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 9th November 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 and District Cllr Ray Herring. There were no members of the public present.

**1. To receive Apologies for Absence**

 There were none.

**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 reported on the review of SCDC’s Local Plan. He stated he was urging all his Parishes to be positive about future growth as in his view Parish Councils could then have better control over any future development. He confirmed that Local Government is intending to expect more developments to be Approved by the Secretary of State despite these applications being refused by Local District Councils.

**Closure of Woods Lane** – District Cllr Herring gave details regarding the road closure and stated he felt the traffic did not appear to be as congested as it was originally anticipated.

He confirmed that SCDC’s 2018/19 budget was currently being prepared to which he provided details including the upgrading of Leisure Facilities.

District Cllr Herring reported that SCDC were due to take over the matter of on street car parking issues from SCC to which he provided further details.

District Cllr Herring provided details regarding the proposals for Suffolk Coastal and Waveney District Councils to merge. He confirmed the Secretary of State were minded to approve these proposals and a consultation was currently underway to which he provided details.

The Chairman asked District Cllr Herring how may affordable homes would be available as a result of the Woods Lane development. Cllr Herring stated was he not aware of the exact numbers to which the Chairman raised concerns regarding a new development at Felixstowe and stated there was inadequate parking and no affordable housing available. District Cllr Herring stated infrastructure was vital with any development.

Cllr Smith raised concerns regarding the loss of the Melton Hill car park and stated this had proved to be very beneficial especially when events were being held within Woodbridge. District Cllr Herring reported the car park behind the Deben Swimming Pool was to be extended to which he provided details.

The Chairman thanked District Cllr Herring for his report.

**4.** **To approve the draft minutes of the Parish Council meeting held on Tuesday 19th September 2017**

 Further to a minor amendment these were Proposed for **Approval** by Cllr Reid, Seconded by Cllr Burt. **All in Favour**. The minutes were duly signed by the Chairman as a true record.

**5. Matters arising from the Parish Council meeting held on 19th September 2017**

 There were none.

**6. Parish Clerk’s Report**

I have recently attended a course run by Jayne Cole at LCPAS on the new Data Protection Law. The new General Data Protection Law will come into place in the UK from 25th May 2018. I can confirm the PC will need to appoint a Data Protection Officer and hopefully this can be the Clerk. It was recommended that all Councillors have a separate e-mail address for Parish Council business and do not continue to use their personal e-mail address. Any e-mails sent providing any personal data will have to be sent via an encrypted mail. I will provide you with all the necessary updates regarding this new legislation accordingly and can confirm this matter will also be included as part of the Parish Council’s Risk Assessment.

**7. Parish Council matters:-**

**7.1 - Enabling Development** – The Chairman provided details regarding a recent meeting he had attended with Edward Greenwell. He advised the Alde & Ore Estuary Partnership were now proposing to build two four-bedroomed homes within a site in Butley to which he provided details. The Chairman stated he had raised concerns regarding access options with Edward Greenwell to which he provided further information. Concerns were raised as to why four-bedroomed homes were to be built and Councillors suggested the Parish Council should ask if some affordable homes could possibly be built. The Chairman provided details regarding the forthcoming meeting to be held at Tunstall Village Hall.

The Parish Council stated they were keen to see some affordable homes provided within the village and there was a brief discussion regarding possible sites that could be available for affordable housing. Cllr Reid asked for clarification regarding the term ‘Affordable Housing’ and stated that Low Cost Starter Homes should also be made available. The Chairman asked the Clerk to make enquires to SCDC’s Planning Department in order to ask them to clarify is the 1 in 3 rule for affordable housing still applicable.

**7.2 - Future of Butley Village Hall** – The Chairman gave details regarding matters relating to the Village Hall Management Committee. He reported the Bookings Secretary was leaving and would therefore need to be replaced.

**7.3 – Butley Website** – Cllr Dean advised the Butley Website should now have gone live and suggested a link to this site could be put onto the Parish Council’s website.

**8. Planning**

**New Applications received**

 **Planning Ref: DC/17/4610/FUL**

Address: Little Staverton, Butley Rd, Wantisden

Proposal: Proposed 25m Swann 30H Lattice Tower on a 4.7 x 4.7 x 0.8m dp concrete base and associated works.

Following a discussion, it was agreed the Parish Council would recommend **Approval** for this application. **8 in Favour, 1 Against. Carried.**

 **Update on existing applications**

Nothing to report

The Chairman reported on the recent one to one Local Plan review meeting in which he had recently attended at SCDC. He confirmed he had stated that more affordable homes along with the relevant infrastructure/facilities needed to be provided.

**8.1 - Woods Lane Development** – Cllr Smith stated as a result of the road closure the traffic was not too bad towards Melton but it appeared that the main congestion point was at the traffic lights in Woodbridge whereby cars wished to turn right onto St John’s Rd. She suggested these traffic lights could be adjusted during the road closures to avoid this congestion. **Action: Clerk to e-mail County Cllr Reid**.

**8.2 - Film Studio at Bentwaters Park** – Cllr Brown gave details regarding the recent Planning Committee meeting held at SCDC and stated this had proved to be very successful.

**8.3 – Staverton Caravan Park** – Cllr Brown reported that Bentwaters Park had put in an offer to purchase this site to which she provided details.

 **44 The St** – The Chairman gave details regarding works being carried out by the new owners. He confirmed that SCDC Enforcement Department had been informed and the new owners had been asked to submit a formal Planning Application in respect of these works.

**9. Finance**

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

Business Current Account - £4,050.53, Business Savings Account - £4335.00

**Earmarked Reserves**

£571.85 - Transparency Code,

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

**Payments received since the last meeting**

SCDC (2nd half of Parish Precept) - £1,384.33

**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

 CAS (Website Fee) - £60.00 (to be funded from Transparency Code)

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

**11. Correspondence**

**11.1 – Letter of thanks from St Elizabeth Hospice** – The Clerk reported a letter of thanks had been received in respect of the recent donation given as a result of the litter pick carried out.

**12. Any other matters arising**

Cllr Bertram raised concerns regarding works carried out by SCC Highways. It was agreed that the Clerk should write a letter of complaint regarding works that have been carried out resulting in several cones and bollards not being cleared. He also raised concerns that the sign at High House Corner had still not been repaired despite this matter being reported to SC Highways on several occasions.

Cllr Bertram reported that Peter Ingram had informed him that Fibre Optic Broadband was due to be installed within further parts of Butley soon.

It was noted that the prison service had carried out a fantastic job on cutting the grass at Butley churchyard to which the Chairman advised he had sent a letter of thanks. Cllr Bertram stated the hedge at the Church would need cutting soon.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 11th January 2018 – To approve 2018/19 Budget and set the Precept

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

8:55pm

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