

# Cratfield Parish Council

## PARISH COUNCIL MEETING

*Cratfield Village Hall*

**Tuesday 8th March 2022 at 7.30pm**

### **Present Councillors**

Lotty Barbour (Chair), Peter Baker, Chris Mobbs, Michael Oliver.

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

**Also Present:** 3 Parishioners

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

### **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 consider Apologies for Absence**

Cllr Chivers and Cllr Pritchard – apologies accepted.

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

None

### **3. To Approve the Minutes from the Meeting held on 11th January 2022**

*The minutes from the meeting held on 11th January 2022 were confirmed unanimously as a true and accurate record and signed by the Chair.*

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

None

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

Mr Dan Elford stood for co-option and gave a brief résumé.

*Councillors resolved unanimously to co-opt Mr Dan Elford to the Council and gave him a warm welcome.*

Mr Elford signed the Acceptance of Office document and joined the meeting.

### **6. Finance**

#### **a) To receive the Financial & Budget Reports and Approve Income & Expenditure**

*Councillors resolved unanimously to approve the Reports and the following Income and Expenditure.*

Signed:

Date:

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Date	Details	Income	Amount
		None	
		<b>Total</b>	<b>£ -</b>
Date	Details	Expenditure	Amount
28/01/2022	S/O	Clerk's Salary - January	£ 185.14
28/02/2022	S/O	Clerk's Salary - February	£ 185.14
08/03/2022	100823	Clerk's Expenses February & March	£ 91.16
08/03/2022	100824	Village Hall Rent	£ 70.00
08/03/2022	100825	Suffolk Accident and Rescue Service - Grant	£ 100.00
08/03/2022	100826	Professional Rubber Surfaces - Play Area Chippings	£ 289.99
28/03/2022	S/O	Clerk's Salary - March	£ 185.14
		<b>Total</b>	<b>£1,106.57</b>

## b) To Consider Grants/Donations

Councillors resolved unanimously:

- Suffolk Accident and Rescue Service Grant - £100.00
- To allocate the remainder of the grant budget of £181.00 to the Grant Reserve.

### Village Hall Jubilee Event – June 2022

Councillors requested the Clerk to accept HHCFT Grant of £500 for Cratfield Village Hall's Jubilee Event.

Councillors agreed they would allocate the Jubilee Fund reserve of £309 to purchase commemorative mugs for Cratfield children under 16 years old and purchase a 5 x 7" oval cast plaque for the village sign from the Jubilee Fund Reserve.

## c) To Consider Rubber Playground Chippings Quotations

Councillors considered the quotations and agreed to order from Professional Rubber Surfaces 1 x 500kg bag of rubber playground chippings in woodland brown for £289.99.

## d) To Consider Restricted Reserves

Councillors agreed to allocate from the General Reserve to the following:

- Election Reserve £200
- Play Area Equipment/Maintenance Reserve £500

## e) Internal Audit – 20<sup>th</sup> April 2022

Cllrs noted the internal audit date.

## 7. Community Governance Review in East Suffolk

*To consider changes to the Community Governance arrangements in the Parish Council's area*

Councillors discussed and agreed 'no changes' to the current arrangements.

## 8. Planning Applications and Decisions

Cllrs noted the following planning applications and decisions, no decisions to be made.

### Applications

#### a) Reference DC/21/5535/OUT

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

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

Status Awaiting decision (*comments closed*)

Signed:

Date:

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**b) Reference DC/21/5387/FUL & DC/21/5388/LBC**

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 Awaiting decision (*comments closed*)

**c) 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*)

**d) 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 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/21/5472/FUL & DC/21/5473/LBC**

Address White House Cottage Bell Green Cratfield Halesworth Suffolk IP19 0DL

Proposal Remove cement render, replace three windows, install two new window openings and associated windows, open external doorway, re-render with lime

Status Permitted

**h) Reference DC/21/1959/FUL**

Rookery Farm Swan Green Lane Cratfield IP19 0QE

Erection of Agricultural Building

Status: Permitted

## 9. Statutory Documents and Policies Annual Review

[Councillors resolved to re-adopt the following documents and policies with the exception of the Play Area Risk Assessment - Covid-19 as no longer required.](#)

**a) Allotment Tenancy Policy**

**b) Asset Register - (*updated*)**

**c) Code of Conduct Policy**

**d) Financial Regulations Policy**

**e) Freedom of Information & Publication Scheme Policy**

**f) General Data Protection Regulations Policy**

**g) Internal Control Statement**

**h) Planning Procedure Policy**

Signed:

Date:

# Cratfield Parish Council

- i) **Play Area and Millennium Meadow Policy**
- j) **Play Area Risk Assessment - Covid-19** – *(remove no longer required)*
- k) **Risk Assessment**
- l) **Scheme of Delegation**
- m) **Standing Orders**

## 10. To Appoint Representatives

- a) **Town Estate Trustee - c/f**  
No decision made.

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

- a) **Village Sign Plaque**  
See point 6.b).
- b) **Tree Planting**  
The Clerk has collected the large free oak tree to commemorate the Queen's Platinum Jubilee from East Suffolk Council and Cllr Elford agreed to plant in Millennium Meadow. The plaque will be put in place in June.
- c) **Village Event – Friday 3<sup>rd</sup> June 2022**  
The Chair from the Village Hall Committee attended the meeting and outlined the plans so far including:
  - A pop-up pub evening with BBQ food.
  - Children's games in the afternoon if more volunteers could be found.

Councillors requested the Clerk to put a notice in the parish magazine, noticeboards and Facebook page to obtain a list of children aged between 0-16 years old living in Cratfield so a jubilee gift can be purchased for them.

## 12. Mid-Summer Madness Committee – 23<sup>rd</sup> July 2022

The Chair from the Mid-Summer Madness Committee gave an update of the plans and acknowledged a risk assessment will need to be completed before the event.

## 13. Village Matters

- a) **Play Area Maintenance**  
The rubber chippings to be ordered this month.
- b) **Village Maintenance**  
No issues.
- c) **Village Matters**
  - Neighbourhood Watch – no issues
- d) **Millennium Meadow Management Plan**
  - Cllr Elford offered to repaint the Millennium Meadow sign.
- e) **SCC Footpath Leaflet/Map – c/f**
- f) **Cratfield's Damaged Signposts – update**  
East Suffolk Council has acknowledged the damaged signs around Cratfield and surrounding villages but currently have no budget to replace.
- g) **Flooding Manse Lane – update**  
No flooding this year after a dry winter.
- h) **Village Hall Committee Representative – update**  
Cllr Pritchard was not present, but sent an update as covered in point 11.c).

Signed:

Date:

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## **14. Correspondence** *(emails are circulated as received)*

None

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

### **a) Website Statistics 2021-2022**

No report as difficulties with the software. Onesuffolk the website provider is working on this issue.

### **b) Litter Picking Equipment**

The Clerk has received some free Litter Picking Equipment from ESC and will drop off at Cllr Baker's.

## **16. Items for next Agenda**

None

## **17. To Confirm the Meeting Dates**

- Tuesday 10<sup>th</sup> May 2022 at 7.30pm
- 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 9.35pm*

Signed:

Date: