Butley, Capel St. Andrew & Wantisden Parish Council

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

Tel: 01394 459400, E-mail: butleyparishclerk@gmail.com

**Minutes of the Butley, Capel St Andrew & Wantisden Parish Council Meeting held on Thursday 13th July 2017 at 7:45pm in Butley Village Hall**

Present: Cllr D. McGinity (Chairman)

 Cllr J. Dean Cllr C. Read

 Cllr M. Smith Cllr A. Burt

 Cllr M. 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 Cllrs Brown & Bertram. Cllr Adlam was not present.

The Chairman and Cllr Burt sent their apologies for the September Council meeting.

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

The Chairman and Cllr Read declared a non-pecuniary interest they are members of Butley Village Hall Management Committee.

 **(a) To Consider any Dispensations**

 None received.

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

**County Cllr Andrew Reid** – Apologies had been received from County Cllr Reid.

No written report had been submitted.

**District Cllr Ray Herring** – Apologies had been received from District Cllr Herring. No written report had been submitted.

**4.** **To approve the draft minutes of the Annual Meeting held on 11th May 2017**

 The draft minutes of the Annual Meeting held on Thursday 11th May 2017 were **Unanimously Proposed** for **Approval** and duly signed by the Chairman.

**5. Matters arising from the Annual Meeting held on Thursday 11th May 2017**

 There were none.

**6. Parish Clerk’s Report**

The Clerk raised concerns regarding the Onion Store sited behind Neutral Farm and stated the gas canisters were not shown on the original plan and she felt these may be sited too close to living accommodation. Finally, the Clerk confirmed she had reported the overgrown verge on Short Walk to SC Highways again. The Chairman thanked the Clerk for her report. Concerns were also raised that no permission had been sought for vehicles to use access to the Onion Store via Butley Village Hall. It was agreed the Clerk would write to SCDC Enforcement Dept and Cllr Read would write on behalf of Butley Village Hall Management Committee to Andrew Greenwell.

**7. Parish Council matters:-**

 **7.1 – Matters relating to Highways**

 The Clerk advised she had reported all matters raised by Cllr Dean previously to SC Highways. Concerns were raised regarding a pot hole by Butley Church. It was agreed the Clerk would report this to SC Highways.

 **7.2 – Butley Info Point**

 Cllr Dean reported she had been keeping the Info Point up to date but raised concerns as the inside was now full of cobwebs. Cllr Ross volunteered to clear the cobwebs whilst carrying out the grass cutting at Butley Oyster.

 **7.3 – Alde & Ore Estuary Partnership - Enabling Development**

 The Chairman had circulated an e-mail to which he provided details regarding the funding required for this project. He stated he had been informed by the Alde & Ore Estuary Partnership that proposals would be brought to the September Parish Council meeting.

**8. Planning**

**New Applications received**

None received

 **Update on existing applications**

  **Planning Ref: DC/17/0713/FUL**

99 Tangham Cottages, Tangham, Capel St Andrew

Proposal: For the construction of a brick & timber extension to the side elevation of the property to facilitate improved modern living space.

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

 **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. This application has been **Withdrawn.**

**9. Finance**

**Bank Balances as at 31st May 2017**

Business Current Account - £3593.51, Business Savings Account - £4335.00

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

Jo Jones (Parish Clerk) Salary & Expenses (inc. Transparency Code) - £144.84

 HMRC (PAYE – Jo Jones) - £82.80

 Cllr McGinity (Petrol for mower) - £14.51

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

 **10.1 – Annual return outstanding points**

The Clerk reported unfortunately as a result of the Asset Register being incorrect in previous years a £30.00 fee had been applied by the External Auditors BDO.

**11. Correspondence**

 There was none.

**12. Any other matters arising**

Cllr Dean gave details regarding a project that would be taking place by planting Oak Trees to celebrate the End of the 1st World War. The Chairman suggested some Oak Trees could be included within part of the proposed screening for the Onion Store. It was also suggested there could be an avenue of Oak Trees planted on the approach to Wantisden Church. It was agreed this matter would be an agenda item at the September Council meeting. Cllr Dean stated the Bottle Banks need emptying to which the Chairman advised he had already reported this matter to SC Norse whom had advised they would be emptied on 14.7.17.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 14th September 2017 (or due to lack of members present possibly on Tuesday 19th September 2017).

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

8:25pm

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