Butley, Capel St. Andrew & Wantisden Parish Council

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Chairman: Cllr David McGinity, Parish Clerk: Joanne Peters

**Minutes of the Butley, Capel St Andrew & Wantisden Parish Council Meeting held on Thursday 10th January 2019 at 7:45pm in Butley Village Hall**

Present: Cllr D. McGinity (Chairman)

 Cllr S. Brown Cllr A. Burt

 Cllr D. Adlam Cllr A. Ross

Clllr R. Bertram

In attendance: Jo Peters, Parish Clerk. There were 3 members of the public present.

**Welcome to Members of the Public/Public Forum:-**

*Public Question Time - Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

A member of the public raised concerns regarding an increase in heavy agricultural traffic using Mill Lane. He stated the road simply couldn’t cope due to the weight of these vehicles using the lane daily. He also raised concerns regarding speeding tractors and drivers using mobile phones.

The member of the public raised concerns regarding flooding on Mill Lane. He stated the water builds up in certain points and gave some suggestions on ways the landowners could prevent these floods from occurring. The Chairman stated the trailers the farmers are now using were wider than the road and suggested concrete posts could possibly be sited on the side of the road to restrict the width. It was agreed the way forward would be for the Parish Council to write to SC Highways in order to ask how these issues could be improved and whom would be responsible. It was also agreed the Clerk should write to the relevant farmers in respect of tractors speeding and the use of mobile phones.

The member of the public raised concerns that visitors to Butley Barns were letting off fireworks over a thatched property. The Chairman also raised concerns regarding the state of the waste bins outside this holiday accommodation. It was agreed the Parish Council would write to Suffolk Cottage Holidays in respect of these matters.

Finally, the member of the public raised serious concerns regarding the operating hours of the Onion Store sited behind Neutral Farm and stated he felt the owners were not complying to the Approved operating times. The Chairman reported he was going to raise this matter with SCDC.

A member of the public attending from Hollesley stated they had similar issues with speeding tractors to which he gave details. He stated the Vehicle Activated Speed sign had proved to be very effective and due to a recent spate of the batteries being stolen from these devices the Parish Council had now put an identification on the battery to which he also gave details.

The Chairman thanked the members of the public for their comments.

**1. To receive Apologies for Absence**

 Apologies were accepted from Cllrs Dean and Read.

**2. To receive Councillors Declarations' of Interest**

The Chairman declared a non-pecuniary interest as he is a member of Butley Village Hall Management Committee. Cllr Bertram declared a non-pecuniary interest as he is a member of Butley PCC.

 **(a) To Consider any Dispensations**

 None received.

**3. To receive reports from:-**

**County Cllr Andrew Reid** – County Cllr Reid had sent his apologies. A written report had been circulated to all Councillors. The Chairman stated in respect of the comments made within his report regarding the Lowestoft 3rd Crossing he felt the Parish Council should inform him they respect the view for this work but a northern bypass for Ipswich would also be beneficial. **Action: Clerk to relay comments to Cllr Reid**

**District Cllr Ray Herring** – District Cllr Herring had sent his apologies. A written report had been received to which the Clerk gave details.

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

 A copy of the draft minutes of the Parish Council meeting held 8th November 2018 had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Burt, Seconded by Cllr Ross. **All in Favour.** The minutes were duly signed by the Chairman as a true record of the meeting.

**5. Matters arising from the Parish Council meeting held on 8th November 2018**

 There were none.

**6. Parish Clerk’s Report**

The Clerk reported the Barclays Mandate for the Change of Signatories was now complete. She reported on an e-mail in which she had received from Blaxhall Parish Council in respect of the shared Vehicle Activated Speed Sign in which they currently share with Chillesford. She advised Chillesford now wished to purchase their own sign and had asked if the Parish Council would be interested in purchasing this sign from them. The Clerk reported on costings and further to a brief discussion it was agreed the Parish Council would be interested in taking on this sign**. Action: Clerk to liaise with Peter McGinity, Chillesford Parish Meeting.**

**7. Parish Council Matters:-**

 **7.1 – Parish Council Co-option**

 The Chairman ***closed the meeting*** and welcomed Jo Cullum to the meeting. The Chairman thanked Jo Cullum for standing. There was a formal vote and it was **Unanimously Approved** Jo Cullum should be Co-opted onto the Council. The Declaration of Acceptance of Office form was signed and witnessed by the Clerk. The Chairman welcomed Jo Cullum to the Parish Council and ***reconvened the meeting.***

 **7.2 – Matters relating to Highways**

 **Butley** **High Corner sign** – The Chairman asked the Clerk to report this damaged sign to SC Highways again and copy in both County Cllr Reid and Cllr Bertram.

 **7.3 – Drug Problem on Mill Lane**

 The Chairman gave details regarding an e-mail received from Cllr Read. He urged all Councillors to monitor this situation and report any matters immediately to the police.

 **7.4 – Litter Pick**

 The Chairman reported this matter had been dealt with via the Parish Newsletter.

**8. Planning**

 **New Applications**

 **Planning Ref: DC/18/5249/FUL**

 Address: 2 Mill Lane, Butley

 Proposal: Extension, side/front.

 The Chairman provided details regarding this application. In Cllr Read’s absence the Clerk confirmed that herself and Tom Massey had No Objections to this planning application. It was agreed the Parish Council had **No Objections** to this application.

 **Update on existing applications**

 **Planning Ref: DC/18/2893/FUL**

Address: The Flight Simulator Building, Building 638, Bentwaters Park

Proposal: Retrospective Application - To convert an empty building into a collection of studios for rent, a recording studio and a venue for arts based performances, exhibitions etc. We will also provide overnight accommodation for visiting artists, musicians and performers.  There will be a functioning kitchen used for the provision of hot and cold food for sale to the public at events, for consumption on and off the premises.

The Parish Council had **No Objections** to this application. This application has been **Granted** by SCDC with 11 Conditions.

**9. Finance**

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

Business Current Account - £324.04, Business Savings Account - £4344.41

**Income received since the last meeting**

Bank Interest - £2.17

**Payments made since the last meeting**

Jo Jones Salary (Inc. Transparency Code) December’18 - £143.74

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

 Jo Jones (Parish Clerk) Salary & Expenses (Inc. Transparency Code) - £143.74

 Cllr David McGinity – Petrol for Mower - £44.25

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

 The Clerk/RFO reported despite herself and the Chairman attempting to transfer £2,500.00 from the Savings Account to the Current Account several times it appeared this transfer had still not been carried out. She confirmed she had compiled a further letter requesting for this transfer to take place and would be taking this to Barclays, Woodbridge Branch tomorrow.

**10.1 - To approve the 2019/20 Budget and set the Parish Precept**

A copy of the draft 2019/20 budget had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding the draft budget and it was Agreed that a 0% increase and a Parish Precept of £2,798.97 should be continued for 2019/20. **Approval** for the 2019/20 Budget and for the Parish Precept to be set at £2,798.97 was **Unanimously Approved** by the Council.

The Chairman asked the Clerk to look into purchasing a defibrillator. **Clerk to action**.

**10.2 – To consider the implementation of Online Banking**

The Clerk gave details and it was **Unanimously Approved** this scheme should be implemented**. Action: Clerk to get forms.**

**11. Correspondence**

**11.1 - Stage 3 of the Sizewell C Public Consultation – To consider the correspondence received from EDF Energy**

It was agreed the consultation documents would be circulated and points to be included within the Parish Councils response would be covered at the March Parish Council meeting. The Clerk gave details regarding a meeting due to be held at High Lodge in Darsham and urged Councillors to attend. It was agreed Cllr Bertram and the Chairman would attempt to attend this meeting.

**11.2 - SCDC Local Plan Briefing Session – 2:00 - 4:00pm on Friday 11th January 2019**

The Chairman confirmed he was due to attend this briefing to which he gave details.

**12. Any other matters arising**

**Enabling Development** – The Chairman reported a meeting was due to take place at 2pm on Monday 14th January 2019 for members and then on Thursday 17th January 2019 at 6pm for Chairman of Parish & Town Councils. The Chairman stated he would write a memo following these meetings and circulate to all Councillors.

It was agreedthe Clerk would look at scheduling Cllr Cullum to attend a New Councillors Training course at SALC.

**Condition of Mill Lane** – Cllr Brown suggested the Parish Council should compile a generic letter to be sent to all landowners. It was agreed within this letter the following matters should be raised:- Speeding, Vehicles too wide for road, Use of mobile phones.

**Speeding** **throughout the village** – Cllr Cullum suggested a Village Gateway could prove beneficial if sited on the approach to Short Walk to which she gave details. It was agreed the Parish Council would look into this matter further.

**Funding for Citizens Advice Bureau** – It was agreed the Parish Council should send a letter stating it was with much regret to hear to hear the news that complete removal of grants for this service was to be carried out and they believe this should be reviewed forthwith.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 14th March 2019.

There being no further discussion the Chairman formally closed the meeting at

9:00pm

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