. Purchased 2 Batteries for the old Sid = £89.88. The Council also paid £350 for the Survey on the Village Hall roof. Following the Neighbourhood Consultation Day Christine and Brian Child's kindly donated an old map of the village dating back to late 19th century.

The Parish Council paid £220 to have this framed. It is planned to have this put up in the Village Hall later in the year. These payment total = £1,256.86

Other payments have been made under the following Sections

s133 = £350 (£100 to Community Council, £250 to Community First Response for the phone)

s137 = £825 (to East Anglian Air Ambulance, Disability Advice Service, and £625 to St Mary's Handbells)

s142 = £100 to Royal British Legion. These payments total = £1,275

Total = £6,232.98

3.) COMMUNITY INFRASTRUCTURE LEVY MONIES

From CIL monies received in October 2022 there was still £535.74 to spend, this year £350 has been used to pay for the Village Hall Roof Survey. We have until October 2027 to spend the remaining £185.74.

Other CIL monies that the Parish Council hold is as follows £1,737.66 to be spent by April 2028

£9,098.02 to be spent by October 2028 and £27,016 to be spent by October 2029. In total the Council holds £38,037.42 the majority if not all, is being put towards the cost of the new Village Hall roof.

4.) COST TO RUN THE PARISH COUNCIL.

To enable the Parish Council to run without funding any additional items this year has been £3,701.12 this figure includes the following. (This is an increase of £300.38 from last year).

SALC membership = £340.66

Newland Licence = £113.23 (Two years)

Internal Audit = £223.00

Hall Hire = £87.50

Stationary = £96.73

Annual Insurance = £304

Community Heartbeat /Defib = £135

Annual Data Protection Cover = £35

Annual Website hosting =£50

Clerk Salary = £2,028.00

Secure E-mail System = £288.00

5.) THE INTERNAL AUDIT took place week beginning 28th April. The Documentation regarding the Annual Governance and Accountability Return (AGAR) have been signed off by the SALC Internal Auditor. Approval of the accounts and relevant forms will be signed off by the Parish Council at the AGM following this meeting. Because this year the Parish Council has in excess of over £25,000 in income in the last twelve months an External Audit will need to take place. This is in hand and should be completed by the July 2025 Parish Council meeting.

If anyone wishes to see the accounts then the dates of the period of exercise of public rights (30 working days) will also be agreed at the AGM following this meeting possible dates (30th June to 8th August 2025)

Everything will be available on line to view by the date set. In compliance with the transparency code and publication of AGAR information is required to be available online by Monday 30th June 2025.

Alternatively feel free to contact the clerk for a paper copy.

Finally I would like to advise the Parish Council that this will be my last year as Parish Clerk. I plan to stand down after the APM and AGM in May 2026. In doing so I feel it will give the Council plenty of time to both find my replacement, and for me to do a hand over. While I have enjoyed the experience and challenges its time for me to move on. I would like to thank all the Councillors for their support but in particular Anthony and of course my husband Martin who has been a great help with navigating the work involved with keeping the Parish Council running.

Mary Hunt Clerk /RFO.

May 2025

7.) District Councillor's and County Councillor's Report – Reports from both District Councillors had been received and circulated to the Councillors prior to this meeting.

8.) Otley Primary School Report – read out by AL

Otley Primary School Report

(For the sole use of the Parish Council)

Number on role: 55

Staffing:

Executive Headteacher: Mrs H. Evans (Nee Rigby)

Executive Deputy Headteacher: Mrs K. Engels

SENDCO and Executive Deputy Headteacher: Miss J. Debenham

Class structures:

Class 1: Reception

Year 2: Year 1 and Year 2

Class 2: Year 3 and 4

Class 3: Year 5 and 6

Our Vision

An inclusive community that inspires, motivates and challenges all.

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Year 2: Year 1 and Year 2

Class 2: Year 3 and 4

Class 3: Year 5 and 6

Our Vision

An inclusive community that inspires, motivates and challenges all.

Our vision for our school community prepares children to move on to the next stage of their education and future. We will achieve this by delivering our ambitious curriculum, driven by our big ideas. We will support the children to access the curriculum by weaving our learning muscles into everything that we do.

Current school priorities:

Curriculum

- To embed a coherent, well-structured, and progressive curriculum that covers the full spectrum of learning and is effectively adapted to meet the diverse needs of all learners.
- To establish a consistent approach to teaching spelling across the Federation, equipping pupils with the skills and confidence to spell accurately across all subjects.
- To ensure cognitive load and retrieval practices are embedded in every lesson, enabling pupils to retain and recall knowledge and use technical vocabulary, while using their enhanced oracy skills to express their learning.
- Teachers will use precise assessments to inform planning, addressing learning gaps and improving pupil outcomes.

Inclusion

- To create a comprehensive SEND framework that outlines the identification process, trains staff on carrying out assessments and ensures that interventions are implemented effectively with all children receiving the correct support.
- Implement a curriculum that educates children about diverse needs, fostering an environment where they recognise and appropriately respond to each other's needs

Leadership

- Subject leaders will develop focused and specific action plans with clear timescales, ensuring that monitoring directly aligns with these actions.

- All students, including those with SEND, will demonstrate an understanding of the "big ideas" in their learning, with evidence that adaptations are effectively made to ensure curriculum access for all learners.
- Staff will enhance their subject and pedagogical knowledge, with teachers actively taking on leadership responsibilities which will support the further embedding of the curriculum.

Achievements this academic year:

- Moving Otley children to Witnesham following the fire. Thank you so much for your support with this- we understand the extra pressure this creates for the infrastructure within the village and are grateful for your support.
- Extensive involvement from the church for Christmas, Harvest and Easter festivals (thank you!)
- Continued close working with the Otley PTA and Parish Council.
- Inclusion coffee mornings for parents.
- School trips and enrichment activities for all classes- we have had story writing workshops, visits to Red House and the farm, amongst many more! This provides children with fantastic life experiences.

NB: we hope to reopen the school on Monday 2nd June 2025. We will be in touch with further details!

9.) Otley Community Council Report – Chairpersons Report April 2025 Read out by AL

During the past year, the position of Chairperson has been held by myself, along with the post of Booking Secretary, Paul Baker has held the post of Treasurer, Sue Montgomery has been Vice-Chair and Christie Page has been Secretary.

The Village Hall has continued to host a good number of regular groups, including Tap Dancing, Suffolk Singers, Horn Factory, Junior TOPS, TOADS and the Crafting Group. Pilates has taken a bit of a break, due to the arrival of little Jacob in the autumn, but Lara has already booked up her sessions for her return starting in June. We also have a new regular hirer on a Friday afternoon in LTS School of Dance who host Silver Swan ballet lessons. On the community side, which is important to us too cuppa and cake continues to meet monthly, and the Community Orchard group have a dedicated team of helpers.

Once again our biggest fundraiser of the year was the Fete. It was a week later than normal and unfortunately clashed with a few other nearby events, but the turnout was still good and the weather was on our side. With no Samba band this year, we were instead entertained by some street-dancing children from a local group, the TOADS choir and the very talented Jonathan Farnhill on saxophone. Emily Nightingale returned to run the ever-popular dog show, and the races in the ring, along with the tug of war and egg throwing were well supported. There was a couple of new stalls that went down well, and the First Responders stand was a big hit too. Thanks to Tony Field and his team for organising it all.

Another large crowd of people turned up for the annual fireworks display in November. The burgers, hot dogs, soup and hot chocolate go down very well and the display that Mike Bullock puts on just gets better every year – our thanks go to him, as we really couldn't do it without him.

