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 8th March 2018 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 D. Adlam Cllr S. Brown

 Cllr R. Bertram

In attendance: Jo Peters, Parish Clerk. There were 12 members of the public present.

***PRESENTATION TO BE GIVEN BY SIR EDWARD GREENWELL REGARDING ENABLING DEVELOPMENT***

The Chairman welcomed Sir Edward Greenwell to the meeting. The Chairman and Sir Edward provided details regarding the proposed Enabling Development and the funding required for flood defences.

Sir Edward gave additional information regarding the flooding defences required and the flood defence level proposed. He confirmed within Butley there were 2 flood cells affected and overall £10million needed to be found locally over the next 6 years. Sir Edward reported £5million was to be raised by local farm owners and the rest from Enabling Development to which SCDC have accepted in principle. Sir Edward confirmed the Alde & Ore Estuary Partnership were looking at 8 Enabling Development sites to which he provided details and confirmed 2 of these sites were within Butley. He then reported at present the plans for Enabling Development were on hold until November 2018.

Information was provided in respect of the two sites within Butley and it was confirmed the site at High Corner would be proposed for a single dwelling and the one going towards Chillesford from Butley would be proposed for 5 dwellings, 3 small and 2 larger houses.

Details were provided regarding the proposed access to the larger site and a member of the public raised concerns in respect of speeding, access/visibility and the flood zone.

It was confirmed in respect of both sites that outline planning applications would be submitted to which would most probably then both be referred to SCDC’s Planning Committee. Sir Edward reported the earliest that any planning application would be submitted would be November 2018.

Cllr Burt asked as he had been informed that many other villages were against Enabling Development would this prevent the project from going ahead.

A member of the public stated the proposed site at High Corner looked very large for the proposed single dwelling.

The Chairman thanked Sir Edward Greenwell for his comments and asked members of the Parish Council would they be in favour of receiving further information in respect of Enabling Development on the sites, as discussed. The Parish Council **Unanimously Approved** they would be in favour in principle of receiving further information in respect of the proposed Enabling Development sites within Butley.

The Chairman formally opened the meeting.

**1. To receive Apologies for Absence**

 Apologies were accepted from Cllr 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** – 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 Parish Council meeting held on Thursday 11th January 2018**

 A copy of the draft minutes had been circulated to all Councillors prior to the meeting. These were **Unanimously** Proposed for **Approval** and were duly signed by the Chairman as a true record.

**5. Matters arising from the Parish Council meeting held on 11th January 2018**

 Cllr Read provided details regarding the ongoing fundraising for the Play Area and confirmed the Parish Council had agreed for £2,500 to be Earmarked towards this project. She gave information regarding the proposed design and advised it was hoped this project could commence during Summer 2018.

The Chairman reported on the removal of the Quiet Lanes sign in Mill Lane and confirmed he was going to contact Neil Whinsip for clarification as to why this sign had been removed.

**6. Parish Clerk’s Report**

 The Clerk reported that a Data Protection Officer would need to be appointed at the AGM in line with the new Data Protection Law. The Chairman suggested that Councillors could have separate e-mail addresses for Council business.

**7. Parish Council Matters:-**

 **7.1 – To consider any matters relating to Highways**

 Concerns were raised regarding pot holes within the local area.

**8. Planning**

**Planning Ref: DC/17/5044/FUL**

Address: 44 The St, Butley

Proposal: Works to existing side return of: 1m x 1.8m extension, timber cladding (painted black) and replacement of asbestos roof with slate tiles

The Chairman gave details regarding the application received and confirmed the work had been carried out without a planning consent from SCDC. The Chairman read a statement submitted from the new owners of 44 The St. The Clerk confirmed the Parish Council had also received a letter from SCDC asking if the application should be referred to SCDC’s Planning Committee. Parish Council members stated they felt the new owners had gone about it the wrong way but it was agreed they had No Objections to the new building itself.

Cllr Smith recommended as some local parishioners had Objected to this application that she felt the Parish Council should refer this application to SCDC’s Planning Committee. **All in Favour.**

 **Update on existing applications**

**Planning Ref: DC/17/4786/FUL**

Address: Home Farm 'Pit Site', Church Lane, Capel St Andrew

Proposal: Erection of a new agricultural building

The Parish Council had **No Objections** to this application. This application has been **Granted** by SCDC with 5 Conditions.

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

None received.

**9. Finance**

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

Business Current Account - £3,269.21, Business Savings Account - £4,335.76

**Earmarked Reserves**

£571.85 - Transparency Code,

£1291.19 – Funding from County Cllr Reid & District Cllr Herring towards the Play Area

**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

 Butley Village Hall (2018/19 Hall Hire) - £90.00

EACH (s.137 Donation) - £50.00

East Anglian Air ambulance (s.137 Donation) - £50.00

 **The above payments were Unanimously Proposed for Approval.**

**10.1 To carry out a review of the Standing Orders & Financial Regulations**

A copy of these documents had been circulated to all Councillors. The Clerk provided details regarding the minor amendments. These were **Unanimously Approved.**

**10.2 To carry out a review of the Parish Council’s Asset Register**

A copy of this document had been circulated to all Councillors. Subject to a minor

amendment this was **Unanimously Approved**.

**10.3 To carry out a review of the Parish Council’s Risk Assessment**

A copy of this document had been circulated to all Councillors. The Clerk gave details regarding the amendments. This was **Unanimously Approved.**

On behalf of the Parish Council the Chairman thanked Cllr Brown for arranging clearance of the Village Hall track during the recent heavy snowfall.

**10.4. Review of the Internal Financial Control System**

The Annual Review was carried out and **Unanimously Approved.**

 **10.5. Review of the Effectiveness of the Internal Audit**

The Annual Review was carried out and **Unanimously Approved.**

**11. Correspondence**

 The Clerk gave details regarding SCDC’s charges for emptying the brown bin. Cllr Read confirmed she would include this information within the next edition of the Newsletter.

**12. Any other matters arising**

The Chairman provided details regarding the date of the next SALC Area Meeting.

Cllr Bertram gave details regarding the necessary work required to the Church. It was suggested the PCC could possibly apply to District Cllr Herring’s Fabric Fund.

Cllr Brown suggested if Parish Council members all agrees that circulation of e-mails could remain unchanged in respect of the forthcoming new Data Protection Law.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 10th May 2018 – Annual Parish Meeting & Annual General Meeting.

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

8:50pm

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