

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 11th November 2025 at 7.30 pm

Councillors Present: Lotty Barbour (Chair), Tim Ackerley, Dan Elford, Adrian McDonald and Chris Mobbs

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present:

A. Public Forum - For Members of the Public

None

B. County & District Councillor Reports

County Councillor Stephen Burroughes sent apologies and a report & District Councillor Julia Ewart sent apologies. Full report: <https://cratfield-pc.gov.uk/cratfield-parish-council/minutes/2025>

MINUTES

1. To Approve Apologies for Absence

Apologies were Received and Accepted from Councillor Chivers and Councillor Torrance.

2. To Record Declarations of Interests and to Consider Requests for Dispensation

Councillor Ackerley and Councillor McDonald declared a non-pecuniary interest in 6.g) as allotment holders.

3. To Approve the Minutes from the Meeting held on Tuesday 9th September 2025

The Minutes from the Meeting held on Tuesday 9th September 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Finance

a) To Receive the Financial & Budget Reports and Approve Income & Expenditure

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
30/09/2025	S/O	Clerk's Salary - September		£ 252.89
30/09/2025	D/D	Bank Service Charge		£ 6.00
30/09/2025	transfer	Allotment payments - September	£ 659.35	
28/10/2025	credit	ESC - CIL Payment	£ 265.92	
30/10/2025	S/O	Clerk's Salary - October		£ 252.89
31/10/2025	D/D	Bank Service Charge		£ 6.00
31/10/2025	transfer	Allotment payments - October	£ 81.00	
11/11/2025	13	NALC - HT Planning Training		£ 42.00
11/11/2025	14	CAS - Website Hosting		£ 66.00
11/11/2025	15	CAS - Mailbox		£ 27.00
11/11/2025	16	Clerk's Expenses October & November		£ 24.00
11/11/2025	17	Allotment Refund - paid twice	£ (16.00)	
		Total	£ 990.27	£ 676.78
		Reserves		
		General Reserves		£ 4,719.38
		Restricted Reserves		£ 5,414.10
		Total Funds		£ 10,133.48

Signed:

Date:

Cratfield Parish Council

b) To Consider a Defibrillator Control Bleed Kit

Councillors Agreed to purchase a Bleed Control Kit to be placed in the Defibrillator Cabinet.

The Clerk will register the Bleed Control Kit with the National Register: <https://bleedmap.uk>. A notice will be placed on CPC's website, Cratfield's Facebook page and Parish Magazine. Action: Clerk

c) To Approve the Budget and Precept 2026/27

Councillors Resolved to Approve the Budget and Precept for 2026/27 (*as attached*). The Precept will increase by £100 to £4,600 for 2026/27, representing an annual rise of £1.06 for a Band D property.

The Tax Base of 155 has been confirmed by East Suffolk Council.

d) Millennium Meadow Picnic Bench Grant Request - update

The Clerk has applied to Heveningham Hall Country Fair Trust for a grant.

5. Planning Applications and Decisions

Cllrs noted the following:

Applications

a) DC/25/3758/FUL

Proposal: Retrospective Application - Erection of Children's Playhouse

Site address: Swan Green Farmhouse, Swan Green, Cratfield, Halesworth, Suffolk IP19 0QQ

Consultation letter expiry date: 7 November 2025

Status: Awaiting decision (*comments closed*)

b) DC/25/3608/FUL

Proposal: Single storey extension to the side of the property

Site address: The Old Cider Works, Tongs Lane, Cratfield, Halesworth, Suffolk IP19 0QD

Consultation letter expiry date: 21 October 2025

Status: Awaiting decision (*comments closed*)

c) East Suffolk Council - Local Plan Call for Sites

ESC is inviting site submissions for different uses including housing (sites of at least 5 homes), commercial and other uses. Open from Monday 20 October 2025 - Friday 9 January 2026.

Councillors reviewed the information and Agreed that there are no sites in Cratfield to put forward.

Decisions

a) DC/24/3806/FUL

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

An appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for Construction of Agricultural Storage Building and associated works.

Councillors Resolved to OBJECT to this planning application with comments at the 23rd July 2025 Meeting.

Status: Appeal. Dismissed

b) DC/25/2880/FUL

Poachers Farm, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DN

To demolish existing garage, build a two-storey side extension, single-storey rear extension, front porch, detached single garage with attached car port and greenhouse.

Comments closed: 28th August 2025

Status: Permitted

Signed:

Date:

Cratfield Parish Council

c) DC/25/2163/FUL

Proposal: Conversion of buildings to 2 dwellings

Site address: The Firs, Manse Lane, Cratfield, Halesworth, Suffolk IP19 0QD

Consultation letter expiry date: 22 July 2025

Status: Refused

6. Village Matters

a) Tong's Lane

Cllr McDonald is in discussion with East Suffolk Council and Suffolk County Council regarding the classification of Tongs Lane and hopes to have more information to report soon.

b) Play Area

- Play Area Inspection w/c 3rd November 2025

The Clerk is waiting for the autumn Play Area Inspection Report.

- Handyman – update

The Clerk gave an update on the Play Area autumn maintenance and the work still to be completed.

- Rubber Chippings – update

- Cllrs confirmed that the rubber chippings were placed under the equipment in September and that one bag remains.

- Front Hedge

The Clerk is obtaining quotations to replace the front hedge with a fence, before considering replanting next autumn/winter.

Action: Clerk

c) Millennium Meadow

A general tidy-up will be carried out in the Millennium Meadow over the winter.

d) Village Maintenance

A drain was reported at the top end of Church Road at the crossroads with Bell Green. It is full of debris and floods during heavy rain.

Action: Clerk

e) Village Pump at Potters Roost – update

Cllrs discussed the village pump and Resolved that public money cannot be spent on it as it is privately owned. The Clerk will contact the owner to advise of possible funding or help available to restore the pump.

Action: Clerk

f) Footpath Issues

None reported

g) Allotments

Councillor Ackerley & Councillor McDonald declared a non-pecuniary interest in as allotment holders.

- Vacancy – update

The Clerk reported that the vacant allotment has now been let. As it was in a very poor condition, It was agreed that the new tenant could have it free of charge for the first year. The Clerk has since received another request for an allotment and has placed the applicant on a waiting list.

- Site Maintenance

Councillors discussed the allotments and Agreed that allotment holders may cut a path around their plots if they wish, to ensure easy access.

It was noted that maintaining clear and safe access benefits all allotment holders and contributes to keeping the site tidy.

Signed:

Date:

Cratfield Parish Council

h) SCC Footpath Leaflet/Map – update

Cllr Mobs informed the Council that the Suffolk County Council Footpath Officer has walked the routes shown on the footpath map, approved the paths, and added additional signage to guide walkers. The map is with Suffolk County Council for printing and will be available from 2026.

7. Correspondence

None

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

a) East Suffolk Council Free Packs of Daffodil Bulbs Offer – update

The Clerk was pleased to report that CPC's application had been successful. The Daffodil bulbs will be collected on 19th November, and the Clerk will deliver them to Cllr Ackerley for distribution and planting.

Action: Clerk

9. Items for the Next Agenda

- a) To Consider the Village Hall Technology
- b) To Consider a Local Plan

10. To Confirm the Meeting Dates

- Tuesday 13th January 2026 at 7.30 pm
- Tuesday 10th March 2026 at 7.30 pm
- Tuesday 12th May 2026 at 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- Tuesday 14th July 2026 at 7.30 pm
- Tuesday 8th September 2026 at 7.30 pm
- Tuesday 10th November 2026 at 7.30 pm

The meeting ended at 8.50 pm

Signed:

Date:

Cratfield Parish Council

INCOME		<i>Budget 2026/27</i>
Precept		4600.00
Allotment & Land Rents		741.00
Total Budgeted Income		5341.00
Non-Budgeted Income		
ESC Grant - Play Area Rubber Chippings & Seats		0.00
ESC CIL Receipt		0.00
Business Saver Interest		200.00
VAT Reclaim		120.00
Total Income		5661.00
Budget Variance		
EXPENDITURE		
Clerk's Salary		3226.00
Clerk's Office Costs		132.00
Hall Rent		84.00
General Expenses		60.00
ICO - Data Protection Registration		47.00
Insurance		375.00
Internal Audit Fee		150.00
Village Maintenance		150.00
Miscellaneous		50.00
Play Area Maintenance		400.00
Play Area Inspection Fee 2024-2029		80.00
S137 Grants/Donations		300.00
Subscriptions		210.00
Training		100.00
Bank Charges		72.00
Clerk's mailbox, website domain and hosting		104.50
Total Budgeted Expenditure		5,540.50
Budget Variance		
Non-Budgeted Expenditure		
Play Area - Rubber Chippings & Seats		0.00
ESC - Uncontested Election Fee		0.00
Vat to Reclaim		120.00
Total Expenditure		5,660.50
Overall Variance		0.50

Signed:

Date: