

# Cratfield Parish Council

## Minutes from Cratfield Parish Council's Meeting held at Cratfield Village Hall on Tuesday 14th March 2017 - 7.15pm

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

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

**Also Present:**

### Public Forum

#### A. Parishioners Matters of Concern

No parishioners present

#### B. County & District Councillor Reports

Cllr Burroughes sent apologies and two reports: [www.cratfield.onesuffolk.net](http://www.cratfield.onesuffolk.net)

### Main Meeting

#### 1. To consider Apologies for Absence

None

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

None

#### 3. To approve the Minutes of the Meeting held on 10<sup>th</sup> January 2017

The minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair. [Proposed RC, 2<sup>nd</sup> GS – unanimous.](#)

#### 4. Matters Arising

None

#### 5. Finance

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

The RFO read out the Finance and the Budget report and the following were approved:

Receipts			
YTD	Bank Interest (Saver Account)	£	0.96
	<b>Total</b>	£	<b>0.96</b>
Expenditure			
14/03/2017	Mr M Oliver - goal posts	£	224.57
14/03/2017	Material Change Ltd - Play Bark	£	200.40
14/03/2017	S. Chapman - Clerk (Salary Feb & Mar)	£	343.20
14/03/2017	Clerk's Expenses (Feb & Mar)	£	80.90
14/03/2017	JSO Electrical - defib relocation	£	315.00
	<b>Total</b>	£	<b>1,164.07</b>

Signed:

Date:

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The Payments and Finance and Budget Reports were agreed as a true and accurate record and signed by the Chair. [Proposed RC, 2nd PB – unanimous](#)

## **b) To appoint an Internal Auditor for year end 2016/17**

[Cllrs agreed unanimously to use the same Internal Auditor as last year, Mr. Paul Austin.](#)

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

Cllrs reviewed the following Policies:

- a) Asset Register - updated
- b) Code of Conduct Policy – no change
- c) Financial Regulations Policy – no change
- d) Risk Assessment Policy – no change
- e) Standing Orders Policy – updated

[Proposed GS, 2<sup>nd</sup> CM – unanimous.](#) Clerk to update and publish on the website.

Action: Clerk

## **7. Planning Applications and Decisions Update**

Cllrs discussed the following:

### **a) Applications** *(papers brought to the meeting)*

- a) Removal of Condition 2 on application C/04/0389 - usage to change from holiday to residential

Holly Tree Barns Bell Green Cratfield Suffolk IP19 0DN

Ref. No: DC/17/0415/ROC. Status: Awaiting decision

[The following planning application comments were agreed unanimously for the Clerk to submit:](#)

Cllrs agreed the complex should stay as holiday lets, because holiday lets create local employment and supports the local economy.

### **b) Decisions**

None

### **c) To approve the Planning Procedure Policy**

Cllrs discussed and agreed the Planning Procedure Policy.

[Proposed RC, 2<sup>nd</sup> MO – unanimous.](#) Clerk to update and publish on the website.

Action: Clerk

## **8. Appoint a Representative to the Town Estates Charity Trust**

C/F to the next meeting – Clerk to request some information from the TECT Chair.

Action: Clerk

## **9. Defibrillator Relocation**

Cllr Sannick confirmed the defibrillator was now located at the Village Hall. He had also discovered some of the defibrillator operators had left the village. Cllrs agreed to advertise for more operators and to arrange some training.

Action: Clerk

## **10. Village Update**

### **a) Play Area**

- **New Goal Posts:** Cllr Oliver will fit ASAP.

Action: MO

- **Play Area Maintenance Report & Actions:** The bark has been received and will be put down in due course. The latest report to be completed.

Action: PB/RS

Signed:

Date:

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- **SCDC Outdoor Playing Space Funding Scheme Grant:** The Clerk informed she had applied for a grant to replace some play equipment.

**b) Village Maintenance**

- **Millennium Meadow Tree Plaque - Queen's 90th Birthday:** The plaque had been received for the new tree.

- **Allotment Tenancy Agreement:**

The updated allotment tenancy agreement was approved unanimously by all Councillors' Clerk to complete and send to Cllr Baker. **Action: Clerk**

**11. Correspondence**

None

**12. Any Other Business**

- Litter Pick: Cllrs agreed on a Litter Pick to be held on the weekend of 22/23<sup>rd</sup> April 2017 at 10.00am. Clerk to put a notice in Cratfield News and order the equipment. **Action: Clerk**

- Cllrs discussed a dog which had been found chasing sheep and roaming the village and the increased dog fouling in the village. Clerk to send a statement to Cratfield News.

**Action: Clerk**

- The Chair informed that Mr & Mrs Eade will be putting welcome packs together for new villagers.

- Broadband satellite poles have now been erected on Cratfield's Church and Church Farm grain store by Fram Broadband, which should improve the service in the village. A presentation by Fram Broadband is going to be held in the village hall, date to be confirmed.

**13. Items for next Agenda**

**14. To confirm next meeting date/time:**

- 9<sup>th</sup> May 2017 – AGM & Annual Parish Meeting

**The meeting closed at 8.55pm**

Signed:

Date: