

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 8th November 2022 at 7.30pm

Councillors Present

Lotty Barbour (Chair), Richard Chivers (Vice Chair), Dan Elford, Jean Marfleet, Adrian McDonald, Amy Pritchard.

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

A. Public Forum – for Members of the Public

None

B. County & District Councillor Reports

Cllr Stephen Burroughes sent apologies and a report on CPC's website:

<http://cratfield.onesuffolk.net/cratfield-parish-council/district-councillor>

MINUTES

1. To consider Apologies for Absence

Apologies were received and accepted from Cllr Mobbs.

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

None

3. To Approve the Minutes from the Meeting held on 27th September 2022

The Minutes from the meeting held on 27th September 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. Finance

a) To Appoint the Internal Auditor for 2022-23 – c/f

b) To receive the Financial & Budget Reports and Approve Income & Expenditure

Councillors resolved unanimously to approve the following Receipts and Expenditure.

DATE	REF.	DETAILS	INCOME	EXPENDITURE
02/09/2022	100836	BHIB Insurance		£ 332.96
28/09/2022	BACS	Allotment payment	£ 65.00	
28/09/2022	S/O	Clerk's Salary - September		£ 199.29
03/10/2022	BACS	Allotment payment	£ 16.25	
05/10/2022	BACS	Allotment payment	£ 16.25	
11/10/2022	BACS	Land Rent payment	£ 545.60	

Signed:

Date:

Cratfield Parish Council

DATE	REF.	DETAILS	INCOME	EXPENDITURE
11/10/2022	BACS	Allotment payment	£ 16.25	
18/10/2022	BACS	Allotment payment	£ 32.00	
28/10/2022	S/O	Clerk's Salary - October		£ 199.29
08/11/2022	100837	CAS - Website Hosting		£ 60.00
08/11/2022	100838	David Bracey - Play Equipment Inspection		£ 108.00
08/11/2022	100839	Clerk's Expenses September & October		£ 20.00
08/11/2022	100840	Clerk's Backpay 01/04/22-30/11/22		£ 136.00
		Total	£ 691.35	£ 1,055.54

Cllrs noted the NALC contractual Clerk's Salary increase per month and the backpay from 01/04/2022-30/11/2022.

c) To Approve the Budget and Precept for 2023/24

Councillors resolved to adopted the budget (as attached) and agreed the Precept 2023/24 of £4,100, an increase of £100 from the previous financial year.

The Clerk made Cllrs aware of the East Suffolk Council estimated election costs 2023-2027:

- Uncontested Elections £11.22 per nomination paper received for scheduled elections
- Contested scheduled election Thursday 4th May 2023 £861.88
- Unscheduled By-election 2023-2027 £2,196.44

d) Dog Waste Bin at Swan Green – update

The Clerk is waiting to receive a grant from County Councillor Burroughes and then the dog bin can be ordered.

e) Commemorative Poppy Wreath – update

Cllrs Chivers will lay the Poppy Wreath at the church service on Remembrance Sunday and then place it on the village sign.

6. Planning Applications and Decisions

Applications

a) AMENDED PLANS

Erection of 2 bay garage, gym and studio/home working space in place of extant permission for 2 bay garage –

The Silver House, Silverleys Green, Cratfield, Halesworth, Suffolk, IP19 0QJ

Planning reference: DC/22/3403/FUL | Status: Awaiting decision (*comments closed*)

Councillors resolved to **OBJECT** to this planning application with the same comments made at the 27th September 2022 meeting.

Cllrs noted the following:

b) Change of Use of redundant cart shed to single dwelling and all associated works

Holly Tree Barns Bell Green Cratfield Suffolk IP19 0DN

Ref. No: DC/22/3204/FUL | Validated: Thu 11 Aug 2022 | Status: Awaiting decision (*comments closed*)

c) 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 (*comments closed*)

d) Reference DC/21/4022/FUL

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

Signed:

Date:

Cratfield Parish Council

Proposal: Conversion of redundant barn to residential to be used as an annexe for The Barn
Status: Awaiting decision (*comments closed*)

Decisions

Cratfield Footpath No. 34 (Part) Public Path Diversion Order

Cllrs noted the above footpath diversion has now been approved by East Suffolk Council.

7. Village Matters

a) Play Area Maintenance

- Play Equipment Inspection Report (*circulated*)

The Clerk read out the action points from the survey which were:

- i. The bark needs topping up under the swing and activity cube.
- ii. The shelter needs sweeping out.

