Butley, Capel St. Andrew & Wantisden Parish Council

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**Minutes of the Annual General Meeting of Butley, Capel St Andrew & Wantisden**

**Parish Council held on Thursday 12th May 2022 following the Annual Parish Meeting in Butley Village Hall**

Present: Cllr D. McGinity

Cllr D. Adlam Cllr C. Read

Cllr S. Brown Cllr R. Bertram

Cllr M. Ross

In attendance: Jo Peters, Parish Clerk. There was 1 member of the public present.

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

Cllr McGinity asked for nominations for Chairman. Cllr Read nominated Cllr McGinity to continue within the role of Chairman, Seconded by Cllr Brown. **All in Favour.**

**There were no other nominations and Cllr McGinity was duly elected as Chairman.** The declaration of acceptance of office was signed by the Chairman and witnessed by the Parish 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. There were no other nominations and Cllr Bertram was duly elected as Vice Chairman.** The declaration of acceptance of office was signed by the Chairman and witnessed by the Parish Clerk.

**3. To receive Apologies for Absence**

Apologies were accepted from Cllr Cullum, District Cllr Mallinder and Sue Parker.

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

The Chairman declared a non-pecuniary interest as he is Chairman of Butley Village Hall Management Committee and a member of the Butley Parish Charity. Cllr Read declared a non-pecuniary interest as she is a member of the Butley Village Hall Management Committee and Butley WI.

**(a) To Consider any Dispensations**

None received.

**5. To approve the draft minutes of the Parish Council meeting held on 10th March 2022**

A copy of the draft minutes had been circulated to all council members prior to the meeting. These minutes were **Approved Unanimously** and signed by the Chairman as a true record of the meeting.

**6. Matters arising from the Parish Council meeting held on 10th March 2022**

The Parish Clerk advised she had reported the potholes at Low and High Corner and confirmed that Flagship Homes had now responded to the correspondence sent in respect of the appearance of the outside of the homes at Short Walk and they had advised they had put in a request to their External Redecoration team.

**7. Parish Clerk’s Report**

**7.1** - **Festival of Suffolk Torch Relay – Monday 30th May 2022 update**

The Parish Clerk reported only 1 person was now required to take part in the relay to represent both Wantisden and Butley to which she gave details. Cllr Brown confirmed William Kemball was no longer available to participate in the event. It was **Unanimously Agreed** the Parish Clerk would represent both the Parishes and would be picked up from Wantisden Corner and ride through to Spratt St with the torch.

**8. Parish Council matters: -**

**8.1 – Election of Emergency Officer**

The Parish Clerk advised due to Cllr Dean’s resignation a replacement officer was required. It was **Unanimously Agreed** this matter should be deferred until the July Parish Council meeting.

**8.2 - Matters relating to Highways**

It was agreed the Parish Clerk would report the fallen wire at the top of Mill Lane to UK Power Networks and also report the fallen BT wire at the Chillesford end of Mill Lane along with the one at Low Corner to BT.

**8.3 – Queens Jubilee Celebration update**

Cllr Read reported the event at the Froize Inn would be held on Thursday 2nd June 2022. She confirmed a Working Group meeting had been held and the Parish Clerk was in attendance in respect of the accounts for this event. Cllr Read confirmed a Bring & Share Picnic would be held from 3:00 – 5:00pm and there would be a Ceilidh in the evening. The Chairman ***closed the meeting*** to allow the landlord of the Butley Oyster Inn to comment. Jane Palmer confirmed there would be a free Afternoon Tea on Sunday 5th June from 3pm. She advised on Friday 3rd June there would be a Silent Disco and on Saturday 4th June there would be Karaoke. The Chairman thanked Jane Palmer for her comments and ***reconvened the meeting.***

**8.4 – Parish Council Co-option update**

The Parish Clerk confirmed there were currently 2 vacancies and advised she had received potential interest from possibly 3 or 4 candidates. It was **Agreed** that a

Co-option would be held at the July Parish Council meeting.

**8.5 – Grass Cutting – Butley Church & Cemetery**

The Chairman confirmed the Hollesley Bay Prison Service no longer wish to carry out these services. Cllr Bertram suggested a work party could be held. Cllr Brown suggested sheep grazing could prove beneficial to which she gave details and offered to assist. It was agreed that sheep could possibly graze within the Churchyard. **Action – Cllr Bertram to inform PCC members.**

**9. Planning**

**New Applications (to be considered at this meeting)**

**Planning Ref: DC/21/5129/FUL**

Proposal: The siting of twenty-one static caravans, porta-cabin recreational facilities,

store and site shop with the installation of a package sewage treatment plant for the

accommodation of seasonal agricultural workers.

Address: Dale Farm, Drydale Bottom, Wantisden

Landscape and Visual Impact Assessment now received.

Cllr Brown and Cllr Adlam declared a Pecuniary Interest and did not take part within any decision making in respect of this application. They did not leave the meeting as Councillors had not had a chance to review this application. The Chairman asked councillors to circulate comments to himself and the Parish Clerk in respect of this application ASAP.

**Planning Refs: DC/22/1551/FUL & DC/22/1552/LBC (Listed Building Consent)**

Proposal: Listed Building Consent - Continuation of use of property as a wedding &

events venue with accommodation on a permanent basis.

Address: Butley Priory, Abbey Road, Butley

Councillors had not had a chance to review this application. The Chairman asked councillors to circulate comments to himself and the Parish Clerk in respect of this application ASAP.

Cllr Bertram gave details regarding the Licencing Committee Meeting in which he attended in respect of this application on behalf of the Parish Council and residents. He confirmed the hours of events to be held had been reduced from 2am to 1am on Fridays and Saturdays but all in all it had been a very disappointing meeting. Cllr Bertram advised the Environmental Health Team had provided details regarding an out of hours service that runs from May till September and urged councillors and residents to contact them in the event of any noise disturbances on 0800 440 2516. It was recommended that the number of events held should be monitored and noise assessments should also be noted.

**Update on existing applications:-**

**Planning Ref: DC/22/0699/FUL**

Proposal: To build an outside swimming pool within the main garden of the dwelling

House. The swimming pool will be built underground and not above ground level. The pool will not be covered by a roof or building and not enclosed by any fence or enclosure. The pool will have a safety cover when not in use.

The main garden is enclosed and without access from any public space. It is not visible from the road or from any public space.

The pool will be located in the main garden 6 metres from the east flank wall and will be 8 x 4 metres in length and width. None of the pool will fall beyond 20 metres from the wall. It will be of liner construction. It will be heated by an air source heat pump complying with the criteria of Schedule 2, Part 14, Class G. The cottage is a detached two-storey residential dwelling located in the countryside within an Area of Outstanding Natural Beauty. It is positioned on the corner of Church Road with the principle elevation facing north and a blank side wall facing the edge of the road.

Due to the unusual orientation of the house, and the main garden of 0.25 acres, the location of the pool would be on land "between a wall forming a side elevation of the dwelling house and the boundary of the curtilage".

To the east and west are open agricultural fields, and to the north and south are

residential dwellings at distance from the Cottage and screened by trees and foliage

from them. The pre-application advice is that "If applied for, the swimming pool would

not harm the character of the area or the wider AONB due to its underground nature

and the screening by the vegetation around the site. Nor would it cause any

significant harm to the residential amenity of surrounding neighbours."

Address: The Cottage, 74 Hollesley Road, Capel St Andrew

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

**Planning Ref: DC/21/5129/FUL**Proposal: The siting of twenty-one static caravans, porta-cabin recreational facilities,  
store and site shop with the installation of a package sewage treatment  
plant for the accommodation of seasonal agricultural workers.  
Address: Dale Farm, Drydale Bottom, Wantisden

The Parish Council **Objected** to this application. No decision has been made by ESC, to date.

**Planning Ref: DC/21/4788/VOC**Proposal: Variation of Condition No. 2 of DC/20/2913/FUL - Conversion of 7 traditional barns into dwellings - To replace drawings to include some amendments to the approved scheme - refer to VOC statement for further information.  
Address: Home Farm, Hollesley Road, Capel St Andrew

The Parish Council had **No Objections** to this application**. This application was Withdrawn by the applicant.**

**Planning Refs: DC/20/5260/FUL & DC/20/5261/LBC**

Address: Butley Abbey Farm, Abbey Farm Lane, Butley

Proposal: Redevelopment of Redundant Agricultural Buildings to 2 no. Holiday Lets, Events Centre, Manager’s Accommodation & Office Accommodation. Includes erection of 1 no. Holiday Let & erection of Cart lodge & Store infill.

Repairs and alterations to existing buildings. Construction of ancillary car parking for all uses & footpath connections to Butley Priory. Outline Application: 2 no. two storey infill dwellings. The Parish Council did not support this application. No decision has been made by ESC to date.

**10. Finance**

Bank Balances as at 31st March 2022 (date of statement)

Business Current Account - £2,516.55, Business Savings Account - £1,850.37

**Income received since the last meeting**

SCC Locality Budget (Noticeboards refurbishment) - £485.00

ESC (Parish Precept) - £2,850.89

ESC (CIL Payment) - £1,515.80

Big Lottery (Jubilee Event Funding) - £4,000.00

SCC Locality Budget (Jubilee Event Funding) - £480.00

**Payments made since the last meeting**

Jo Peters Clerk’s Salary (April’22) - £137.14

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

Jo Peters Clerk’s Salary & Expenses (May’22) - £147.04

Jo Peters Clerk’s Salary (June’22) - £137.14

SALC (Annual Subscription) - £145.31

**Approva**l for the above payments was Proposed by Cllr Brown, Seconded by Cllr Bertram. **All in Favour.**

**10.2 - To approve the 2021/22 End of Year Accounts and Internal Audit**

A copy of the 2021/22 End of Year Accounts and the Internal Audit report had been

circulated to all councillors prior to the meeting. **Approval** was Proposed by Cllr Read, Seconded by Cllr Bertram**. All in Favour.**

**10.3 – To approve the 2021/22 Exemption from External Audit Certificate**

A copy of the Exemption Certificate had been tabled for all councillors. This was **Unanimously Approved** by the Council.

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

A copy of Sections 1 & 2 of the Local Councils Annual Return had been tabled for all councillors. **Approval** for Sections 1 & 2 of the Local Councils Annual Return was Proposed by Cllr Bertram, Seconded by Cllr Ross. **All in Favour.**

**11.** **Correspondence**

**11.1 – To consider correspondence received from the Alde & Ore Community Partnership**

It was **Unanimously Agreed** the Parish Council was in support of this

correspondence.

**Sizewell C** – The Parish Clerk reported the Secretary of State’s decision in respect of Sizewell C has been delayed from May until July 2022.

**12**. **Any other matters of report and items for the next meeting**

Parish Council Co-option, Election of Emergency Officer.

**13**. **Any other matters arising**

There were none.

**14. Date of the next meeting**

The next meeting of Butley, Capel St Andrew & Wantisden Parish Council will be held on Thursday 14th July 2022.

There being no further discussion the Chairman formally closed the meeting

at 9:05pm

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