Unfortunately we didn't get enough support for the Christmas Dinner Dance and we had to cancel that, but the Ceilidh returned again a few weeks ago and was once again a great evening – thank you to Julie Baker for rallying the troops for that.

In the hall we have repaired and painted the ceiling, as it was getting very stained and was leaking – it looks so much better now! Following on from this, the Parish Council voted to use their £40,000 CIL money to help us fund a new roof, otherwise the new ceiling would just get water damaged again. Anthony Ling has worked very hard on this, contacting builders, getting quotes and liaising with the Parish Council and we thank him for his time. We needed to fund £12,000 costs ourselves, but we had a good amount in the bank, and much of it was raised for a new roof. However, a secondary survey, just before work was about to begin, has seen an increase in costs of approximately £6,000, which will more or less wipe out our reserves. The Committee have decided to go ahead with the work and are currently running a GoFundMe Page to help raise funds. The work looks a though it will not go ahead in May, and we hope that there are no more

expenses of delays (Since this report was written we are happy to say that the work on the roof is now complete).

We are also lucky to have some money from East Suffolk Council that can be spend on outdoor equipment and play area. A group of us have met a few times during the past year to discuss how best to spend the money. We have just settled on a tarmacing the car park, a couple of bits of new play equipment and some outdoor gym equipment, and the Bowls Club will benefit too with a new mower. Thank you to those who have worked on this and to Anthony Ling who is just completing the grant form.

By the time this is all done, the hall should be in pretty good shape, although is anything ever finished?! The toilets need a makeover, and we hope to get a grant for this, as we now have no money ourselves. The main hall needs a lick of paint too – maybe a work party at some point. Still the hall continues to be a focal point for the Community and Thank You to everyone on the Committee for their ideas, support and help

10.) Community First Response Report – Given by MB

There were nine First Responders on the team but presently there is eight. We are doing ok for funding. We are always looking for more people to join. Would like to get more people from Clopton involved, the person from Clopton who is a First Responder is promoting the project to encourage people to join. Two people in Henley have also joined one of who is a senior paramedic and has taken on the role as our senior trainer (First Responder are required to do on-going training). Procedures with the East of England NHS Trust can be challenging. Regarding call outs the last two to three months things have been quiet. Last June 2024 was the busiest month. The number of hours the first responders have done are reported on a monthly basis to the CRM Manager you do your hours committed but not always go on a call out as an Ambulance has already been sent out. Otherwise all doing well.

11.) Otley Church Preservation Trust Report – Read out by AL Report to Annual Parish Meeting Otley Church Preservation Trust, May 2025

The Trust has been in existence for 30 years and has raised valuable funds for the restoration and maintenance of the Church fabric. Without it, much of the work that has been completed could not have been undertaken.

There are six Trustees, three of whom are nominated by the Parochial Church Council and two who represent the interests of the Parish Council.

In the year April 2024 to March 2025 money received from the Church donation box, sale of guidebooks, Church boxes distributed to households and investment income amounted to £1091.60, compared to the previous year of £781.41. The Trust has benefited from higher rates available on investment income over the last 12 months.

Income from standing orders rose to £1445. We received both a very generous bequest and a significant private donation during the year bringing the Trust's total income received, including Gift Aid, to £9833.84. Funds held amount to £29 738.54 as of 5th April 2025. The Trustees are most grateful to all those who continue to support the Trust's work.

During the year, the Trust paid over £3200 in respect of work to degraded pew platforms on the south aisle, a consequence of dry rot in the supporting beams. This had been flagged in the recent quinquennial report, along with a number of more minor repair issues that the Trust will support in the coming year. The overall satisfactory condition of St Mary's fabric is testament to the continual programme of maintenance that is made possible by generous donations to the Trust's work.

As always with a building of St Mary's age and nature, the maintenance demands are on-going and Trustees will continue their work to raise funds for the preservation of the Church.

Ian Beaumont
Chair, OCPT
15 May 2025

12.) Questions

Meeting Closed at 7.36pm