Butley, Capel St. Andrew & Wantisden Parish Council

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

Tel: 01394 459400, E-mail: [butleyparishclerk@gmail.com](mailto:butleyparishclerk@gmail.com)

**Minutes of the Annual Meeting of Butley, Capel St Andrew & Wantisden Parish Council held on Thursday 9th May 2019 following the Annual Parish Meeting in Butley Village Hall**

Present: Cllr D. McGinity Cllr J. Cullum

Cllr D. Adlam Cllr J. Dean

Cllr C. Read

In attendance: Jo Peters, Parish Clerk and District Cllr Mallinder. 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 within 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 Proposed that Cllr Bertram should continue within the role of Vice Chairman, Seconded by Cllr Read. **All in Favour. Cllr Bertram was duly elected as Vice Chairman.** Subject to Cllr Bertram‘s acceptance, the declaration of acceptance of office will be signed by the Vice Chairman and witnessed by the Clerk.

**3. To receive Apologies for Absence**

Apologies were accepted from Cllrs Bertram and Brown.

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

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 14th March 2019**

The draft minutes had been circulated to all Councillors prior to the meeting and were proposed for **Approval** by Cllr Read, Seconded by Cllr Adlam. **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 14th March 2019**

There were none.

**7. Parish Clerk’s Report**

The Clerk reported that due to an error on the Election Nomination Form during the Election process Mike Ross had not stood for Capel St Andrew as this would have caused an Election to which she gave details. The Clerk confirmed a Co-option could take place at the July Parish Council meeting and Mike Ross had stated he would be willing to stand.

The Clerk confirmed the Defibrillator and CPR Kit had now arrived to which she gave details and confirmed she would now look into purchasing a case and having this installed. The Chairman stated this should be installed at the Village Hall. There was a brief discussion whereby Cllr Dean stated the pub were also willing to have it sited on the outside wall and would supply the electricity. It was agreed the Chairman would liaise with the owners of pub.

**8. Parish Council matters:-**

**8.1 – Speeding/Traffic Calming Measures**

The Clerk reported she had asked SC Highways to attend a site visit in respect of the possible siting of a VAS sign and to discuss speed calming measures. It was agreed the Clerk should contact Westcotec for a price to purchasing a VAS Sign that collects data and then look into possible funding. District Cllr Mallinder suggested the Parish Council should also look to get signs to go underneath the VAS Sign to which he gave details. Cllr Read raised concerns regarding lack of signage on Mill Lane. It was agreed Village Signs would be an agenda item at the next meeting.

Cllr Dean asked the Clerk to request that SC Highways repaint the word Slow on the road to Capel as since this road has been resurfaced this has now been removed.

**8.2 – Implementation of a Neighbourhood Watch Scheme**

The Chairman stated after the recent spate of burglaries and theft of cars it had been suggested a Neighbourhood Watch Scheme could be beneficial. Cllr Cullum provided further information and it was agreed if enough volunteers came forward and there were sufficient numbers a meeting would be held to discuss this matter further.

**8.3 - Imposition of charges on buses**

District Cllr Mallinder reported that Judi Hallet, Clerk to Hollesley Parish Council had prepared a letter and this would be sent on behalf of the Deben Ward.

**9. Planning**

**New Applications**

None received

**Update on existing applications**

Nothing to report

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

None received

**10. Finance**

**Bank Balances as at 31st March 2019**

Business Current Account - £2,749.30, Business Savings Account - £1,845.90

**Income received**

East Suffolk Council (1st Half of Precept) - £1,399.49

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

Jo Jones (Parish Clerk) Salary & Expenses - £124.76

SALC (Annual Subscription - £136.69

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

**11.1 - To approve the 2018/19 End of Year Accounts**

A copy of the 2018/19 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 McGinity, Seconded by Cllr Adlam. **All in Favour.**

**12. Correspondence**

**12.1 - East Suffolk Council ‘Parish and Town Council’ Planning Forums – To consider correspondence received**

The Clerk gave details regarding the briefing to be held at ESC offices in Melton on Friday 7th June 2019. Cllr Cullum volunteered to attend along with the Clerk.

**13. Any other matters arising**

The Chairman reported he had contacted the local MP regarding River Defences

to which he gave details.

Concerns were raised by Cllr Cullum regarding the overgrown footpath on Short Walk. Cllr Read reported this was last cut by a work party. It was agreed a date for a further work party could be looked into.

**14. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 11th July 2019.

There being no further discussion the Chairman formally closed the meeting

at 9:30pm

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