

## **OTLEY PARISH COUNCIL**

Minutes of Annual Parish meeting held on Wednesday 11<sup>th</sup> May 2011

**Present:** Chairman Mr Smith, Clerk Mrs Osborne, Councillor's Messrs Cant, Childs, Mr R Ling, Mr A Ling, Mrs Lincoln, Mr Hook and Mrs Grant. District & County Councillor Peter Bellfield and 12 members of the public.

**Apologies:** Mrs Vaughan, Mr Moss, Federation Headteacher – Jan Hubbard, Community Council – Ian Beaumont, WSNT PC Gilmore, Woodbridge SNT

**Minutes of Annual Parish Meeting held on 19<sup>th</sup> April 2010** – Approved and signed.

**Matters arising** – There were none.

**1.Chairman's report** – Mr Smith welcomed everyone to the Annual Meeting of the Parish Council, particularly Peter Bellfield who is a great supporter of Otley Parish Council. Mr Smith thanked Mr Treloar, who is retiring from his role as Parish Clerk, for his hard work over the past year. There are 9 elected members of the Parish Council who have met regularly every 4-6 weeks. Following the recent contested elections Mr Smith thanked both John Jay and Aaron Moss for their time on the Parish Council. There are three sub committees – Planning, Rights of Way and Finance. Planning have received 17 applications.

Mr Smith highlighted the Housing Needs Survey which had been conducted in May 2010. In summary 94 responses were received, a 31.33% return rate. The majority of respondents were in favour of a small affordable housing scheme and the report recommended 2/4 two bedroom units. The Parish Council have approached Flagship Housing regarding the build of 3 units on the site in Chapel Road next to Little Meadows road but, to date, have not had a response.

Mr Smith reported that the LDF (Local Development Framework) via the SCDC has only identified the Brownfield site at the Hubbards as 'potential for development in 6-15 years' with an indicated capacity of 32 houses.

Following a public meeting organised by Otley Green to discuss the proposals for a community wind turbine, the Parish Council are to conduct a survey of residents by way of questionnaire to judge the level of support. A sub-committee was set up to include members of Otley Green and the Parish Council.

Mr Smith reported the Footpath Sub-committee has produced a 'Walks around Otley' leaflet which is available to purchase in the village shop for 50p. Lastly, the Parish Council are looking for a project for the coming year as there is a small amount of cash to spend.

*(A copy of the Chairman's full report is attached to the minute book Appendix 1)*

**2.Policing Policy** – Mrs Osborne read from the report and the WSNT commented that there were 32 recorded crimes compared with 42 last year, but only 6 detected. This is an excellent reduction on last year but WSNT reiterate that residents should stay vigilant and to check cycles and outbuildings as they are easy pickings for an opportunist.

The tasking for speeding in Otley has now finished but they will still attend on the speed enforcement days once a month to carry out speed checks. Although they are committed to do this Mrs Osborne will check with WSNT that these are being conducted.

The mobile police station will next be in Otley on Wednesday 27<sup>th</sup> July between 1330hrs to 1500hrs.

*(A copy of the WSNT's full Police Report is attached to the minute book Appendix 2)*

**3.Otley School Report** – Mr A Ling read from the report. There are currently 48 pupils on roll, a slight drop compared to last year. There are still 3 classes and maintaining these teaching groups has been a priority for the governing body. The school welcomed a newly qualified teacher to their staff, Miss Laura Baker, who is teaching year 3 and 4 pupils, and a new cook, Mrs Kelly Feavearyear who continues the high standard set by Marie Malkin who resigned in January to take up a new position in Ipswich.

There is now a designated support room for speech and language activities and the PTA have purchased a projector and whiteboard for the new classroom. The project with Eastfeast has been completed and the tyre garden, willow tunnel and storyteller chair have been officially opened.

The collaboration with Witnesham Primary continues to work well and we will be joining them for our annual country and maypole dancing, and the children continue to look forward to the visits from Witnesham Baptist Church, Rev. Catherine Beaumont and Rev. Jane Hall.

*(A copy of the Headteacher's full report is attached to the minute book Appendix 3)*

**4.District & County Councillor's report** – Mr Peter Bellfield reported a Local Government grant reduction of 28% which means a need to reduce expenditure between £120m and £145m out of a budget of £600m for the County Council. SCC is the second best performing county council in the country and Peter reported that there is to be no increase in the employers contribution to pension fund and that there is no change to council tax.

Although the bad weather came early the gritting on A1 roads was the council's priority and the grit was usually there within 24 hours of being requested. Mr Bellfield reported that it was another year for pot holes, which are still appearing and the council are continuing to repair. Helmingham road is to be resurfaced later this month.

The Conservative group has appointed Mark Bee of Waveney DC to take over from the current leader of the County Council, who has decided to stand down. Deputy Jane Storey is acting as leader, however, the lack of leader and absence of the Chief Executive, who is on extended leave whilst complaints are being investigated, is affecting the progress made by the Council.

SCDC has been under a local government reorganisation so it has been very difficult to plan ahead. The partnership with Waveney DC has worked well. The Local Development Framework is still on-going due to a late objection which must be taken to consultation. Following the Central Government grants the DC need to save £2.1m in the current financial year against a budget of £13m. This net budget has not changed much over the last 12 years. Mr Bellfield reported that there is no increase to council tax for the current year.

Mr Barrett thanked Mr Bellfield for his assistance with the planning department and Mr Bellfield emphasised that if there any problems with either a county or district council department he is always available to help.

*(A copy of Mr Bellfield's full report is attached to the Minute Book Appendix 4)*

**5.Presentation of draft Parish Council Accounts** – Mr Treloar reported that balances at the start of the year amounted to £6774.78 and at the end £7,832.69. Although provision was made for capital projects, none were undertaken during the year. The precept remains unchanged at £4,000, equivalent to £15.09 per household. SCC continue to reimburse for path cutting, VAT has been reclaimed and we have obtained savings in insurance. However, the Clerk's salary was up on last year due to elections work and the village hall costs had increased through the rise of heating costs. The Parish Council budgeted for a year end reserve of £5,545 but in the end balances were up by £2,287 as money budgeted for capital projects was not spent.

It was confirmed that donations are made to the Disability Advice Service, a local organisation, who provide advice services to disabled people in the village. It is known there are a number of local people who have benefited from their services.

It has been noticed that an invoice for Newlands field cut has not yet been received. A question was raised regarding the Newland's Licence, which the Parish Council rent from SCC to protect the field from sale by the council.

*(A copy of the Finance Officer's full report is attached to the Minute Book Appendix 5)*

**6.Otley Community Council report** – Mrs Osborne read from the report. The Community Council's business has included routine maintenance and repairs to the village hall and Christine Gilbert was thanked for her continued work keeping the hall clean and tidy. Incidents of petty vandalism have been minimal during the year. Members and volunteers from the village successfully organised the fete in July, fireworks in November and the Christmas dinner dance in December. Combined fundraising gave an 18% rise on net income to £3,880. A £10,000 grant had been received from Awards for All, a 78% contribution towards the new front steps, ramp and door. The total assets are currently £31,228 of which £8,623 is reserved for the play area and £7,500 against roof repairs. Mr Eldridge has been appointed to undertake regular maintenance of the grounds and a textile bank has been added to the range of recycling facilities. Hire rates remain unchanged though a heating supplement continues to apply during the winter period.

Mr Taylor, the new Chair for Otley Community Council, reported that work to the kitchen is due and grants are currently being applied for. The CC are organising the Village fete for 2<sup>nd</sup> July and the fireworks, village show and Christmas meal are planned fundraising events.

*(A copy of the Community Council's full report is attached to the Minute Book Appendix 6)*

**7.Otley Church Preservation Trust report** – Mr Treloar read the report. There are 6 trustees and the OCPT is grateful for the ongoing stewardship that is provided by the members under the capable chairmanship of Ian Beaumont. In the last year total money received amounted to £2,288.14 down on the previous year when they had the benefit of a number of large donations. The total funds presently amount to £5,381.48. During the year £5,405.89 has been donated towards repair of nave windows, tower and north porch roof. A further £6,715 has been paid towards the cost of re-glazing repairs. There is a pressing need to repair both clock faces. The Parish Council have committed £500 towards this but could they increase this to £1,000 so that the works would be in reach of being commissioned and save the clock from disrepair. Mr Smith has duly noted this request.

*(A copy of the full report is attached to the Minute Book Appendix 7)*

**8.Any other business** – It was raised that the Sleeper Bridge on footpath behind Hubbards has still not repaired despite numerous requests by Mr Treloar. Mr Treloar reported that SCC have chased their outside contractors and we will continue to chase this urgent matter

The meeting closed at 19.55

## Appendix 1

### Chairman's Report to the Annual Parish Meeting – 11<sup>th</sup> May 2011

#### OTLEY ANNUAL PARISH MEETING MAY 2011

Good evening to you all. I am Malcolm Smith, Chairman of Otley Parish Council in my tenth year. I wish to welcome you to the Annual Meeting of the Parish Council and would like to welcome Peter Bellfield who was our County Councillor & District Councillor who regularly attends our Parish Council meetings. Peter has supported us this year, as in all previous years, in relation to HGV's, highway and planning issues.

The purpose of the meeting tonight is to review the activities of the Parish Council since the last Annual Meeting in 2010.

I would like to thank our Parish Clerk Richard Treloar who again has worked hard this last year but has decided to retire from the role. Richard has supported the council and in particular me over the last year and I wish to personally thank him. We now have Vanessa Osborne as our new Clerk and we all welcome her to her first official meeting.

I am sure that you all know that the Parish Council went through an election process on the 5<sup>th</sup> May. We have not had contested election for many years, where there were 12 candidates vying for the 9 Parish Councillor vacancies. The election resulted in the following people being elected :-

Geoff Cant, Brian Childs, Sandra Grant, David Hook, Isabel Lincoln, Anthony Ling, Russell Ling, Malcolm Smith and Jayne Vaughan. I would like to thank both John Jay and Aaron Moss for their time on the Parish Council, I am sure that we will still be calling on them for their words of wisdom over the coming years.

There are 9 elected members of the Parish Council and we meet regularly every 4-6 weeks with published dates and notes of the meetings displayed on our Parish Council Notice Boards. We have 3 sub-committees namely :-

- Planning - chaired by me
- Rights of way - chaired by Russell Ling
- Finance

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

The *Planning Sub-committee* has received 17 planning applications, with 1 withdrawn, 1 refused and 1 going to judicial appeal.

Since the last meeting, as a direct result of the Parish Plan, we carried out a *Housing Needs Survey* in May 2010 with the help of Suffolk ACRE (Action with Communities in Rural England). Forms were delivered to every household together with a pre-paid envelope to be returned to Suffolk ACRE who carried out the analysis and production of the report. In summary the report stated that they had received 94 responses out of nearly 300, equivalent to a 31.33% return rate, with the majority of responses from 60-74 year olds. The majority of respondents were in favour of a small affordable housing scheme. Out of the 94 returns a total of 7 households indicated that they had a need for affordable housing by providing details of their requirements. The report recommended 2/4 two bedroom units. As a result of this survey the Parish Council approached Flagship Housing to see if they were willing to build 3 units on the site in Chapel Road next to Little Meadows road. We have received no formal response from Flagship Housing and this may be due to the current economic financial constraints and the fact the mortgage lenders are refraining from lending for shared ownership, so many Registered Social Landlords are having to convert properties from shared ownership to rent based.

At the last Annual Meeting I reported that we had worked with Suffolk CC Highways to cost 3 **additional footpath pavements**. I am pleased to say that the footpath in Church Road linking up to the Church was provided a lot sooner than we anticipated with no cost to the PC. The other two paths (Helmingham Road to the White Hart pub and a path from the village shop to the school) are still on the SCC Highways waiting list.

We continue to work with SCDC on the LDF (Local Development Framework) plans. In November 2010 SCDC published a **Strategic Housing Land Availability Assessment paper**. This document supports the LDF by identifying sites for potential housing development. There were 5 sites that had been offered by land owners as potential for development :-

- #318 - Green field land behind the Church
- #318a – Brownfield land at Depot site (Hubbards), Church Road
- #433 – Green field land adjacent to the Bungalow, Helmingham Road
- #572 - Green field land at Wood Farm, Helmingham Road
- #584 – Land north of Depot site, Church Road

I am pleased to announce that all but the brownfield site have been declared not available as they are “not well related to the existing settlement”; except for the land behind the Church which is proposed to be “an Area to be protected from development”(at the request of the PC). The brownfield site at Hubbards is listed under “potential for development in 6 – 15 years” with an indicated capacity of 32 houses.

OtleyGreen have proposed a **Community Wind Turbine** that could provide the village with income for green projects, potentially for the next 20 years. OtleyGreen held a public meeting to present their ideas and around eighty members of the community attended.

The proposal was for the possible installation of a community wind turbine on land at Hall Farm. There were a number of objections raised and a straw poll was taken which revealed 55% in favour with 45% against. Sixty seven people voted.

Having considered the position, councillors agreed that it was difficult to assess the level of support for the erection of a community wind turbine in Otley from these results.

The following was decided:-

- a) For Otley Green to assess the feasibility of other sites (such as Otley College).
- b) To carry out a full survey of the residents by way of a questionnaire to judge the level of support for a turbine on a specified site. This survey not to be undertaken until after 5th May following the elections.
- c) To set up a sub-committee from members of Otley Green and the Parish Council to agree the format of a questionnaire (a draft questionnaire has been prepared by the PC).

### **HIGHWAYS**

We continue to monitor the state of the roads and report pot holes or edge subsidence.

### **RIGHTS OF WAY**

Russell Ling has continued to drive the Rights of Way committee and work parties and I thank him for his efforts over the last year. The PC continues to arrange for the cutting of the footpaths and last year we managed two full cuts. This work is funded by the SCDC P3 scheme. The Footpath Sub-committee produced a “Walks Around Otley” leaflet that describes two walks, one of 3.6 miles and the other 2.7 miles. Copies can be purchased from the village shop at 50p.

## **SORR**

We continue to be heavily involved with SORR. SORR (Save Our Rural Roads) is a consortium of 13 or more local Parish councils and is opposed to the ever increasing impact of HGV's on our rural infrastructure and inhabitants.

## **THE YEAR AHEAD**

The PC are looking for a project in the next year as we have a small amount of cash to spend.

Well that's enough from me, thank you for listening. If you have any questions please don't feel afraid to ask either now or after the meeting or in fact at any time - we are your Parish Council and are here to reflect your local needs.

## **Questions ?**

Over to

## **Appendix 2**

### **The Woodbridge and District SNT report to the Annual Parish Meeting - 11<sup>th</sup> May 2011**

I have compiled the attached report for your meeting. These figures have not been audited.

## **AGM / PARISH COUNCIL REPORT FOR THE PARISH OF OTLEY**

**11/05/2010 – 11/05/2011**

The Woodbridge and District SNT officer responsible for Otley is PC 804 Dave Burrell and the PCSO is 3094 Sally-Anna Chatten-Berry.

### **Recorded crime for this period (un-audited)**

- 1 - THEFT - FROM SHOP - Undetected
- 2 - BURGLARY - OTHER BUILDING - Undetected
- 3 - AGGRAVATED TAKING - MOTOR VEHICLE - No crime
- 4 - HARASSMENT - PURSUE COURSE OF CONDUCT - Undetected
- 5 - THEFT - OTHER - Undetected
- 6 - COMMON ASSAULT (NO INJURY) - Undetected
- 7 - SEX ASSAULT ON MALE 13 AND OVER - Undetected
- 8 - OBSTRUCT/RESIST A POLICE OFFICER - Detected
- 9 - ASSAULT OCCASIONING ABH - S.47 - Detected
- 10 - BURGLARY - OTHER BUILDING - Undetected
- 11 - COMMON ASSAULT (NO INJURY) - Undetected
- 12 - BURGLARY - OTHER BUILDING - Undetected
- 13 - THEFT - FROM MOTOR VEHICLE - Undetected
- 14 - SEX ASSAULT ON FEMALE – No crime
- 15 - SEX ASSAULT ON FEMALE - Undetected
- 16 - CRIMINAL DAMAGE - VEHICLE - UNDER £5000 - Undetected
- 17 - BURGLARY - DWELLING - Undetected
- 18 - DRIVING WHILST DISQUALIFIED - Detected
- 19 - DRIVING MOTOR VEHICLE WITH EXCESS ALCOHOL - Detected
- 20 - INTERFERENCE WITH MOTOR VEHICLE - Undetected
- 21 - THEFT - FROM MOTOR VEHICLE - Undetected
- 22 - DOMESTIC INCIDENT – NON-CRIME - Undetected
- 23 - THEFT - OTHER - Undetected
- 24 - THEFT - OTHER - Undetected
- 25 - THEFT - OTHER - Undetected
- 26 - THEFT - OTHER - Undetected
- 27 - DRIVE WHILST UNFIT THROUGH DRINK/DRUGS - Detected
- 28 - BURGLARY - DWELLING WITH INTENT - Pending
- 30 - THEFT - FROM MOTOR VEHICLE - Undetected
- 31 - ASSAULT OCCASIONING ABH - S.47 - Undetected

### **Dates of interest.**

There was a community panel meeting held at The Shire Hall, on the 09/02/2011, with the following priorities being set:

Priority 1: To reduce instances of Anti Social behaviour and drug misuse around the garage block between Queens Avenue and Pembroke Avenue Woodbridge

Priority 2: To improve road safety in the Burkitt Road IP12 4JJ and Hasketon Road IP12 4JR areas of Woodbridge during school opening and closing times

Priority 3: To increase awareness amongst the community of protecting their property and outbuildings following an increase in burglaries in the Woodbridge and Melton areas

If you feel there is an issue within the community that needs addressing please attend the next Community Panel Meeting and make your representations. This may then be set as a task for the SNT for the following month(s).

The next meeting will be held at 1900hrs on Thursday 12th May 2011 at Orford Town Hall, Orford.

### **General Information.**

Otley has seen an excellent reduction in recorded crime for the period of 11<sup>th</sup> May 2010 to 11<sup>th</sup> May 2011 with thirty-two recorded crimes as apposed to May 2009 to May 2010 with forty-two crimes being recorded. Thirty-two recorded crimes is a low figure when compared to Wickham Market with one hundred and sixteen recorded crimes for the same 2010 to 2011 period.

I am going to reiterate my old message to stay vigilant with regards to yours and others property. Please check your cycles and outbuildings are secure, as they are easy pickings for an opportunist.

Please can I ask that if any events are being organised for the summer, please can the police be contacted at early stage.

### **Speed Checks.**

The tasking for speeding in Otley has now finished, we will still attend on our speed enforcement days once a month to carry out speed checks. Please let us know of any locations around the village that you feel need attention during these enforcement days.

### **Mobile Police Station.**

The mobile police station will next be in Otley on Wednesday 27<sup>th</sup> July 2011 between 1330hrs to 1500hrs, parked in the car park on the Village Hall car park. Please pop in and have a chat, we will also have a small collection of crime reduction items that are for sale.

### **Police Direct.**

For those of you that haven't signed up for Police Direct yet, please don't forget about it! The service is free, easy to use and is proving to be a very valuable policing tool. The service doesn't just assist us it also benefits you. You will receive regular updates either via text, email or landline letting you know what is happening in your area. Leaflets are available at all police stations or visit our website.

### **Contacting the Police.**

In an emergency always dial 999

To report a crime, speak to myself or leave a message please dial 01473 613500.

Any member of the team can be contacted at [woodbridge.snt@suffolk.pnn.police.uk](mailto:woodbridge.snt@suffolk.pnn.police.uk)  
Our website as detailed below also has an email link to contact us.  
Please also have a look at the Suffolk Constabulary Website, which can offer further help and advice.

To find the Woodbridge and District Team website please see  
[www.safersuffolk.org.uk](http://www.safersuffolk.org.uk)

### **Appendix 3**

### **Otley Primary School report to the Annual Parish Meeting – 11<sup>th</sup> May 2011**

#### **Otley Primary School**

#### **Report to the Parish Council AGM**

**Wednesday May 11<sup>th</sup> 2011**

At the beginning of this term we had 5 new pupils starting , 1 in year 3 and 4 in our reception year; this takes us up to 48 pupils. This is a slight drop compared to last year as we lost a family of 3 and two other pupils who had to move due to family circumstances. We still have 3 classes and maintaining these teaching groups has been a priority for our governing body.

We welcomed a newly qualified teacher to our staff this year, Miss Laura Baker has replaced Mr. Paul Harty who moved to Malta at the end of the summer term. Miss Baker is teaching our year 3 and 4 pupils and has settled very well and is proving to be an excellent teacher. She is a county netball player and is coaching our young netballers to a high standard.

Other new staff include our cook. Suffolk County Catering appointed Mrs. Kelly Feavearyear in February. Kelly has 3 children at the school with a daughter in under 5s. Kelly is enjoying being school cook and has continued the high standard set by Marie Malkin who resigned in January to take up a new position in Ipswich.

Our newly built classroom accomodates years 5 and 6 with our multi-activity area being used as a library, ICT area, assembly room, drama area and packed lunch eating room. The new group room enables small group activities to take place and for us to have a designated support room for speech and language activities. The PTA generously purchased a projector and whiteboard for the new classroom and have successfully raised money for the school through the Christmas Fayre, a casino night and various raffles and tombola stalls.

