

# Cratfield Parish Council

## Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 14<sup>th</sup> May 2019 at 7.55pm

**Present:** Lotty Barbour (Chair), Peter Baker, Chris Mobbs, Michael Oliver, Amy Pritchard, Gloria Steward

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

**Also Present:**

### Public Forum

#### A. Parishioners Matters of Concern

None

#### B. County & District Councillor Report

Not present, full report: [www.cratfield.onesuffolk.net/cratfield-parish-council/district-councillor-s-reports](http://www.cratfield.onesuffolk.net/cratfield-parish-council/district-councillor-s-reports)

### Main Meeting

*All Councillors completed a Declaration of Acceptance of Office Form before the start of the meeting.*

#### 1. To Appoint a Chair

*Councillor Lotty Barbour was elected unanimously as Chair.*

#### 2. To Appoint a Vice Chair

*Councillor Richard Chivers was elected unanimously as Vice Chair.*

#### 3. To Receive Apologies

Cllr Chivers – apologies accepted.

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

8.b) Cllr Barbour non-pecuniary interest (*partner's planning application*)

#### 5. To approve the Minutes of the Meeting held on 12<sup>th</sup> March 2019

*The minutes of the meetings were confirmed unanimously as a true and accurate record and signed by the Chair.*

#### 6. Matters Arising

None - all outstanding items are on the agenda.

#### 7. Finance

a) To receive a report from the Internal Auditor for 2018/19 (*circulated prior to meeting*)  
The RFO read out the main points.

b) To Agree a Certificate of Exemption from a Limited Assurance Review & Annual Audit Return Sections 1 & 2

*Cllrs approved unanimously to apply for a Certificate of Exemption from a Limited Assurance Review and the Chair and Clerk signed the Annual Audit Return.*

Signed:

Date:

# Cratfield Parish Council

- c) To appoint and Internal Auditor for 2019/20  
 Cllrs approved unanimously to reappoint Mr Trevor Brown.
- d) To receive the current Financial and Budget Report and Approve Cheques (*circulated prior to meeting*)  
 Councillors agreed unanimously the following Income and Expenditure.

Date	Income	
16/04/2019	VAT Reclaim 01/08/2018-31/03/2019	£ 191.06
30/04/2019	ESC Precept - 1st Instalment	£1,600.00
03/05/2019	Wayleave Payment 02/08/18-17/04/20	£ 110.66
	<b>Total</b>	<b>£1,901.72</b>
28/04/2019	Clerk's Salary - April	£ 179.75
14/05/2019	Trevor Brown Internal Auditor	£ 107.20
14/05/2019	Oakley Turf Farm (Bark)	£ 157.20
14/05/2019	SALC Subscription	£ 179.42
14/05/2019	Clerk's Expenses April & May	£ 19.52
14/05/2019	Clerk's Expenses April & May	£ 20.00
	<b>Total</b>	<b>£ 663.09</b>

## 8. Planning Applications and Decisions

### Applications

#### a) Ref. No: DC/19/1678/VLA

Variation of Legal Agreement - Amendment to the 106 Agreement

2 Poachers Cottages Bell Green Cratfield Halesworth Suffolk IP19 0BL

Received: Tue 23 Apr 2019 | Validated: Tue 23 Apr 2019 | Status: Awaiting decision

Cllrs objected and commented:

- Cratfield Parish Council objects to this planning application to reduce the 106 agreement from 5 years to 2 years.
- CPC believes the property was purchased at a reduced rate because of this agreement and it should stay at 5 years as agreed.
- If Saffron Housing or their Solicitor did not advise them of this agreement, they should take this matter up with them.

#### b) Ref. No: DC/19/1530/FUL

Cllr Barbour non-pecuniary interest (*partner's planning application*)

Construction of a Two Storey Rear Extension

Moat House Farm Cottage North Green Road Cratfield Suffolk IP19 0QL

Received: Wed 10 Apr 2019 | Validated: Wed 17 Apr 2019 | Status: Awaiting decision

Cllrs supported this application.

#### c) Ref. No: DC/19/0863/FUL

Retention of Two Storey Side Extension, Single Storey Rear Extension and Front Porch as Erected Not Being in Accordance with Approval DC/13/3132/FUL

Yew Trees Bell Green Cratfield Suffolk IP19 0DL

Received: Wed 27 Feb 2019 | Validated: Wed 03 Apr 2019 | Status: Awaiting decision

(comments closed)

Signed:

Date:

# Cratfield Parish Council

## d) Ref. No. DC/19/0149/VOC

Variation of condition 2 of DC/18/2192/VOC - change of use of land and erection of cart lodge in conjunction with conversion of existing barn permitted under DC/16/2718/PN3: Minor material amendment for the addition of a log store, the retention of the flat ridge detail and amended location of the building as constructed.

OS 1390 Silverleys Green Cratfield Suffolk

Received: Mon 14 Jan 2019 | Validated: Mon 14 Jan 2019 | Status: Awaiting decision (comments closed)

## e) Ref. No: DC/19/0272/VOC Variation of condition(s) 3, 5, 6, 7, 8, 9, 10, 12, 13, 18, 19 on application DC/16/1234/FUL (Barn conversion)

Rookery Farm Swan Green Lane Cratfield Suffolk IP19 0QE

Received: Tue 22 Jan 2019 | Validated: Mon 18 Feb 2019 | Status: Awaiting decision (comments closed)

## f) Ref. No: DC/19/0625/FUL

Proposed change of use of storage building to form holiday let. Proposed change of use of stable/storage block and log store to form holiday let. Proposed 4no. glamping units. Removal of existing corrugated tin roof over current storage area to form walled courtyard garden with proposed spa/gym facilities within existing footprint.

The Firs Manse Lane Cratfield Suffolk IP19 0QD

Received: Tue 12 Feb 2019 | Validated: Thu 21 Feb 2019 | Status: Awaiting decision (comments closed)

## Decisions

### a) Ref. No. DC/18/5212/13/FUL

Conversion of outbuilding including partial demolition and extension.

Lark Cottage School Corner Cratfield IP19 0BN

Status: Permitted

### b) Ref. No: DC/19/0961/FUL

Single / Two Storey Side Extension, Insulated External Render to Existing House, Re-Roofing Works, New Windows and Doors and Internal Alterations

Baltic Farm The Street Cratfield Suffolk IP19 0BP

Status: Permitted

### c) Ref. No: DC/19/0626/AGO

Store for hay making equipment and other agricultural equipment

The Old Cider Works Tongs Lane Cratfield Suffolk IP19 0QD

Status: Withdrawn

## 9. Village Matters

### a) Play Area Maintenance

- Play Area bark received and will soon be laid.

Action: LB/PB

### b) Village Maintenance

None

### c) Village Matters

- Neighbourhood Watch no further update

- Parish Map Clerk to pursue and look for grants

Action: Clerk

Signed:

Date:

# Cratfield Parish Council

- **Dog Bin Church Meadow** now received and will be in operation soon. Cllr Baker informed the posts were not received. Clerk to enquire. **Action: Clerk**

- **Allotment Requests** Three requests for allotments have been made and new allotments will be marked out soon. They are very overgrown and the new owners can have them free of charge until October. **Action: Chair/MO**

## **d) Millennium Meadow**

- **Community Payback Team** The meadow's maintenance will take place in autumn.

- **Millennium Meadow sign** the very fitting new sign is now in place and was made and donated by a parishioner (photos on website). Cllrs gave thanks for his hard work.

- **Dog waste bin** now received and will be in operation soon.

**e) Defibrillator Training** - In the Church on Thursday 23<sup>rd</sup> May 2019 at 7pm.

**f) Glass Recycling** - A local PC has advised they do not get paid for glass recycling.

**g) Litterpicking Equipment** - Clerk to order for delivery to Cllr Mobbs and it will be kept at Cllr Steward's and Cllr Chivers. Clerk to place notice on website/parish magazine/noticeboards inviting parishioners to use. **Action: Clerk**

## **10. Correspondence**

The Clerk circulated:

- a) Fressingfield Neighbourhood Plan email
- b) Clerks & Councils Direct Magazine
- c) Suffolk Accident Rescue Service – thank you letter for grant.

## **11. Any Other Business**

Cllrs requested a polite notice for the parish magazine asking parishioners not to park opposite driveways and to thank drivers for not parking on footpaths. **Action: Clerk**

## **12. Items for next Agenda**

None

## **13. To confirm the next meeting date:**

- 9<sup>th</sup> July 2019 at 7.15pm

**The meeting ended at 8.55pm**

Signed:

Date: