

# Cratfield Parish Council

## Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 13<sup>th</sup> March 2018 - 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:** County & District Councillor Burroughs

### Public Forum

#### A. Parishioners Matters of Concern

None

#### B. County & District Councillor Report (Full report: [www.cratfield.onesuffolk.net](http://www.cratfield.onesuffolk.net))

Cllrs discussed with CC Burroughs the flooding on Manse Lane, guidance on farmers removing snow from the roads and Suffolk Highways Community Self Help. The gullies on Manse Lane have been checked and cleared recently, but no improvement has been made as yet. Farmers can sign up with SCC to move snow with an annual registration. SCC has cuts in budgets and routine maintenance and reactive services will be affected and is asking local councils if they are willing to do minor works. CC Burroughs said he would support in supplying some grit boxes around Cratfield. CC Burroughs was thanked for his recent grant to upgrade the Defibrillator.

### 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 9<sup>th</sup> January 2018

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

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

#### 5. Finance

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

The RFO read out the Finance and Budget Reports and they were agreed as a true and accurate record and signed by the Chair. Cllrs agreed to put £2,000 in a Village Maintenance Reserve from the General Reserve. [Proposed RC, 2<sup>nd</sup> PB – unanimous.](#)

Signed:

Date:

# Cratfield Parish Council

<b>Income</b>		
02/02/2018	SCDC Defibrillator Grant	£ 2,005.00
	<b>Total</b>	<b>£ 2,005.00</b>
<b>Expenditure</b>		
13/03/2018	Clerk's Feb/Mar Salary & Expenses	£ 375.63
13/03/2018	EPS Transfers - Play Area Sign	£ 19.20
13/03/2018	Suffolk Neighbourhood Watch Donation	£ 50.00
	<b>Total</b>	<b>£ 444.83</b>

**b) District Councillor's Grant for Defibrillator**

The Clerk informed the grant of £2,005 had been received and the defibrillator package can now be ordered.

Action: Clerk

**c) Grants/Donations**

Cllr Chivers informed the Bird clock reserve was not required and he has been advised how to mend the clock. A grant was agreed for Suffolk Neighbourhood Watch for £50.00.  
Proposed RC, 2nd PB – unanimous.

**d) To consider Paying the Clerk by Monthly Standing Order**

Cllrs resolved to pay the Clerk by Monthly Standing Order.

**6. General Data Protection Regulations (GDPR)**

Cllrs noted the new regulations and the General Data Protection bill will be finalised in April. The Clerk will attend training on 16<sup>th</sup> April 2018.

**7. Annual Review of Policies and Documents**

Cllrs reviewed, updated and amended the following:

- a) Asset Register
- b) Internal Control Statement (*new*)
- c) Risk Assessment
- d) Code of Conduct Policy
- e) Financial Regulations Policy
- f) Planning Procedure Policy
- g) Play Area & Millennium Meadow Policy
- h) Publication Scheme Policy (*new*)
- i) Standing Orders Policy

Cllrs resolved to adopt the above Policies and Documents and the Allotment Policy.

**8. Planning Applications and Decisions Update**

Cllrs had been informed the development at Silverleys Green was not as the planning application and Suffolk Coastal/Waveney District Council was investigating. The following were noted:

**Applications**

**a) Proposed Diversion of Public Footpath No. 36 (part)**

Silverleys Green | Status: Awaiting decision

**Decisions**

- b) Proposed front porch and rear extension to existing single storey dwelling, together with installation of external render wall finish to existing dwelling and previous extensions**

Signed:

Date:

# Cratfield Parish Council

The Lilacs Swan Green Cratfield Suffolk IP19 0QQ

Ref. No: DC/18/0120/FUL | Status: Permitted

**c) Erection of 3-bay cartlodge**

Rookery Farm Swan Green Lane Cratfield Suffolk IP19 0QE

Ref. No: DC/17/4554/FUL | Status: Permitted

**9. Suffolk Highways: Community Self Help**

Cllrs discussed Huntingfield Parish Council's letter re Highways lack of maintenance and agreed they would like to attend their meeting. Clerk to confirm.

Action: Clerk

**10. Midsummer Madness - 14th July 2018**

The Chair read out a report from Mrs Sue Ackerley from the Midsummer Madness Committee advising of the plans in progress.

**11. Appoint a Representative to the Town Estates Charity Trust**

C/F to the Annual Parish Meeting in May.

**12. Village Matters**

**Play Area Maintenance**

- a) Two bags of bark to be ordered.
- b) C/F Hedges to be cut back in the spring before bird nesting.
- c) Table Tennis base - more quotes to be sought.
- d) The new sign has been received and to be placed on the bus shelter.

Action: Clerk

Action: Clerk

**Village Maintenance**

- e) C/F Village Sign rails need painting, Chair to speak to landowner.
- f) Tongs Lane – Cllrs resolved to order two new green dog waste bins & fixing kits.

Action: Chair

Action: Clerk

**Village Matters**

- g) C/F Remembrance Beacon & Special Wreath to commemorate the end of WW1
- h) Litterpick 2018 – Cllrs decided not to hold this year.
- i) Weather Action Plan as discussed in B. The Clerk to liaise with CC Burroughs re grit boxes for Church Lane and Silverleys Green.
- j) Flooding Cantley Hill/Mary's Lane - Clerk to report.
- k) Neighbourhood Watch - Reports of criminal activity in our area are being displayed on the Bell Green noticeboard and a contact group for urgent information is to be set up. The Cratfield and NextDoor Websites are currently being used to inform.

Action: Clerk

Action: Clerk

**To consider a Maintenance Plan for Millennium Meadow**

- l) C/F

**13. Correspondence**

The Clerk circulated:

- a) Clerks & Councils Direct Magazine

**14. Any Other Business**

None

**15. Items for next Agenda**

None

Signed:

Date:

# Cratfield Parish Council

**16. To confirm the next meeting date and time:**

May 2018 at 7.15pm - Annual Parish Meeting & AGM

**The meeting closed at 9.00pm**

DRAFT

Signed:

Date: