

# Cratfield Parish Council

## PARISH COUNCIL MEETING

*Cratfield Village Hall*

**Tuesday 10<sup>th</sup> May 2022 at 8.00pm**

### **Present Councillors**

Lotty Barbour (Chair), Chris Mobbs, Amy Pritchard

**Mid-Summer Madness Event Coordinator** Tim Ackerly

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:** Three Parishioners

### **A. Public Forum – for Members of the Public**

- Parishioners raised concerns over the many Holly Tree Barns planning applications.
- Parishioners spoke of the restricted access on a footpath in Cratfield. Clerk to report.

### **B. County & District Councillor Reports**

Cllr Stephen Burroughes sent apologies.

Monthly report: CPC's website: <http://cratfield.onesuffolk.net/cratfield-parish-council/district-councillor>

## MINUTES

### **1. To Appoint a Chair**

*Lotty Barbour was elected unanimously as Chair.*

Cllr Barbour signed the Declaration of Acceptance of Office form.

### **2. To Appoint a Vice Chair**

*Richard Chivers was elected unanimously as Vice Chair.*

Cllr Chivers (not present) to sign the Declaration of Acceptance of Office form at the next meeting.

### **3. To consider Apologies for Absence**

Cllr Chivers, Cllr Elford and Cllr Oliver - apologies accepted.

### **4. To record Declarations of Interests and to consider Requests for Dispensation**

None

### **5. To Approve the Minutes from the Meetings held on 8<sup>th</sup> March and 29<sup>th</sup> March 2022**

*The minutes from the meetings held on 8th March and 29th March 2022 were confirmed unanimously as a true and accurate record and signed by the Chair.*

### **6. Matters Arising from the Minutes above and not on the Agenda**

None

### **7. To consider Co-option to fill the Casual Vacancy**

*Adrian McDonald was co-opted unanimously onto the Council.*

After signing the Declaration of Acceptance of Office Mr McDonald was welcomed to the Council.

Signed:

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## 8. Finance

- a) **To Approve the End of Year Accounts 2021/22**  
Councillors approved unanimously the End of Year Balance Sheet 2021/22.
- b) **To Approve the Internal Auditor's Report for 2021/22**  
Councillors approved the Internal Auditor's Report for 2021/22.
- c) **To Approve the Annual Audit Return Sections 1 & 2**  
Councillors agreed unanimously the Annual Audit Return and the Chair and RFO signed the Annual Audit Return Sections 1 & 2.
- d) **To Agree to a Certificate of Exemption from a Limited Assurance Review**  
Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review. The Chair and RFO signed the Certificate of Exemption.
- e) **To Appoint the Internal Auditor for 2022-23**  
Councillors resolved unanimously to appoint the Internal Auditor Mr Trevor Brown for 2022-23.
- f) **To receive the Financial & Budget Reports and Approve Income & Expenditure**  
Councillors resolved unanimously to approve the following Receipts and Expenditure.

Date	Details	Income	Amount
01/04/2022	credit	ESC Precept Payment (total)	£4,000.00
25/04/2022	credit	VAT Reclaim 01/07/2021-31/03/2022	£ 131.41
		<b>Total</b>	<b>£4,131.41</b>
Date	Details	Expenditure	Amount
05/04/2022	100829	Playbark - rubber chippings	£ 329.99
28/04/2022	S/O	Clerk's Salary - April	£ 199.29
10/05/2022	100830	Trevor Brown - Internal Auditor	£ 150.00
10/05/2022	100831	SALC Subscription	£ 190.67
10/05/2022	100832	Clerk's Expenses April & May	£ 189.03
		<b>Total</b>	<b>£1,058.98</b>

- g) **Village Hall Jubilee Event (Jubilee Fund Reserve & HHCFT Grant) – update**  
The Clerk confirmed the grant of £500 had been received from HHCFT for the Jubilee Event at Cratfield Village Hall.  
The Jubilee mugs had been ordered and waiting for delivery.

## 9. Planning Applications and Decisions

### Applications

- a) **Certificate of Lawful Use (Existing) - Use of building as a single dwelling house**  
Barn Studio Larters Farm Spong Lane Cratfield Halesworth Suffolk IP19 0DP  
Ref. No: DC/22/1664/CLE | Validated: Mon 25 Apr 2022 | Status: Awaiting decision  
Councillors resolved unanimously No Comment to this application.

Councillors noted the following Applications and Decisions:

- b) **Ref. No: DC/22/1185/FUL**  
Permission to erect a Giant Hat Tipi - temporary canvas structure on the Fire and Feast meadow adjacent to the south west corner of the converted Fire and Feast Barn (DC204359). The Tipi will be

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erected between period of 1st May and 31st October each year and will be used for the rustic dining offer approved as part of application DC204359. The size of the tipi is 8.8m diameter with sides down and 10.3m with all sides open. the height is 5.6m to the top of the canvas. This application is submitted to rectify an oversight in asking for permission for the tipi erection as part of the original planning application for Fire and Feast.

White House Farm Swan Green Lane Cratfield Halesworth Suffolk IP19 0QF

Validated: Fri 25 Mar 2022 | Status: *(comments closed)*

**c) Ref. No: DC/22/0855/OUT**

Outline Application (Some Matters Reserved)

Erection of detached dwelling utilising existing access to Bell View Farm

Bell View Farm Manse Lane Cratfield Suffolk IP19 0DD

Validated: Thu 03 Mar 2022 | Status: Awaiting decision *(comments closed)*

**d) Reference DC/21/5324/FUL**

Address Holly Tree Barns Bell Green Cratfield Suffolk IP19 0DN

Proposal Change of use of land to provide holiday accommodation consisting four glamping pods and all associated works. Status Awaiting decision *(comments closed)*

**e) Reference DC/21/4694/FUL**

Address Swan Green Farmhouse Swan Green Cratfield Suffolk IP19 0QQ

Proposal: 1. Extension to existing C20 extension, 2. Remove partition between Dining room and Hall, 3. Alterations to cross partition, 4. Raise first floor landing, 5. Cover second floor staircase and move bedroom door, 6. Remove attic cupboard, 7. Install under floor heating system, 8. Replace external windows

9. Replace external render, 10. Demolish outbuildings and construct new studio and guest accommodation

Status Awaiting decision *(comments closed)*

**f) Reference DC/21/4022/FUL**

Address The Barn Town Farm North Green Road Cratfield Suffolk IP19 0QL

Proposal Conversion of redundant barn to residential to be used as an annexe for The Barn

Status Awaiting decision *(comments closed)*

## Decisions

**g) Reference DC/21/5323/FUL**

Address Holly Tree Barns Bell Green Cratfield Suffolk IP19 0DN

Proposal Change of use of existing redundant cart shed to single dwelling and all associated works

Status Withdrawn

**h) Reference DC/21/5387/FUL**

Address Holly Tree Farmhouse Bell Green Cratfield Halesworth Suffolk IP19 0DN

Proposal Conversion of existing garage/outbuilding to residential annexe ancillary to main dwelling with all associated works. Status Permitted

**i) Ref. No: DC/21/5388/LBC**

Listed Building Consent - Conversion of existing garage/outbuilding to residential annexe ancillary to main dwelling with all associated works.

Holly Tree Farmhouse Bell Green Cratfield Halesworth Suffolk IP19 0DN

| Validated: Tue 30 Nov 2021 | Status: Withdrawn

**j) Reference DC/21/5535/OUT**

Address Land West of Bell Green Holly Tree Farmhouse Bell Green Cratfield Suffolk IP19 0DN

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Proposal Outline Application with Some Matters Reserved - Development of no. 3 residential units  
Status Refused

- k) **Discharge of Condition No. 4 of DC/21/3826/LBC** - Listed Building Consent - To replace existing rear ground floor window with a set of French doors with side lights - (i) Large scale joinery details of the door, door frame and side lights showing vertical and horizontal sections through the frame, side lights, glazing bars, glass, doors, including ironmongery and (ii) Details/section showing the junction of the render to the head of the reformed opening.  
Appletree Cottage North Green Cratfield Suffolk IP19 0DS  
Ref. No: DC/22/0031/DRC | Validated: Wed 05 Jan 2022 | Status: Refused

## 10. Queen's Platinum Jubilee – 2<sup>nd</sup>-5<sup>th</sup> June 2022

- a) **Village Sign Plaque**  
Councillors were pleased with the plaque and Cllr McDonald will place it on the village sign before the Jubilee weekend in June.
- b) **Tree Planting**  
Cllr Elford has planted the oak tree in Millennium Meadow.
- c) **Village Hall Event – update**  
A great day has been planned with a free afternoon tea, games for all the family, free Jubilee gift for the children, a tree dedication, bar, BBQ and live music!

## 11. Mid-Summer Madness Event 23<sup>rd</sup> July 2022 - Committee update

The Mid-Summer Madness Event is shaping up with essential items ordered. The licence will be applied for 21 days before the event. It was confirmed:

- Cllr Pritchard may be able to supply a fire bowl. Action: AP
- Cllr Barbour could supply the BBQ, burgers and a portaloo. Action: LB
- The grass will be mowed before the event
- [Councillors agreed no spraying of weeds is allowed in Millennium Meadow.](#)
- The Clerk to contact CPC's insurance company to notify of the event and request the risk assessment and relevant paperwork. Action: Clerk

## 12. Village Matters

- a) **Play Area Maintenance**  
The rubber chippings have been received and will be distributed soon. Action: CM
- b) **Village Maintenance**  
None required
- c) **Village Matters**  
- Neighbourhood Watch as reported in the Annual Parish Meeting
- d) **Millennium Meadow Management Plan – update**  
No plans
- e) **SCC Footpath Leaflet/Map – c/f**
- f) **Village Hall Committee Representative – update**  
Cllr Pritchard gave an update of the Village Hall events which included a tree planting for the Jubilee, a dog show and a June pop-up pub.
- g) **To Consider Updating Cratfield's Village Plan – c/f**

Signed:

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**13. Correspondence** (*emails are circulated as received*)

**a) Suffolk Accident and Rescue – Grant Thank You Letter**

**14. Any Other Business** (*For discussion only – the Council cannot make decisions on these items*)

None

**15. Items for next Agenda**

**a) Town Estate Trustees**

**16. To confirm the Meeting Dates**

- Tuesday 12<sup>th</sup> July 2022 at 7.30pm
- Tuesday 13<sup>th</sup> September 2022 at 7.30pm
- Tuesday 8<sup>th</sup> November 2022 at 7.30pm

*The meeting ended at 8.50pm*

Signed:

Date: