Butley, Capel St. Andrew & Wantisden Parish Council

Neutral Farm House, Mill Lane, Butley, Suffolk. IP12 3PA

Tel: 01394 459400, E-mail: butleyparishclerk@gmail.com

**Minutes of the Annual Meeting of Butley, Capel St Andrew & Wantisden Parish Council held on Thursday 11th May 2017 following the Annual Parish Meeting in Butley Village Hall**

Present: Cllr D. McGinity

 Cllr D. Adlam Cllr R. Bertram

 Cllr J. Dean Cllr M. Ross

 Cllr C. Read

In attendance: Jo Peters, Parish Clerk. There were no members 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 in the role of Chairman, Seconded by Cllr Dean. **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. Cllr Read nominated Cllr Bertram to continue in the role of Vice Chairman, Seconded by Cllr Dean**. 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 Cllrs Brown and Smith. Cllr Burt was 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.

 **(a) To Consider any Dispensations**

 None received.

**5. To approve the draft minutes of the Parish Council meeting held on Thursday 9th March 2017**

 The draft minutes had been circulated to all Councillors prior to the meeting and were **Unanimously Approved** by the Council.

**6. Matters arising from the Parish Council meeting held on Thursday 9th March 2017**

 Onion Store Screening, Neutral Farm – The Chairman gave details regarding the meeting held with Andrew Greenwell and Steve Milligan, SCDC. He reported that Andrew Greenwell had suggested possibly planting a hedge along Short Walk and had confirmed that screening would be provided on the Playing Field and behind Neutral Farm.

 The Clerk advised she would look into applying for the new round of funding available to site a defibrillator at the Village Hall.

 Cllr Read asked if HMRC had responded in respect of the recent letter received stating a fine had been issued to which the Clerk provided clarification.

**8. Parish Clerk’s Report**

 The Clerk reported she had now received confirmation that £950.00 from District Cllr Herring’s Enabling Community Budget had been paid towards updating the Play Area. She advised she had also received a cheque from SCC for £341.19 from County Cllr Reid towards updating the Play Area. The Clerk confirmed she had reclaimed VAT from HMRC for the Parish Council and £536.01 had now been received along with the 1st half of the Parish Precept from SCDC. Finally, she stated she was pleased to advise the Parish Council were successful in applying for the Transparency Code funding and an amount of £1032.80 had now been received.

**9. Parish Council matters:-**

 **9.1 – Info Point & Noticeboards**

 Cllr Dean raised concerns regarding the upkeep of the Info Point and advised she had recently cleaned this area to which she gave details. Cllr Ross volunteered his services to assist in tidying the Info Point.

 Cllr Dean raised concerns that the noticeboard at The Butley Priory was very dirty. It was agreed this could be looked at during the Work Party due to take place on 23rd May 2017. Cllr Dean also suggested that the noticeboard at Capel-St-Andrew would require some attention. It was agreed that Cllr Dean would look into the work required.

**10. Planning**

 **New Applications**

None received

 **Update on existing applications**

 **Application Ref: DC/17/0713/FUL**

99 Tangham Cottages, Tangham, Capel St Andrew

Proposal: For the construction of a brick & timber extension to the side elevation of the property to facilitate improved modern living space.

The Parish Council had **No Objections** to this application. No decision has been made by SCDC, to date.

 **Application Ref: DC/16/5099/FUL**

 Address: 39 Orford Road Butley

 Proposal External insulation on the south, west and north elevations.

 The Parish Council had **No Objections** to this application. This application has been **Granted** by SCDC with 3 Conditions.

 **Application Ref: DC/17/0073/EIA**

 Address: Bentwaters Studios, Bentwaters Park, Rendlesham

 Proposal: EIA Screening Opinion - Bentwaters Studios

 The Parish Council had No Objections to this application. This application has been **Granted** by SCDC.

 **Application Ref: DC/16/4913/FUL**

Address: Oyster Inn, Church Rd, Butley

Proposal: To convert existing out-buildings to single holiday let unit, games room, village shop and micro-brewery.

The Parish Council were in **Full Support** of this application. This application has been **Granted** by SCDC with 6 Conditions.

**Update on existing applications cont….**

**Planning Ref: DC/16/2153/CLE (Lawful Development Certificate)**

Address: Staverton Caravan Park, Fenn Row, Wantisden

Proposal: Use of land for stationing of two mobile homes

The Parish Council had **No Objections** to this application. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/5009/FUL**

Address: Staverton Caravan Park, Fenn Row, Wantisden

 Proposal: Use of land for stationing up to 30 holiday lodges

The Parish Council had **No Objections** to this application. This application has been **Granted** by SCDC with 6 Conditions.

**11. Finance**

 **Bank Balances as at 31st March 2017**

Business Current Account - £258.46, Business Savings Account - £4335.00

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

Jo Jones (Parish Clerk) Salary & Expenses - £111.59

 Jo Jones (Parish Clerk) Transparency Code (Website) - £64.44

 Viking (Transparency Code) PC - £354.00

 EPS Transfers Ltd (No Horse Riding Signs) - £28.80

 Butley Village Hall (Hall Hire) - £15.00

 SALC (Annual Subscription) - £131.62

 Cllr McGinity (Petrol – Mower) - £15.00

 Cllr Dean (Flowers for around Andy) - £29.00

Cllr Dean (Printing of leaflets/notices to go in Info Point) - £15.00

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

**11.1 - To approve the 2016/17 End of Year Accounts**

A copy of the 2016/17 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 McGinity, Seconded by Cllr Adlam. **All in Favour.**

**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 Adlam. **All in Favour.**

**11.3 – To carry out a review of the Barclays Cheque Account Signatories**

The Clerk advised a thorough review was being carried out and it was **Unanimously Approved** that Cllr Read should be added as a cheque signatory on this account.

**12. Correspondence**

 **12.1 - Local Plan Review - Invitation to SCDC Discussion Workshops**

The Clerk gave details regarding the correspondence received. It was agreed the Clerk would attend in order to promote Starter Homes /Affordable Housing within the Parish.

**13. Any other matters arising**

Cllr Dean volunteered to assist the Clerk with wording for updating the Parish Council’s website.

**14. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 13th July 2017.

There being no further discussion the Chairman closed the meeting at 8:50pm

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