

# OTLEY PARISH COUNCIL

## **DRAFT** Minutes of Annual Parish Meeting held on Monday 20th<sup>1</sup> May 2019

### **Present:**

Clerk: Mrs R Green  
Chairman: Mrs I Lincoln  
Councillors: Mr R Ling, Mr D Hook, Mrs S Grant, Mr M Liddell, Mrs J Vaughan, Councillor Tony Fryatt.  
Members of the Public: 1.

The meeting opened at 7.00pm.

Mrs I Lincoln welcomed those present.

**19.001 Nomination for Chairperson** – Mrs I Lincoln as current Vice Chair was proposed by Mr D Hook and seconded by Mrs S Grant to chair this meeting in the absence of Mr A Ling, Chairman of Otley Parish Council. All in favour.

**19.002 Apologies for absence** – Mr A Ling, Mrs V Osborne, Mr I Beaumont – OCPT.

**19.003 Minutes of Annual Parish Meeting held on 21st May 2018** – It was resolved that the minutes of the meeting, circulated to all members, be signed as a correct record. Approved by all councillors.

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

### **19.005 Chairman's Report**

Please see appendix 1 for Chairman's Report.

Questions relating to Mrs I Lincoln's report: Councillor T Fyrratt suggested checking the time frame regards 'co-opting' on a new council member after an election.

The question was raised about parking being a concern at the village hall particularly when people have hired the hall then can't park outside it. The member of the public was informed that the Community Council and Parish Council were aware of this issue and it was being looked into.

The member of the public asked if any of the Neighbourhood Planning Committee were keen on joining the Parish Council? Mr M Liddell explained they were already very busy people volunteering on a big project. They would be more than welcome to join the Parish Council.

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

Balance at the start of year 1<sup>st</sup> April 2018: **£7,814.93**

#### **Receipts**

The precept was received at £4,617.02. This was £90.53 extra compared to 2017/18 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 £374.78 and received. No grants were received this year.

Interest was received in four amounts throughout the year. This totalled £16.54.

The total receipts for this year amounted to **£6,437.72** (This is £2,452.70 less than last 2017/18).

#### **Payments**

Total payments for the year amounted to **£6,095.09** giving an excess of receipts over payments of £342.63. Councillors are aware that reserves in the past have enabled spending to be more than received, and pre-empted receipts over payments was likely but would be close to similar. Spending for 2019-20 financial year will be mindful of this situation.

General Administration cost of most of the items occurring each year have either remained the same, or have shown a small increase. General administration costs include insurance, website hosting fee, hall hire, clerks salary. The parish Council continue to contribute to the community speedwatch. There have been no large expenses this year but two new grit bins were purchased (£172.20) for Ipswich Road.

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

Payments under the S142 continued to be for the Royal British Legion, the commemorative poppies and wreaths displayed on Remembrance Sunday. (Clerk realised as reading this paragraph Royal British Legion goes under S137 and no payments had gone out under S142).

This leaves us with a balance at the end of year **£8,157.56**. These reserves are an accepted level of between 3-12 months of gross expenditure. (It is important that Councillors are aware that if the levels of reserves are not less than twice the annual precept, and if no adequate explanation can be provided it is possible we may be forced into a planned decrease in annual precept).

The Internal Audit has been carried out and the Auditor is in agreement with the figures that have been presented to you. Documentation regarding the Annual Governance and Accountability Return (AGAR) have also been prepared and the Auditor has signed the 'Annual Internal Audit Report 2018/19' section. This will be signed off by the Parish Council in the AGM following this meeting. If anyone would like to see the accounts the 'dates of the period for the exercise of public rights' will be Monday 1<sup>st</sup> July 2019- Friday 9<sup>th</sup> August 2019. Everything will be available online to view by this start date if not sooner. Alternatively then contact the clerk for a paper copy.

Precept 2019/20 request has been made for £4,709.36. This again, will show a 2% increase to household. This has been carried out due to the financial history as explained and to build reserves for future village projects. (First Precept for 2019/20 has been received).

Rachel Green- Clerk/RFO.

No questions relating to Parish Council Accounts.

### **19.007 District Councillor's Report**

Before reading his report Cllr T Fryatt mentioned there were grave concerns for issues relating to Sizewell C and the amount of traffic that will be generated. 80% of traffic will be coming from the south. Little sign of rail being used and across the sea has been decided no. The Park and Ride at Wickham Market should not be allowed to use Coddanham as a route. There is also talk of moving and adjusting Sizewell B.

*Councillor notes for May 2019*

*We have now formed the new District of Calford and Fynn Valley. The Districts have been completely reorganised and the number reduced from over 90 to 55.*

*Our new district has 17 parishes but these now have two members to serve them- Colin Hedgely and myself. We have agreed to split the Parishes into two groups so that one of us should be able to attend every meeting. With the new number, it might well be necessary for us to attend two meetings on one night.*

*Colin will cover:*

#### **Parish Councils:**

*Great Bealings  
Little Bealings  
Playford  
Hasketon  
Grundisburgh  
Tuddenham  
Rushmere Village*

*I will attend:*

#### **Parish Councils:**

*Bredfield  
Charsfield  
Clopton  
Otley  
Westerfield  
Witnesham & Swilland*

#### **Parish Meetings:**

*Burgh  
Dallinghoo  
Debach  
Boulge*

*The Political Breakdown of the election results was as follows:*

*Conservative 39  
Labour 7  
Green 4  
Liberal Democrat 3*

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### *Independent 2*

*The membership of the various council committees (eg Planning, Scrutiny) will be arranged to reflect this breakdown. As the largest group, the Conservatives will form the cabinet and decide the membership of working committees in line with the proscribed rules. Conservative members will meet next Monday to elect a Leader who will then become Leader of the new Council.*

### *Planning Committee*

*There will be single, District-wide, meetings for most of the committees with the exception of the Planning Committee. For this we have decided on two meetings to facilitate public attendance. There will be separate North and South meetings but the boundaries will not follow the old SCDC/Waveney boundaries. All our Parishes will continue to have their cases heard at the South meeting. The only changes are that the meetings will be held in the afternoon and on a Wednesday each month.*

Cllr T Fryatt informed Councillors he has stepped down from cabinet but will be Vice Chair of the Planning Committee.

Cllr T Fryatt spoke of 3 people in Suffolk who are going to be policing the issue of dog fouling and owners not taking responsibility for cleaning up after dog. A legal document is available. Clerk to contact Cllr T Fryatt if need further information. Councillors in agreement to look into this.

Questions relating to Councillor Tony Fryatt's report: Mr R Ling asked who would have the final decision on Sizewell C. Councillor T Fryatt said Government. Mr R Ling: Do you think it will still go ahead? Cllr T Fryatt: they are doing their best to manage the situation.

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

March 2019 186 crimes were reported in the Woodbridge SNT Area.

2 Crimes on or near Hall Lane. 1 related to Violence & Sexual Offence, currently under investigation. 1 related to other theft also under investigation.

1 Crime on or near B1079. A crime of anti-social behaviour, no additional information provided for anti-social behaviour.

3 Crimes on or near Further Higher Education. 1 related to theft which is under investigation. 2 crimes related to Violence & Sexual offences, also under investigation.

### **19.009 Otley Primary School**

Parish Council invited the Head of Otley Primary School but no reply was received.

### **19.010 Community Council Report**

There was no specific report but Mrs I Lincoln explained that the Parish Council has a representative at each meeting.

Mrs J Vaughan asked if the boiler had been fixed. It has for now. There were previously issues with the flue as it's not a balanced one.

**19.011 Otley Church Preservation Trust Report** – In the absence of Mr I Beaumont, Mrs I Lincoln read a report.

### **Report to Annual Parish Meeting**

### **Otley Church Preservation Trust, April 2019**

*The Trust has been in existence for 24 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.*

*Richard Treloar retired as a Trustee in October 2018. We are most grateful to Richard for his valuable contribution to the work of the Trust, particularly in matters concerning the condition of the Church fabric. Trustees are currently seeking a replacement member.*

*In the year April 2018 to March 2019 money received from the Church donation box, sale of guide books, Church boxes distributed to households and investment income amounted to £373.51, compared to the previous year of £639.33. The Trustees continue their efforts in arranging the distribution and collection of boxes.*

*Income from standing orders amounted to £1350, a small reduction on the previous year. Total income received also fell marginally to £3521.10, compared to the prior year of £3842.30. Funds held presently amount to £15 967.54 as at 2nd April 2019.*

*In advance of the quinquennial inspection there has been no urgent call on the Trust's funds during the course of the year. Undoubtedly a programme of work will arise from the recent inspection and Trustees will shortly consider those items to which the Trust will wish to 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**  
**7 April 18**

No questions were raised from the OCPT report.

**19.012 Any Other Business –**

- a) Concern from public member about parking outside the shop on the actual corner and how dangerous it makes the junction for cars and pedestrians. Parish Council to contact highways to find out what solutions may be available without putting off customers to the shop.
- b) Is it possible the Doctors surgery could extend their parking? Clerk to draft a potential letter asking about the possibility.
- c) Mrs I Lincoln gave thanks to Mr R Ling who after more than 70 years of being on the Parish Council, this was his final meeting. Mr R Ling has been on the Parish Council for 46 years, Clerk previously for 25 years and was chairman for 15 years. Mr R Ling informed Councillors that a member of the Ling family has been on the Parish Council since 1895 when the first Otley Parish Council meeting was held. Mr R Ling has been researching all the historical minutes. The first Parish Council meeting was held in the Old School Room behind Garden Cottage. Mr R Ling's grandfather was in attendance which was packed with people. Members were elected by a show of hands. At the second meeting nobody came! All Councillors praised and thanked Mr R Ling for all his efforts over the years. He will be greatly missed on the Parish Council.

**19.013 Questions –** no further questions

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

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