The Federation with Witnesham Primary continues to work well although we now have to be called a collaboration as we have separate governing bodies; staff in particular have been working closely this year as the notion of school to school support is very topical with the current Government. We work with both the West Ipswich Cluster and the Woodbridge and Kesgrave groups.

Our project with Eastfeast has now been completed; the tyre garden, willow tunnel and storyteller chair were officially opened on 8<sup>th</sup> April and are looking

splendid. We are so grateful to members of the Otley Gardening Club for helping us with our school club. Mrs. Jane Vaughan who is a regular helper in school has helped to run the school club with volunteers from the village. Our celebration was concluded with a Mad Hatters Tea Party which was a colourful occasion with wonderful hats and delicious things to eat.

We continue to have our friends from Witnesham Baptist Church visit us each fortnight as the 'Open the Book' team who also have Rev. Catherine Beaumont and Rev. Jane Hall working with them. The children really look forward to their visits.

Pupils are busy preparing for end of key stage assessments at the moment, we are providing additional breakfast again this year for our year 6 pupils to entice them to school early and protect against 'wilting' during tests!

Years 5 and 6 will be going on a residential visit in June to Sizewell Hall for an African Adventure. They will join with years 5 and 6 at Witnesham and will be accompanied by 5 members of staff.

This coming term is very busy with lots of activities planned. We will be joining with Witnesham for our annual country and maypole dancing, we have our sports day and a KS2 production of Joseph to prepare for and look forward to.

We finish with our leavers assembly on the last day of term which is on July 22nd.

Jan Hubbard  
Headteacher.

#### **Appendix 4 District & County Councillor's report to the Annual Parish Meeting – 11<sup>th</sup> May 2011**

##### **County Council Report from Peter Bellfield for the year 2010/11**

#### **Local Government Review**

Twelve months ago the uncertainty as to the outcome of the proposed Local Government review was still hanging over our heads. However the incoming government quickly made it clear that it would stop the process and that there would not be any change in the system of local government in Suffolk, so after more than three years of uncertainty we could start to plan ahead.

#### **Central Government Grant**

In my report to you last year I warned that we were expecting that central Government would reduce its grant to local government which ever party won the general election, and our worst fears have been realised. Last autumn the coalition announced that the grant over three years would be reduced by 28%. As a result Suffolk County Council will have to reduce expenditure by between £120m and £145m over the next three years form a budget of a little under £600m per annum excluding education, which is ring fenced. We plan to do this in three steps, £40m plus in each of the first two years and £30m in the third year. How are we going to achieve this? Some of you may have heard of the New Strategic Direction whereby we propose to be a facilitator rather than a provider of services. This means that we will look to the voluntary and the private sector to provide the service with

County Council continuing to ensure that the high standards that we have achieved are maintained. This is not new, almost half the road maintenance is undertaken for us by the private sector and 80% of adult care is performed for us by the voluntary or private sectors. In those areas where we have gone out to consultation already we have had many expressions of interest in taking over the services. Examples being Suffolk Traded Services (catering, cleaning etc.), parkland, libraries, crossing patrols, safety camera services, highway maintenance and County Homes for the elderly and we are looking at ways of coordinating the work of the two largest areas of expenditure, adult and children's services into trusts.

While we hope that the New Strategic Direction will account for most of the savings in years two and three, it is unlikely to contribute to saving in year one (2011/12) because of the time it will take to implement the divestment of these services. Therefore, to balance the budget for this year we have had to make savings of £42m which is on top of the £70m or so that we have saved in the last five years. Of this £42m over £17m is derived from lower salary and wage costs, including staff as senior as director level. Efficiency savings have contributed to a substantial proportion of the balance, but regrettably we have had to reduce the level of service in some non statutory areas, notably the transport subsidy. The Burry Road Park and Ride is closing saving £200,000 out of the £650,000 subsidy we give to park and ride. Additionally a charge is now made to senior citizen bus card holders who will also not be able to travel free on ordinary buses before 9.30 am. We very much regret having to change the travel card arrangements but we are having to alleviate the anticipate cost, which is now the responsibility of the County Council and no longer the District Councils, which we estimate will be around £7m p.a. and which is no longer directly funded by central government. We have also had to reduce the subsidy to rural bus transport which has been costing £4 1/2m, but I am pleased to say that the weekday and Saturday services of the two major routes through my Division, 70 & 70A and 118 & 119 are almost unchanged.

Since the end of the last financial year we have had a change in the leadership of the Conservative Group and therefore of the Council. While this is unlikely to result in any major change in policy, because of the financial constraints we are facing, there is likely to be some tweaking of the policy as a result of the consultations which have taken place over recent months.

#### **The bad winter weather.**

On the whole the Council performed well with the clearing and gritting of priority 1 roads (A and B roads plus a few well used C roads) and in most cases priority 2 roads. Although winter came early, in November, and was particularly severe in December, to date the number of gritting runs at over 110 is slightly less than last year. We will be ensuring that all potholes are filled, although it will take time.

#### **Council Performance**

Last year I mentioned that the Audit Commission had said the Council was the second most financially efficient County in the country. The Commission is to be wound up and all measurement has been ceased by the Government which is pleasing because the amount of work required to produce the statistics was very costly even if it did show how cost effective we were as a council.

#### **Pension Fund**

As Chairman of the Pension Fund Committee I am pleased to be able to say that the deficit on the pension fund at its three year valuation, did not cause a rise in the employer contribution as far as the County is concerned This had been of great concern last year as brought out in the press. At least this is one piece of good news.

#### **2011/12 Council Tax**

Another piece of good news is that we have held the Council Tax at the level of last year. We have done this without assuming that we will receive a 2 ½ % grant for keeping the council tax low from central government.

## Local Matters

Lastly I should like to remind all of you that I am always available if you should have any problem or need any help with the County Council. Just telephone me and I will come and see you as soon as possible.

April 2011.

## Appendix 5

### **Presentation of draft Parish Council Accounts to Annual Parish meeting**

## Appendix 6

### **Community Council report to the Annual Parish Meeting – 11<sup>th</sup> May 2011**

### **OTLEY COMMUNITY COUNCIL-ANNUAL REPORT-FOR THE PERIOD 1<sup>ST</sup>**

### **MARCH 2009 TO 28<sup>TH</sup> FEBRUARY 2010**

### **OTLEY COMMUNITY COUNCIL**

### **ANNUAL REPORT**

### **FOR THE PERIOD 1<sup>ST</sup> MARCH 2010 TO 28<sup>TH</sup> FEBRUARY 2011**

The members of the management committee who served during the year were as follows:-

Elected: Ian Beaumont, Jenny Ellis, James Hall, Martin Hunt, Jodie Liddell, Vanessa Ling, Joan Parish and Chris Taylor.

Appointed: Michelle Boreham (FFY); Geoff Cant (Parish Council); Sue Courtney (TOPS); Christine Gilbert (Gym Club); Marilyn Mackley (OtleGreen); Tracey Moss (PTA); Peggy Munford (Chapel); Christine Page (Under 5's); Alan Taylor (Scouts); Karin Upson (Church); Brownies and Neighbourhood Watch positions vacant.

*Appointed (Non Voting): Geoff Cant (Bowls Club & Short Mat Bowls); Kath Cant (Friendship Club); Nathan Cant (Junior TOPS).*

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

During the year the trustees have endeavoured to fulfil the charity’s stated primary objective through administration of the village hall and grounds. In so doing the trustees have considered the Charity Commission’s general guidance on public benefit and consider that the activities of the charity continue to provide benefit to the inhabitants of Otley and the neighbourhood and conclude that as trustees they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to public benefit guidance published by the Commission.

There is to be an annual general meeting in April each year open to all inhabitants of the parish over 18. The meeting is to receive the report and accounts of the management committee and elect up to 11 members. Village organisations are also able to appoint

members of the committee on an annual basis or to send non-voting representatives. The list of appointing organisations can be changed.

The management committee elects a chairman, vice-chairman, secretary, treasurer and bookings secretary. During the year Ian Beaumont, Chris Taylor, Michelle Boreham, Martin Hunt and Vanessa Ling held these posts respectively.

During the period of this report the committee has met six times with an average attendance of 14. Business has included:-

- a) The building – Routine maintenance and repairs have been carried out by various volunteers and contractors. Christine Gilbert continues to undertake a daily inspection of the hall and we thank Christine for her efforts in keeping the hall clean and tidy. During the year new front steps, disabled ramp and entrance doors were built, and a major programme of repairs and maintenance was also undertaken. This latter project was commissioned to mark the Hall's 50<sup>th</sup> anniversary in February 2010. Further projects included the addition of a new external notice board, patch repair works to the car park, installation of cycle stands, construction of a paved walkway to the rear meeting room, new controlled vehicle access to the playing field and new curtains throughout the Hall. Revised booking contracts were issued in conjunction with the new front door keys and all users were reminded of their obligations when hiring the hall. Routine electrical safety testing was completed. Incidents of petty vandalism have been minimal during the year.
- b) Events – The entertainments sub-committee had disbanded by the start of the period. However, individual members and volunteers from the village successfully organised the fête in July, fireworks in November and the Christmas dinner dance in December. The flower, vegetable and craft show in September continued to be run by a separate dedicated group. We are very grateful for the hard work of all the organisers, whose combined fundraising endeavours contributed greatly to the income of the Hall. Net event income was £3 880, an 18% rise on last year. The Christmas dinner was particularly successful, raising almost £1900.
- c) Money – Hire income was flat compared to the prior year, a satisfactory outcome given the economic climate during the period. Running costs and other expenditure increased significantly, a result of the various projects undertaken during the course of the year, resulting in a deficit of £5 572. Income from other sources also fell, reflecting continuing low interest rates on our cash deposits and reduced recycling credits. A grant of £10 000 was received from Awards for All, a 78% contribution towards the new front steps, ramp and door. At 28<sup>th</sup> February 2011 our total assets are some £31 228 of which £8 623 is reserved for the play area (£3 623 grants and donations received, £5000 OCC reserve) and £7500 against roof repairs. Net event income for the period was allocated to general improvement projects. A policy was adopted to allow OCC to support charitable organisations by way of waiving hire fees. An independent party reviews the accounts each year.
- d) Projects – Principal projects during the period have been the installation of the new ramp, steps and doors, and the extensive repairs and maintenance programme undertaken by Jim Walker.
- e) Grounds – Mick Eldridge was appointed to undertake regular maintenance of the grounds, particularly around the play area, as well as all hedges and boundaries. Whilst this has entailed an outlay from spring to autumn, the grounds have benefited greatly from regular care. Suffolk County Council continue to cut the main playing field, funded by Otley Primary School. A textile bank was added to our range of recycling facilities.

- f) Bookings - Our regular hirers have remained loyal throughout the year and we remain competitive among local village halls. Hire rates were unchanged after reviewing the principle that a surplus be generated from hire income over routine running costs. A heating supplement continues to apply during the winter period.
- g) Reserves and Risk assessment - The Council holds the reserves noted under (c) above.  
Risk assessment and health and safety monitoring are carried out on a continuous basis, partly by regular inspections of the premises, partly by use of the incident books, and partly by monitoring the check list held on file by the chairman. A review of relevant policies initiated in 2010, broadly following the Hallmark scheme for community halls, is ongoing. We have comprehensive insurance cover, both for the building and our public and employers' liability, through the agency of Suffolk ACRE.

Approved and adopted by the Council at its AGM on 14<sup>th</sup> April 2011

## **Appendix 7**

### **Otley Church Preservation Trust Report to Annual Parish Meeting – 11<sup>th</sup> Mary 2011**

The Trust has been in existence for 16 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 capable chairmanship of Ian Beaumont.

In the last year money received from the Church donation box, sale of guide books, Church boxes distributed to households and investment income amounted to £536.70, on a par with last year.

Income from standing orders amounted to £1,751.44, therefore in total the Trust received income of £2,288.14, somewhat down on the previous year when we had the benefit of a number of large donations. Total funds presently amount to £5,381.48

During the year £5,405.89 has been donated towards the cost of repairing stonework to the Nave windows and the tower along with repairs to the north porch roof. In addition a further £6,715 has been paid towards the cost of re-glazing repairs to the Nave windows.

The demands are ongoing and there is a pressing need for repairs to both clock faces. The estimated cost of these works amounts to £6,080. Some money has already been received towards the cost of this project and the Parish Council have kindly already committed £500 towards this cost but there is a need for further fundraising before the work can be commissioned. Difficulty has been experienced in obtaining grant funding largely because in many instances the village clock and its maintenance is a Parish Council responsibility. Of course this is not so in Otley. With the monies so far raised, if the Parish Council could increase its offer to £1,000 we would be within reach of commissioning the works. The OCPT have promised £4,000 and the Church and Parishioners are raising £1,000. It would be a great shame if the clock which is in urgent need of refurbishment was to fall into disrepair.