Butley, Capel St. Andrew & Wantisden Parish Council

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**Minutes of the Butley, Capel St Andrew & Wantisden Parish Council Meeting held on Thursday 12th January 2017 at 7:45pm in Butley Village Hall**

Present: Cllr D. McGinity (Chairman)

 Cllr D. Adlam Cllr J. Dean

 Cllr M. Smith Cllr C. Read Cllr A. Burt Cllr R. Bertram

In attendance: Jo Jones, Parish Clerk & County Cllr Reid. There were no members of the public present.

**1. To receive Apologies for Absence**

 Apologies were accepted from Cllrs Brown & Ross.

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

The Chairman and Cllr Read declared a non-pecuniary interest as they are members 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** – A written report had been submitted and circulated to all Councillors to which County Cllr Reid gave details. He provided details regarding Stage 2 of the Sizewell C Consultation and confirmed SCC and SCDC were submitting a joint response to which he provided information and advised he would forward a copy of the final response to the Clerk. Concerns were raised by Councillors regarding the information submitted by EDF to which County Cllr Reid provided clarification. It was felt there would be more effect on the local roads as a result of Sizewell C than EDF realised. County Cllr Reid provided details regarding the proposed by pass on the A12 and confirmed that SCC supported the proposed 4 villages by pass but it was SCC’s firm view to only to focus on the current information submitted and therefore they would be supporting the option for a 2 village by pass in order to receive funding and then push for the preferred 4 villages by pass.

The Chairman gave details regarding proposed improvements to the Play Area. It was agreed the Clerk would look into if there were any available funds within SCDC’s s.106 fund and also write to Rebecca & Andrew Greenwell to ask for a donation towards replacing the see-saw and climbing frame. It was also agreed funding could be sourced from both the District and County Councillors.

**District Cllr Ray Herring** – District Cllr Herring was not present. No written report had been submitted.

**4.** **To approve the draft minutes of the Council Meeting held on Thursday 10th November 2016**

 The draft minutes of the Council Meeting held on Thursday 10th November 2016 were Proposed for **Approval** by Cllr Read, Seconded by Cllr Dean. **6 in Favour, 1 Abstention.**

**5. Matters arising from the Council Meeting held on Thursday 10th November 2016**

 It was reported that the Butley Oyster would be holding a tasting evening on Saturday 18th March 2017 and would be open for business officially on Sunday 19th March 2017.

**6. Parish Clerk’s Report**

To confirm I have recently been successful in obtaining a defibrillator & cabinet for Sudbourne Parish Council from the British Heartbeat Foundation free of charge. I am keen to also look into applying for this same package for the Parish Council so this can then be sited at Butley Village Hall. All Councillors were in favour of the Clerk applying for a defibrillator from the British Heartbeat Foundation.

I am currently looking into updating the Parish Council’s website but need to obtain new passwords from the provider in order to do so.

**7. Parish Council matters:-**

 **(a) Circulation of Planning Applications**

 Further to a recent e-mail sent by the Chairman it was agreed that all future planning applications would be reviewed online by Councillors and comments would then be e-mailed to the Clerk in order for her to respond to SCDC. **All in Favour.**

 **(b) Horse riding along the top of the flood defences on Mill Lane - To consider the purchase of signs to restrict horses from riding along this bank**

 Concerns were raised by Cllr Reid regarding horse riders riding along the bank and the damage this is causing. It was agreed that a sign at either end of the flood defences should be sited stating - Flood Defences – No Horse Riding. **Action: Clerk to order 2 A4 signs in the same style as the Quiet Lanes sign.**

 **(c) Sizewell C Stage 2 Consultation**

 It was agreed the Clerk would compile a draft response and circulate to all Councillors.

**8. Planning**

 **Applications received since the last meeting:-**

 **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.

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

 Address: Bentwaters Studios, Bentwaters Park, Rendlesham

 Proposal: EIA Screening Opinion - Bentwaters Studios

 To be reviewed by Councillors.

 **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. No decision has been made by SCDC, to date.

Councillors made enquires as to what the plans were for the effluent for the micro-brewery.

 **Update on existing applications:-**

**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.

**9. Finance**

**Bank Balances as at 30th November 2016**

Business Current Account - £1265.69, Business Savings Account - £4,331.76

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

 Jo Jones (Parish Clerk) Salary - £110.59

 HMRC (PAYE – Jo Jones for 6 months) - £165.60

 Rospa (Annual Inspection) - £79.80

 **Approval** for the above payments was **Unanimously Approved** by the Parish Council

**10.1. To consider and approve the 2017/18 Budget and set the Precept**

Following a discussion, the 2017/18 budget was **Approved** and it was Agreed the Parish Precept would remain at £2,768.67 as per the tax base recommendations made by SCDC. **All in Favour.**

**10.2 – To carry out a review and approve the updated Risk Assessment**

The Clerk provided further details regarding this document. Concerns were raised regarding the Play Area and it was agreed the necessary work to improve this area should be carried out and the Risk Assessment should be amended to reflect upon the outcome following each annual inspection**. Approved Unanimously**.

**10.3 – To carry out a review of the Asset Register**

There was a brief discussion and subject to amendments this document was **Unanimously Approved** by the Parish Council.

**11. Correspondence**

 There was none.

**12. Any other matters arising**

Cllr Dean raised concerns regarding the damaged road edgings within Capel St Andrew and also the ongoing flooding problems at the dip in Wantisden.

 It was agreed that Ray Cooke would be asked to look at the possible repairs required to the Capel St Andrew noticeboard.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 9th March 2017.

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

9:00pm

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