

Cratfield Parish Council

ANNUAL PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 14th May 2024 at 7.55 pm

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford, Adrian McDonald & Chris Mobbs

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: District Councillor Julia Ewart

A. Public Forum - For Members of the Public

None present

B. County & District Councillor Reports

No further reports.

MINUTES

1. To Appoint a Chair

Lotty Barbour was proposed and elected as Chair.

2. To Appoint a Vice Chair

Richard Chivers was proposed and elected as Vice Chair.

3. To Approve Apologies for Absence

Apologies were Accepted and Approved from Cllr Marfleet.

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

None

5. To Approve the Minutes from the Meeting held on 12th March 2024

The Minutes from the Meeting held on 12th March 2024 were Carried and signed by the Chair.

6. Finance

The Clerk informed SALC had not completed the 2023/24 Internal Audit and points 6.a) - 6.e) would be c/f to a Finance Meeting to be held on Wednesday 29th May 2024 at 7.30 pm.

a) To Approve the End of Year Accounts 2023/24

b) To Approve the Internal Auditor's Report for 2023/24

c) To Approve the Annual Audit Return Sections 1 & 2

d) To Agree to a Certificate of Exemption from a Limited Assurance Review

e) To Appoint the Internal Auditor for 2024-25

Signed:

Date:

Cratfield Parish Council

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

Councillors Resolved to approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
22/04/2024	credit	VAT Reclaim 01/04/2023-31/03/2024	£ 108.44	
30/04/2024	credit	East Suffolk Council Precept Payment	£ 4,500.00	
29/04/2024	S/O	Clerk's Salary - April		£ 234.00
14/05/2024	1	SALC - Subscription		£ 200.30
14/05/2024	2	Clerk's Expenses April & May		£ 31.78
		Total	£ 4,608.44	£ 466.08
		Reserves		
		General Reserves		£ 6,203.81
		Restricted Reserves		£ 4,806.70
		Total Funds		£ 11,010.51

g) To Consider Gov.uk Domain Name Registration and Council Email Addresses

Councillors Agreed Not to pursue Gov.uk Domain Name Registration and Council Email Addresses at this present time.

h) To Consider Play Area Maintenance - Rubber Chippings

Councillors Request the Clerk to find additional quotations.

Action Clerk

i) Unity Trust Bank Instant Access Savings Account – update

The Clerk confirmed the UTB Saver Account was now open.

7. Planning Applications and Decisions

Applications

a) Planning reference: DC/24/1348/FUL

Proposal: Extension to agricultural workers dwelling

Site address: Cherry Trees Bungalow , North Green, Cratfield, Halesworth, Suffolk IP19 0DR

Consultation letter expiry date: 21 May 2024

Councillors Approved the above application with no comments.

b) Reference: DC/23/0493/FUL

Town and Country Planning Act 1990 - Appeal Under Section 78

Site at: Silverleys Barn, Silverleys Green, Cratfield, Halesworth, Suffolk IP19 0QJ

An appeal has been made to the Secretary of State against the decision of East Suffolk Council* to refuse planning permission for Construction of 1 x No. Single Storey Dwelling.

Status: In Progress

Decisions

c) Reference: DC/23/4759/CLE

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

Lawful Development Certificate (Existing) - Use of land for the siting of two

metal storage containers at Holly Tree Farm, Bell Green, Cratfield, Suffolk, IP19 0DN.

At the January 2024 Meeting:

Councillors Resolved to OBJECT to this planning application with comments.

Status: Permitted

Signed:

Date:

Cratfield Parish Council

8. Village Matters

a) Play Area Maintenance

- No maintenance required at the moment.

b) Millenium Meadow

- Cllr Ackerley and Cllr Elford have been tidying Millenium Meadow and the bottle bank area. After the grass is cut, some dead tree branches will be removed.

c) Village Maintenance

- Village Sign Access Gate & Village Sign Restoration

Cllr Elford informed that he has repaired the split swan on the sign. The landowners requested that a new access gate not be put in, and they would like to maintain the sign and area.

Cllr Chivers advised that he had the old village sign and would pass it on to the church or village hall for display.

Action: RC/CM

- Church Layby Pothole

Cllr Mobbs reported a hole in the church layby and agreed to repair.

Action: CM

- Village Pump Restoration

Cllr Elford advised that he has spoken with the garden owners, where the pump is situated, and they would like to refurbish the pump and possibly move the rails around the back.

- 8.30 pm - Cllr McDonald left the meeting

d) Village Paths & Hedges

Cllr Ackerley has spoken to some parishioners regarding their overgrown hedges, and he agreed to place a notice in the parish magazine in September about maintaining hedges and bird information.

Action: TA

e) SCC Footpath Leaflet/Map

In progress

f) Footpath Issues

None reported

g) Village Hall Committee Representative Report – c/f

9. Correspondence

a) Clerks & Council Magazine

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

a) The King's Portrait

CPC has donated a King's Portrait to the village hall.

b) East Suffolk Blooms Community Wildflower Growing Scheme

Councillors Agreed the bulbs offered were not suitable for naturalising around Cratfield.

c) Clerk's Correspondence & Emails

Cllrs discussed the Clerk's Correspondence & Emails received and recent issues.

- 8.45 pm - Cllr Chivers left the meeting

11. Items for the Next Agenda

None

12. To Confirm the Meeting Dates

a) Wednesday 29th May 2024 at 7.30 pm – Finance Meeting

b) Tuesday 9th July 2024 at 7.30 pm

Signed:

Date:

Cratfield Parish Council

- c) Tuesday 10th September 2024 at 7.30 pm
- d) Tuesday 12th November 2024 at 7.30 pm

The meeting ended at 9.00 pm

Signed:

Date: