

Cratfield Parish Council

Minutes from Cratfield Parish Council's Meeting held at Cratfield Village Hall on Tuesday 15th March 2016

Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker (PB), Chris Mobbs, Michael Oliver (MO), Robert Sannick (RS), Gloria Steward (GS)

Clerk/Responsible Financial Officer: Sally Chapman

PARISHIONERS OPEN FORUM - 7.15pm

No parishioners present.

PARISH COUNCIL MEETING - 7.30pm

1. Chair's Welcome

The Chair welcomed all to the meeting.

2. To consider Apologies for Absence

County & District Councillor Burroughes.

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

None.

4. To approve the Minutes of the Meeting held on 15th March 2016

The minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair. *Proposed RC, 2nd MO – unanimous.*

5. Matters Arising

PB referred to the payment made to HRG Services, which was made to them in error. The Clerk to email a copy of the bank statement and invoice to PB to reclaim.

Action Clerk

6. County & District Councillor Reports and Police Report

a) County & District Councillor Burroughes was not present, but sent a lengthy report for the Clerk to circulate to Councillors – a copy can be found on the Parish Council website: <http://cratfield.onesuffolk.net>.

b) Police Report –no longer issued.

7. Financial Report and Approve Cheques (*report circulated prior to meeting*)

The RFO read out the Finance and the Budget report and the following were approved for payment.

Signed:

Date:

Cratfield Parish Council

Date	Payee	Amount
15/03/2016	Glasdon UK - Dog Bin	£ 103.82
15/03/2016	S. Chapman - Clerk (Salary Jan-Mar)	£ 514.80
15/03/2016	S. Chapman - Clerk (office costs/expenses)	£ 45.84

Proposed RC, 2nd PB – unanimous

a) New Audit Regime (*information circulated prior to meeting*)

The Clerk advised Councillors that CPC were:

Group 3 – Authorities with neither income nor expenditure exceeding £25,000.

With effect from 2017/18 very few of this group will require to undergo a limited assurance audit review or to pay an audit fee. They will still need to complete and publish an annual return in accordance with the Transparency Code for Smaller Authorities. Councillors agreed to formally opt-in to the new audit regime.

Proposed RC, 2nd PB – unanimous

Internal Auditor - An internal auditor needs to be appointed to complete this year's audit and the Clerk was asked to forward the criteria. Action Clerk

b) Charitable Donations

Councillors discussed the donations for this year and asked the Clerk to investigate any restrictions. Action Clerk

8. Statutory Documents Annual Review (*circulated prior to meeting*)

Councillors reviewed the following Policies:

- a. Asset Register
- b. Code of Conduct Policy
- c. Financial Regulations Policy
- d. Risk Assessment Policy
- e. Standing Orders Policy

A few minor amendments were made on the Asset Register and Standing Orders Policy – Clerk to amend. Action Clerk

Proposed CM, 2nd GS – unanimous

9. To formally approve Clerk's Contract (*circulated to Chair & Vice Chair prior to meeting*)

The Clerk's contract was approved and signed by the Chair and the Clerk.

Proposed RC, 2nd LB – unanimous

10. Planning Applications and Decisions since last meeting

Councillors noted the following:

Applications

a) Installation of Solar Panels on existing agricultural building roof

Church Farm Heveningham Road Cratfield Suffolk

Ref. No: DC/15/4939/CLP Status: Pending Consideration

Councillors discussed the following application and agreed they objected to the changes proposed on the following application:

Signed:

Date:

Cratfield Parish Council

b) School Farm Church Road Cratfield Suffolk IP19 0BU

Condition No 1 - The Development hereby permitted shall not be brought into use until: it has been completed in all respects strictly in accordance with location plan received 26/02/15:- 6640 SL01 'F' received 17/04/15 6640 PL01 'B', 6640 PL02 'C', 6640 PL03C, 6640 PL04 'C', 6640 PL05 'B' received 23/02/15 for which permission is hereby granted or which are subsequently submitted to and approved in writing by the Local Planning Authority and in compliance with any conditions imposed by the Local Planning Authority.

Ref. No: DC/16/0206/VOC **Status: Pending Consideration**

Councillors noted the following:

Decisions

a) Construction of a new building for the use of a garden/summer room after the original building burnt down.

Town House Church Road Cratfield Suffolk IP19 0BU

Ref. No: DC/15/4193/FUL **Status: Application Permitted**

b) Change of use from A4 (Public House) to C3 (Residential)

The Poacher Public House Bell Green Cratfield Suffolk IP19 0BL

Ref. No: DC/15/3758/FUL **Status: Application Permitted**

c) Proposed renovation and refurbishment of an existing agricultural building into a residential dwelling.

OS 1390 Silverleys Green Cratfield Suffolk

Ref. No: DC/15/4889/PN3 **Status: Application Refused**

11. Ownership of Village Pump & Land

Councillors discussed and the Clerk advised it would cost £19.00 to check the Land Registry.

12. To consider quotes for replacement Notice Boards

Councillors approved the 12 x A4 Portrait Noticeboards from Officefurniture at £215 ex. VAT each. Clerk to order two for the village.

Action: Clerk

Proposed RC, 2nd GS – unanimous

13. Play Area and Village Maintenance Update

a) Play Area Update

- The Chair read through the maintenance list and RS and PB confirmed all except 3c (to be monitored) had been repaired.

Action: RS/PB

- RS and PB had completed the Play Area and Equipment check lists for late January and March 2016.

- MO reported on some costings for aluminum goal posts and said he would speak to the Play Ground Inspector re their suitability.

Action: MO

b) Village Maintenance

The Chair asked RS and PB to check the state of the hedge on the Play Area.

Action: RS/PB

Signed:

Date:

Cratfield Parish Council

14. Correspondence

- a) Secret Gardens of Suffolk poster requesting villagers to open their gardens for charity.
- b) Flyer advertising a memorial coin for the Queen's 90th birthday.

15. Any Other Business

a) Litter Pick

Councillors decided on a village litterpick for 16th April 2016 from 10.00 and asked the Clerk to order equipment for villagers to collect from the village hall and to make a poster for Cratfield News.

Action: Clerk

16. Items for next Agenda

RC spoke of the repairs on the mechanism of Cratfield Church's birdcage clock costing approximately £300 and asked if CPC would like to give a donation. To be carried forward to the next meeting.

Action: Clerk

17. To confirm next meeting date/time:

Tuesday 10th May 2016 – 7:15pm (Annual Parish Meeting and AGM)

The meeting closed at 8.55pm

Signed:

Date: