Butley, Capel St. Andrew & Wantisden Parish Council

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**Minutes of the Annual Meeting of Butley, Capel St Andrew & Wantisden Parish Council held on Thursday 10th May 2018 following the Annual Parish Meeting in Butley Village Hall**

Present: Cllr D. McGinity

 Cllr R. Bertram Cllr J. Dean

 Cllr M. Ross Cllr C. Read

 Cllr A. Burt

In attendance: Jo Peters, Parish Clerk & County Cllr Reid and District Cllr Herring. There was 1 member of the public present.

**1. Election of Chairman and signing of declaration of acceptance of office**

The Clerk asked for nominations for Chairman. Cllr Read nominated Cllr McGinity to continue within the role of Chairman, Seconded by Cllr Burt. **All in Favour. Cllr McGinity was duly elected as Chairman.** The declaration of acceptance of office was signed by the Chairman and witnessed by the Clerk.

**2. Election of Vice Chairman and signing of declaration of acceptance of office**

The Chairman asked for nominations for Vice Chairman. The Chairman nominated Cllr Bertram to continue within the role of Vice Chairman, Seconded by Cllr Read. **All in Favour. Cllr Bertram was duly elected as Vice Chairman.** The declaration of acceptance of office was signed by the Vice Chairman and witnessed by the Clerk.

**3. To receive Apologies for Absence**

 Apologies were accepted from Cllr Smith. Cllrs Adlam and Brown were not present.

**4. To Receive Councillors Declarations' of Interest**

Cllr Bertram declared a non-pecuniary interest as he is a member of Butley PCC. The Chairman and Cllr Read declared a non-pecuniary interest as they are both members of Butley Village Hall Management Committee.

The Chairman also declared a non-pecuniary interest in items 8.4 & 8.5 as he is a member of the Alde & Ore Estuary Partnership.

 **(a) To Consider any Dispensations**

 None received.

**5. To approve the draft minutes of the Parish Council meeting held on Thursday 8th March 2018**

 The draft minutes had been circulated to all Councillors prior to the meeting and were proposed for **Approval** by Cllr Read, Seconded by Cllr Dean. **All in Favour**. The minutes were duly signed by the Chairman as a true record of the meeting.

**6. Matters arising from the Parish Council meeting held on Thursday 8th March 2018**

 There were none.

**7. Parish Clerk’s Report**

 The Clerk reported the first half of the Parish Precept had now been received. She confirmed she had been asked to attend an informal meeting with the new owners at 44 The St to discuss their plans for future development they would like to carry out at their property.

**8. Parish Council matters:-**

 **8.1 – To appoint a Data Protection Officer**

 It was **Unanimously Approved** that Jo Peters should take on this role.

 **8.2 – Mill Lane – Condition of road**

 The Chairman reported as result of a tree falling down there was now a large hole at the side of the road opposite Neutral Farm House. The Clerk confirmed despite herself and the Chairman both reporting this matter to SC Highways to date this had not been repaired. **Action: Clerk to chase SC Highways**.

 **8.3 – Damaged Road Signs**

 The Clerk confirmed she had reported the damaged signs to SC Highways and also spoken to Amanda at SC Norse whom appeared to think the damaged signs at Low & High Corner were the responsibility of SCDC not SC Highways to which she gave details.

 **8.4 – Possible Enabling development for Orford Road and High Corner**

It was agreed this matter would be deferred until a decision had been made formally

by SCDC that Enabling Development could go ahead. Cllr Bertram asked if SCDC

had a formal Planning Policy in respect of Enabling Development.

 **8.5 – Precept for Flood Defence**

 The Chairman stated there was an option discussed at a recent Alde & Estuary Partnership meeting regarding Parishes increasing their precept by £50.00 per household in order to raise the necessary Flood Defence funds required. He asked Parish Council members for their views in respect of this matter and generally the Parish Council agreed they could not support this option until further information had been received. However, the Parish Council did agree they would be willing to examine the proposal, once received.

**9. Planning**

 **New Applications**

None received.

 **Update on existing applications**

**Planning Ref: DC/17/5044/FUL**

Address: 44 The St, Butley

Proposal: Works to existing side return of: 1m x 1.8m extension, timber cladding (painted black) and replacement of asbestos roof with slate tiles.

The Parish Council recommended this application should be decided by SCDC’s Planning Committee. This application has been **Granted** by SCDC with no Conditions.

**To consider any applications received at the discretion of the Chairman**

None received.

**10. Finance**

 **Bank Balances as at 31st March 2018**

Business Current Account - £2,854.73, Business Savings Account - £4,337.92

**11. To approve items for Authorisation for Payment:-**

 Jo Jones (Parish Clerk) Salary & Expenses including Transparency Code - £152.94

 SALC (Annual Subscription) - £136.09

Heelis & Lodge (Internal Audit Fee) - £50.00

Cllr McGinity (Petrol Mower) - £18.69

**Approval** for the above payments was Proposed by Cllr Burt, Seconded by Cllr Dean. **All in Favour**

**11.1 - To approve the 2017/18 End of Year Accounts**

A copy of the 2017/18 End of Year Accounts had been circulated to all Councillors prior to the meeting. The Clerk gave details of the Internal Audit that had also recently been carried out. **Approval** for the End of Year Accounts was Proposed by Cllr Read, Seconded by Cllr Bertram. **All in Favour.** On behalf of the Parish Council the Chairman thanked the Clerk/RFO for all her hard work.

**11.2 - To Approve Sections 1 & 2 of the Local Councils Annual Return**

A copy of Sections 1 & 2 of the Local Councils Annual Return was tabled for all Councillors and **Approval** for Sections 1 & 2 was Proposed by Cllr Dean, Seconded by Cllr Dean. **All in Favour.**

**12. Correspondence**

 The Clerk gave details regarding an event to be held at SCDC in respect of the Electoral Review of Ward Boundaries ahead of the merger between Suffolk Coastal and Waveney District Councils on Friday 22nd June 2018 from 5:00-7:00pm at the Deben Conference Meeting Room, East Suffolk House, Melton.

**13. Any other matters arising**

Cllr Read reported on the proposed refurbishment of the Village Hall Play Area and stated assistance would be required to help take down the old equipment to which she gave details. On behalf of the Parish Council the Chairman thanked Cllr Read for all her hard work put into this project, to date.

**14. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 12th July 2018.

There being no further discussion the Chairman formally closed the meeting

at 9:30pm

 Signed:……………………………., Chairman Dated:…………………