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 July 2018 at 7:45pm in Butley Village Hall**

Present: Cllr D. McGinity (Chairman)

 Cllr J. Dean Cllr C. Read

 Cllr A. Burt Cllr D. Adlam

Cllr R. Bertram Cllr A. Ross

In attendance: Jo Peters, Parish Clerk. There were no members of the public present.

**1. To receive Apologies for Absence**

 Apologies were accepted from Cllr Brown.

**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** – Apologies had been received from County Cllr Reid. A written report had been submitted and circulated to all Councillors.

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

**4.** **To approve the draft minutes of the Annual Meeting held on Thursday 10th May 2018**

 A copy of the draft minutes had been circulated to all Councillors prior to the meeting. These were Proposed for **Approval** by Cllr Read, Seconded by Cllr Dean. **6 in Favour, 1 Abstention.** The minutes were duly signed by the Chairman as a true record of the meeting.

**5. Matters arising from the Annual Meeting held on 10th May 2018**

 There were none.

**6. Parish Clerk’s Report**

 The Clerk reported she had received a late report from Dr Therese Coffey, MP to which she had circulated to all Councillors. She reported she had now uploaded all the necessary documents onto the Parish Council’s website in order to compile with the Transparency Code. The Clerk reported on SCDC’s Local Boundary Commission Consultation and confirmed she had put details in respect of this on the Parish noticeboards. She advised she had received an e-mail asking permission if a local resident could use the Butley Village Sign for an embroidery design for a prize to be donated to the Butley Flower Show. There were **No Objections** to this request. The Clerk gave details regarding an e-mail received from Suffolk Constabulary asking Town & Parish Council’s to consider part funding a PCSO. The Chairman stated he had written to Dr Therese Coffey, MP in respect of rural burglaries.

 There was a brief discussion regarding the correspondence received and it was agreed the Parish Council would not be willing to part fund a PCSO but the Chairman urged all Councillors to remain vigilant in respect of rural crime.

**7. Parish Council Matters:-**

 **7.1 – Parish Council Vacancy**

 The Clerk confirmed this vacancy could be filled by means of a Co-option at the September Parish Council meeting. The Chairman informed the Parish Council he had received interest from one candidate to date.

  **7.2 – Matters relating to Highways**

 It was agreed the Clerk should request that Mill Lane is resurfaced. Concerns were raised that despite the Clerk requesting to SC Highways for the sign at Butley High Corner to be repaired and the hole in the dip opposite Neutral Farm House to be filled that a further letter should now be sent to Dr Therese Coffey, MP in respect of this outstanding necessary work. Action: Clerk to compile letter to Dr Therese Coffey, MP.

**8. Planning**

 **New Applications received**

 **Planning Ref: DC/18/2396/FUL**

Address: 98 Tangham Cottages, Tangham, Capel St Andrew

 Proposal: Change of use of the front paddock to erect two Artic Cabins – one to be used as a therapy room the other as holiday accommodation – and a sauna room. Also to acquire permission to use one Latvian Cabin (erected under permitted development rights) as holiday accommodation.

 Cllr Dean gave details regarding this planning application. She confirmed for the past 3 years this property had been operating as an Air B & B without permission being granted. Cllr Dean advised the Forestry Commission had objected to this application. There was a discussion and it was **Unanimously Approved** the Parish Council would **Object** to this application.

 **Update on existing applications**

 Nothing to report.

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

**Planning Ref: DC/18/2766/FUL**

Address: Hill View Bungalow, Woodbridge Rd, Butley

Proposal: Replace existing steel shed with timber shed with same footprint.

 It was **Unanimously Agreed** the Parish Council were in **Full Support** of this application.

**9. Finance**

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

Business Current Account - £1,113.70, Business Savings Account - £4,337.92

**Income received since the last meeting**

SCC – 50% of Grant towards Play Area Refurbishment - £885.00

**Payments made since the last meeting**

Jo Jones Salary (Inc. Transparency Code) June’18 - £144.84

Cllr Read (Play Area Expenditure) - £480.24

Cllr Read (Play Area Expenditure) - £1128.06

Cllr Read (Play Area Expenditure) - £106.95

Cllr Read (Play Area Expenditure) – 213.36

Cllr Read (Play Area Expenditure) - £204.80

Cllr Read (Play Area Expenditure) - £144.00

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

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

 Cllr Read (Play Area Expenses) - £49.74

 Cllr Read (Play Area Expenses) – 1442.40

 HMRC (PAYE) – Jo Jones - £82.80

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

The Chairman stated he had received two more items to be paid, as follows:-

Mrs McGinity (Play Area Expenses) Swanns Nursery – Trees - £145.79

Bentwaters Park (Play Area Expenses) – Crusher - £230.83

 The above payments were proposed for **Approval** by Cllr Dean, Seconded by Cllr Bertram. **All in Favour.**

The Chairman asked the Clerk to chase District Cllr Herring in respect of the recent ECB application submitted towards the refurbishment of the Play Area.

**11. Correspondence**

**11.1 - East Suffolk Rest Centre Exercise**

The Chairman advised correspondence had been received from Keith Faulkner- Simpson at SCDC regarding an Emergency Rest Centre Exercise. He had asked if Butley would be interested in taking part and the Chairman suggested this event possibly could be jointly co-ordinated with Chillesford**. Action: Chairman to liaise with Peter McGinity, Chairman of Chillesford Parish Meeting.**

**11.2 - Forthcoming Public Consultation on SCDC’s First Draft Local Plan**

The Clerk gave details regarding forthcoming briefing session dates in respect of this matter. She confirmed she would be attending the briefing session to be held on 18th July 2018. There was a brief discussion whereby Councillors stated affordable housing should continue to be promoted for the Former Old Middle School Site. Cllr Bertram suggested that a policy should also be included for Enabling Development.

It was agreed the Clerk would request for the Chairman and Cllr Bertram to attend a one-to-one briefing with SCDC Planning Policy Officers on either Friday 10th August or Friday 17th August 2018 at 9:00am**. Action: Clerk to book one-to-one.**

**12. Any other matters arising**

Cllr Dean recommended that Andy was in need of re-painting. It was agreed the Chairman would liaise at the end of August with a Contractor to arrange for this work to be carried out. Cllr Dean also recommended the noticeboard at Capel needed repairing.

 Cllr Dean advised that Pat Stringer had volunteered to maintain the Butley Info Point. On behalf of the Parish Council the Chairman thanked Pat for offering to take on this role.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 13th September 2018.

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

8:35pm

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