Action AM/LB

- Rubber Chippings

The chippings have been received and are waiting to be put under the swing and activity cube.

b) Village Maintenance

Cllrs were made aware that the dog bins in Church Road and Manse Lane need attention. Action DE/AM

c) Village Matters

- Neighbourhood Watch – *c/f*

d) SCC Footpath Leaflet/Map – *c/f*

e) Village Hall Committee Representative Report

It was noted the Village Hall AGM & Committee Meeting is on Thursday 10th November at 7pm.

f) Footpath Issues

It was reported the footpath signs at Turkey Hall were wrapped in plastic.

Action: Clerk to report

g) Defibrillator – *update*

The defibrillator has had a new battery and is waiting to be collected to have the software updated. The Clerk advised a Community First Responder has offered some Defibrillator Training for a donation to East Anglia Air Ambulance. Clerk to arrange training in the new year.

Action: Clerk

h) Hand Bells New Location – *update*

Cllr Marfleet advised the hand bells are locked in the church and she will take photographs of them for the insurance.

Action: JM

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

Parishioners and Cllrs reported:

a) Two dog bins needing repairs (as above)

b) Garden waste fly-tipping

Action: Clerk to report

c) Road erosion in Huntingfield Road

Action: Clerk to report

d) From Silverleys Green towards Laxfield various water grips have been marked but no further action has been taken.

Action: Clerk to enquire

e) Parishioner's Co-Option Complaint – Cllrs discussed and Cllr Chivers agreed to speak to the parishioner concerned.

Action: RC

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

a) Cllr Pritchard announced her resignation and Cllrs thanked her for her time on the Parish Council.

b) Cllr Chivers reported he had attended the 1379 (Leiston) Squadron Royal Air Force Air Cadet

Presentation Evening on Friday 28th October 2022 with 200 other guests. At one time the Leiston Cadet

Signed:

Date:

Cratfield Parish Council

Squadron had gone down to 5 members, but now has 20 and one cadet is now leaving to join the RAF and another the Police Force. There are cadets attending from the local area which meet at the Cadet Centre, Leiston and the facility is used by various groups including the Army, RAF and Scouts.

10. Items for next Agenda

- a) Village Hall Representative
- b) Minutes Achieving

11. To Confirm the Meeting Dates

- Tuesday 10th January 2023 at 7.30pm
- Tuesday 14th March 2023 at 7.30pm
- Tuesday 9th May 2023 at 7.30pm
- Tuesday 11th July 2023 at 7.30pm
- Tuesday 12th September 2023 at 7.30pm
- Tuesday 14th November 2023 at 7.30pm

The meeting ended at 8.20pm

Signed:

Date:

Cratfield Parish Council

Cratfield Parish Council - Budget & Precept 2023/24

INCOME		Budget	Budget	Notes
ACTUAL		2022/23	2023/24	
3,500.00	Precept	4000.00	4100.00	
708.10	Allotment & Land Rents	741.00	741.00	
4,208.10	Total Budgeted Income	4741.00	4841.00	
Non-Budgeted Income				
106.63	CIL Receipt	0.00	0.00	
598.49	VAT Reclaim	0.00	109.86	
500.00	HHCFT Grant	0.00	0.00	
0.56	Business Saver Interest	0.00	4.00	
30.00	ESC Grant	0.00	0.00	
0.00	Petty Cash	0.00	0.00	
5,443.78	Total Income	4741.00	4954.86	
EXPENDITURE				
2392.04	Clerk's Salary	2494.00	2702.00	
120.00	Clerk's Office Costs	120.00	132.00	
36.87	Clerk's Expenses	60.00	60.00	
77.20	Hall Rent	84.00	84.00	
35.00	ICO - Data Protection Registration	35.00	35.00	
299.78	Insurance - 3 years 2022-September 2025	450.00	332.96	
130.00	Internal Audit Fee	150.00	150.00	
0.00	Village Maintenance	150.00	150.00	
0.00	Miscellaneous	50.00	50.00	
0.00	Play Area Maintenance	200.00	200.00	
85.00	Play Area Inspection Fee	80.00	80.00	
118.50	S137 Grants/Donations	300.00	300.00	
190.62	Subscriptions	200.00	200.00	
0.00	Training	50.00	50.00	
50.00	Website Fee	50.00	50.00	
3,535.01	Total Budgeted Expenditure	4,473.00	4,575.96	
673.09	Budget Variance	268.00	265.04	
Non-Budgeted Expenditure				
500.00	HHCFT Grant to Village Hall Jubilee event	0.00	0.00	
0.00	Play Area - Rubber Chippings	0.00	0.00	
2,248.07	Play Area Bus Shelter	0.00	0.00	
0.00	Jubilee Plaque & Mugs	0.00	325.00	Coronation plaque/mugs
479.41	Vat to reclaim	0.00	109.86	
6,762.49	Total Expenditure	4,473.00	4,900.96	
-1,318.71	Overall Variance	268.00	53.90	

Signed:

Date: