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 Tuesday 19th September 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 Cllr S. Brown

 Cllr R. Bertram Cllr D. Adlam

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

**1. To receive Apologies for Absence**

 There were none. The Chairman thanked Councillors for their cooperation in respect of the change of meeting date.

**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 submitted.

**4.** **To approve the draft minutes of the Parish Council meeting held on Thursday 13th July 2017**

 The draft minutes of the Parish Council meeting held on Thursday 13th July 2017 were Proposed for **Approval** by Cllr Reid, Seconded by Cllr Burt. **7 in Favour, 2 Abstentions**. The minutes were duly signed by the Chairman as a true record.

**5. Matters arising from the Parish Council meeting held on 13th July 2017**

 The Chairman reported it had been confirmed that no sites for Enabling Development would be put forward for Butley.

 The Clerk confirmed she had reported all the matters raised in respect of highways issues at the July meeting to Suffolk County Highways.

**6. Parish Clerk’s Report**

Nothing to report.

**7. Parish Council matters:-**

 **7.1 – End of 1st World War Celebrations – To consider the planting of oak trees**

 It was agreed that Cllr Dean would look into the possibility of planting 10 oak trees within the Parishes. It was suggested these could possibly be sited within Butley Churchyard.

**7.2 - To consider correspondence received from SCDC – Public Space Protection Orders – For Consultation**

The Chairman reported he had previously respond to District Cllr Herring in respect of the correspondence received and stated unless the proposed acts could be policed these should not be introduced.

**8. Planning**

**New Applications received**

None received

 **Update on existing applications**

**Staverton Caravan Park** – Cllr Brown reported this site had previously been put up for sale but at that time it did not have planning consent for 30 lodges (with a 10- month licence). She advised now this consent had been given it had now increased the asking price. She reported she had been informed that a group of gypsy families from Cambridge had made an offer to buy this site. Cllr Brown gave details regarding this matter and following a discussion it was agreed the Clerk would make enquires to Penn Commercial and the Chairman would liaise with Andrew Newman, owner of the Butley Oyster to see if he would be interested in purchasing this site.

**8.1 - Suffolk Coastal Local Plan Issues and Options Consultation Document – Possible Sites for Development - To consider correspondence received**

The Clerk had circulated this correspondence to all Councillors. It was agreed there were **No Objections** to the sites listed for proposed development within the Parishes.

**9. Finance**

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

Business Current Account - £3061.68, Business Savings Account - £4335.00

It was agreed that Earmarked Reserves would be listed separately within the financial report.

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

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

 BDO (External Audit Fee) - £30.00

 Cllr D. McGinity (Petrol for Mower) - £15.00

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

 **10.1 – Parish Council Insurance Renewal**

The Clerk circulated details of the quotations received. It was agreed the Parish Council would renew their annual policy with Came & Co at a renewal premium of £168.00. **Approval** was Proposed by Cllr McGinity, Seconded by Cllr Smith. **All in Favour.**

**10.2 – To approve the completion of the 2016/17 Annual Return**

The Clerk gave details regarding the external audit report received from BDO. The completion of the 2016/17 Annual Return was **Unanimously Approved** by the Council.

**11. Correspondence**

**11.1 - Suffolk’s Energy Gateway - The proposed new road to by-pass the villages of Farnham, Stratford St Andrew, Little Glemham and Marlesford on the A12**

A copy of this correspondence had been circulated to all Councillors prior to the meeting. The Clerk gave details regarding the exhibitions to be held.

**12. Any other matters arising**

Cllr Brown gave details regarding the dates for the forthcoming Alde & Ore Quiz Nights to be held.

Cllr Reid raised concerns regarding speeding within Chillesford.

**13. Date of next meeting**

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

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

8:30pm

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