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 March 2017 at 7:45pm in Butley Village Hall**

Present: Cllr D. McGinity (Chairman)

 Cllr D. Adlam Cllr J. Dean

 Cllr M. Smith Cllr A. Burt

 Cllr M. Ross

In attendance: Jo Jones, Parish Clerk & County Cllr Reid. There were no members of the public present.

**1. To receive Apologies for Absence**

 Apologies were accepted from Cllrs Brown, Read & Bertram.

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

The Chairman declared a non-pecuniary interest as he is a member of Butley Village Hall Management Committee.

 **(a) To Consider any Dispensations**

 None received.

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

**County Cllr Andrew Reid** – A written report had been submitted and circulated to all Councillors to which County Cllr Reid gave details. County Cllr Reid also reported that SCC had approved their 2017/18 budget in February 2017 and he provided details regarding the 3% rise in Council Tax to support Adult Social Care Services. He advised that savings of £38 million had to also be made to which he gave details. The Chairman thanked County Cllr Reid for his report. Cllr Ross raised concerns regarding the parking facilities at the proposed new Suffolk Records premises which is planned to be sited at Ipswich Waterfront.

**District Cllr Ray Herring** – District Cllr Herring gave a verbal report. The Chairman thanked District Cllr Herring for his report. District Cllr Herring also reported that a full Council meeting had been held at SCDC in January 2017 regarding the creation of a new Council between Waveney and SCDC and confirmed it had been Approved for the merger to go ahead.

**4.** **To approve the draft minutes of the Council Meeting held on Thursday 12th January 2017**

 The draft minutes of the Council Meeting held on Thursday 12th January 2017 were Proposed for **Approval** by Cllr Ross, Seconded by Cllr Dean. **All in Favour.**

**5. Matters arising from the Council Meeting held on Thursday 12th January 2017**

 The Clerk reported she had circulated to all Councillors the proof for the signs to be sited on the bank at Mill Lane stating No Horse Riding Allowed and it was **Unanimously Agreed** the Clerk should go ahead and order these signs.

**6. Parish Clerk’s Report**

I have now received the grant acceptance form from SCDC as District Cllr Herring has very kindly donated £950.00 towards the repairs to the play area.

Further to the last meeting I did enquire to the British Heart Foundation regarding applying for funding for a defibrillator and case but unfortunately this round of funding had come to an end. I have been informed that a new round of funding will be in place from April 2017 to which I will also make enquires.

I have now managed to get the password sorted out for the Parish Council’s website and I am pleased to say that I have already carried out some work to update this but there is lots more to do as this was extremely out of date.

I am not sure if you were made aware by your former Clerk that in April 2015 there was a new accounting policy adopted for smaller authorities being the Transparency Code. I have recently been informed that some funding is available for Parish Councils to apply for towards the running of their website and also for the £50.00 annual fee to One Suffolk. Included within this funding it allows for the Council to apply for funding for staffing costs to update the website and also for a PC and software to which I think the Parish Council should accept. It was **Unanimously Approved** that the Clerk should apply for the funding available.

Finally, I have received yet another letter from HMRC relating to the period 20.5.14 – 19.9.14 and it states as no returns were submitted there is another fine of £400.00. Thankfully I can confirm SALC did submit the return for this year on 16.4.15 and therefore I have sent HMRC a copy of this submission and appealed against paying this fine on this basis.

**7. Parish Council matters:-**

 **Play Area** – The Chairman reported on the proposed improvements to the play area and gave details regarding the quotation from Wickstead. He also provided details regarding suggested funding options available towards this project.

**8. Planning**

**New Applications received**

**Application 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.

Cllr Dean raised concerns regarding a local property that is now running a business and suggested the Clerk should contact Enforcement at SCDC.

 **Update on existing applications**

 **Application 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. No decision has been made by SCDC, to date.

 **Update on existing applications cont.**

 **Application Ref: DC/16/5099/FUL**

 Address: 39 Orford Road Butley

 Proposal External insulation on the south, west and north elevations.

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

 **Application Ref: DC/17/0073/EIA**

 Address: Bentwaters Studios, Bentwaters Park, Rendlesham

 Proposal: EIA Screening Opinion - Bentwaters Studios

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

 **Application Ref: DC/16/4913/FUL**

Address: Oyster Inn, Church Rd, Butley

Proposal: To convert existing out-buildings to single holiday let unit, games room, village shop and micro-brewery.

The Parish Council were in **Full Support** of this application. This application has been **Granted** by SCDC with 6 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. No decision has been made by SCDC, to date.

**Planning Ref: DC/16/5009/FUL**

Address: Staverton Caravan Park, Fenn Row, Wantisden

 Proposal: Use of land for stationing up to 30 holiday lodges

The Parish Council had **No Objections** to this application. This application has been **Granted** by SCDC with 6 Conditions.

**9. Finance**

 **Bank Balances as at 28th February 2017**

Business Current Account - £353.47, Business Savings Account - £4,331.76

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

 Jo Jones (Parish Clerk) Salary - £110.59

 HMRC (PAYE – Jo Jones Jan, Feb & March’17) - £82.80

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

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

A copy of the updated documents had been circulated to all Councillors. The annual

review was carried out and **Unanimously Agreed** by the Council.

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

 The annual review was carried out and **Unanimously Approved** by the Council.

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

 The annual review was carried out and **Unanimously Approved** by the Council.

**11. Correspondence**

 There was none. The Chairman reported he had been informed by the Alde & Ore Estuary Partnership that due to Enabling Development it was proposed that one house would be built within Butley but to date he had not received any further details regarding this proposal.

**12. Any other matters arising**

Cllr Dean reported that a litter pick was due to be carried out at the end of March 2017.

**13. Date of next meeting**

The next meeting of Butley, Capel St Andrew and Wantisden Parish Council will be held on Thursday 11th May 2017 (Annual Parish Meeting & Annual General Meeting)

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

8:50pm

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