

# Cratfield Parish Council

## Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 10<sup>th</sup> July 2018 at 7.15pm

**Present:** Lotty Barbour (Chair), Richard Chivers (Vice Chair), Michael Oliver, Robert Sannick, Gloria Steward

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

**Also Present:** Tim Ackerley – Midsummer Madness Committee

### Public Forum

#### A. Parishioners Matters of Concern

None

#### B. County & District Councillor Report

Not present and no report sent.

#### 1. To consider Apologies for Absence

Cllr Baker and Cllr Mobbs – apologies accepted.

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

None

#### 3. To approve the Minutes of the Meeting held on 8<sup>th</sup> May 2018 and 26<sup>th</sup> June 2018

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

#### 4. Matters Arising

The Chair read through the minutes and noted all actions were on the agenda or in hand.

#### 5. Finance

##### a) To receive the current Financial Report and Approve Cheques

The RFO read out the Finance and Budget report:

<b>Receipts</b>			
	None		£ -
<b>Expenditure</b>			
29/05/2018	Clerk's Salary - May		£ 175.07
29/06/2018	Clerk's Salary - June		£ 175.07
10/07/2018	East of England Ambulance Service - Defib		£ 2,406.00
10/07/2018	Clerk's Expenses June-July		£ 84.11
	<b>Total</b>		<b>£ 2,840.24</b>

The Payments and Finance and Budget Reports were agreed unanimously as a true and accurate record and signed by the Chair.

Signed:

Date:

# Cratfield Parish Council

## b) To consider a Donation to Cratfield's Church Event

*(To celebrate the 100-year anniversary of the ending of WW1, open to all parishioners)*

The Chair informed Cratfield Church are keen to host an event with a service, a beacon to be lit at 7pm and refreshments afterwards. The Clerk suggested contacting DC Burroughes re a grant.

Action: Clerk

**CLLrs agreed unanimously to support the event with a £150 grant.**

## c) To consider quotes for a Table Tennis Table Base

CLLrs discussed and agreed to apply for a further grant in the autumn.

## 6. To approve the General Data Protection Regulations (GDPR) Policies & Documents

- a) Data Information Audit Policy
- b) Data Protection Privacy Policy
- c) Staff, Councillors' and Role Holders Privacy Notice
- d) GDPR Awareness Checklist for Councillors'
- e) Allotment Tenants Privacy Notice Consent Form

**CLLrs agreed unanimously to adopt the above Policies & Documents.**

## 7. Planning Applications and Decisions

**Applications (Awaiting Decisions)**

### a) Change of use of outbuildings to an annex to be used as ancillary accommodation to barn conversion [approval ref. DC/16/1234/FUL].

Rookery Farm Swan Green Lane Cratfield Suffolk IP19 0QE

Ref. No: DC/18/2411/FUL | Received: Fri 08 Jun 2018 | Validated: Mon 18 Jun 2018 | Status: Awaiting decision / Access Planning Application withdrawn

### b) Variation of Conditions 2 and 5, and Removal of Conditions 4 and 7 on application DC/16/2718/PN3 - Change of Use from an agricultural barn to residential under class Q of the current GPDO - revised plans submitted

OS 1390 Silverleys Green Cratfield Suffolk

Ref. No: DC/18/2192/VOC | Received: Thu 24 May 2018 | Validated: Thu 24 May 2018 | Status: Awaiting decision

### c) Proposed new dwelling, associated external works and landscape enhancements.

(Following demolition of existing dwelling and outbuilding.

Roselynn Silverleys Green Cratfield Suffolk IP19 0QJ

Ref. No: DC/18/2031/FUL | Received: Tue 15 May 2018 | Validated: Tue 15 May 2018 | Status: Awaiting decision

### d) Listed Building Consent - Removal of cement render to front fascia of cottage, repair sole plate and repair/replace rotten oak timbers like for like, and reface with oak lathes and tinted lime render

South Cottage Silverleys Green Cratfield Suffolk IP19 0QJ

Ref. No: DC/18/1589/LBC | Received: Mon 16 Apr 2018 | Validated: Tue 15 May 2018 | Status: Awaiting decision

## Decisions

### f) Proposed Diversion of Public Footpath No. 36 (part)

Silverleys Green | Status: Permitted

Signed:

Date:

# Cratfield Parish Council

## **g) Variation of Condition No. 2 of DC/16/1234/FUL - Barn conversion**

Client changes - substitute 4 drawings and add one new drawing to incorporate the conversion of 2 outbuildings which were left out of the original scheme.

Land and Buildings Adjoining Rookery Farm Swan Green Lane Cratfield Suffolk

Ref. No: DC/18/1858/VOC | Received: Tue 01 May 2018 | Validated: Wed 02 May 2018 |

Status: Withdrawn

## **8. Suffolk Highways: Community Self Help**

### **a) Huntingfield Parish Council Letter re Highways – update**

The Clerk from Huntingfield Parish Council has emailed and stated CC Stephen Buroughes has advised 'volunteers may do maintenance as long as common sense is applied and there is adequate insurance cover in the council's policy'. Cllrs discussed and agreed the County Council seem to do less and less highway maintenance.

## **9. Midsummer Madness - 14th July 2018**

Mr Tim Ackerley from the Midsummer Madness Committee gave an update on the forthcoming event. The risk assessment had been completed and approved by the Council's insurance, no firepit this year because of the dry weather. The lorry for the band was not covered in the Council's insurance and Mr Ackerley informed he would find an alternative insurance. It was agreed the barbeque would be cleaned and returned to the Chair.

## **10. Village Matters**

### **a) Play Area Maintenance**

- Two bags of bark have been received and distributed, thanks to Cllr Baker and Cllr Sannick.
- An annual allowance for bark to be added to the next budget.
- The new 'No Dogs' sign and 'No dog fouling' signs have been received and will be displayed soon.
- Cllrs discussed the removal of the bus shelter.

Action: Cllr Sannick

### **b) Village Maintenance**

- Tongs Lane has two new green dog waste bins and they will be fitted ASAP.

Action: Cllr Chivers

### **c) Village Matters**

- Neighbourhood Watch – no update received from the coordinator.

### **d) To consider a Maintenance Plan for Millennium Meadow**

- The Chair arranged for a Parishioner to cut walkways in the long grass in the Millennium Meadow. This was completed and later that same day the whole area was cut by a local farmer, arranged by an allotment holder without authorisation. This has upset the Council and Parishioner after all his hard work.

**Please note: Parishioners and Allotment holders must consult with the Parish Council before 'arranging' maintenance work.**

- Cllrs asked the Clerk to find out if the Community Payback Team could complete some maintenance on the Millennium Meadow and Play Area in the autumn.

Action: Clerk

- A sign and a dog bin were discussed for the Millennium Meadow, c/f to next meeting.

### **e) Defibrillator and Defibrillator Training**

- The new Defibrillator has now been fitted, thanks to Cllr Sannick, c/f the old defibrillator options. Clerk to put a note in the Cratfield News re using the defibrillator and any interest in training.

Action: Clerk

### **f) Allotments**

Signed:

Date:

# Cratfield Parish Council

- It was reported in spring that a tractor had been driven over the neighbouring field to access an allotment - leaving deep ruts in the wet ground and again recently a vehicle had again driven through the neighbouring field (through a growing crop) to access an allotment.
- It has been requested that the water bowser to be filled and this will be done ASAP.
- It was reported that an Allotment Holder has been sub letting part of their allotment, which contravenes their allotment policy.
- Access to the allotments should be via the trackway that runs between numbers 4 and 5 the street.

## Correspondence

The Clerk circulated:

- a) East Suffolk Communities Team flyer
- b) Clerks & Councils Direct Magazine
- c) Rural Coffee Caravan Visit – Clerk to request more information.

Action: Clerk

## 11. Any Other Business

None

## 12. Items for next Agenda

- Old defibrillator options
- Millennium Meadow sign and dog bin.

## 13. To confirm next year's meeting dates:

- 11<sup>th</sup> September 2018 at 7.15pm
- 13<sup>th</sup> November 2018 at 7.15pm
- 8<sup>th</sup> January 2019 at 7.15pm
- 12<sup>th</sup> March 2019 at 7.15pm
- 14<sup>th</sup> May 2019 at 7.15pm – APM & AGM
- 9<sup>th</sup> July 2019 at 7.15pm

The meeting ended at 8.50pm

Signed:

Date: