

Cratfield Parish Council

Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 9th May 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: David Sillett

ANNUAL PARISH MEETING

1. Apologies

Cllr Burroughes sent apologies.

2. To approve the Minutes of the meeting held Monday 10th May 2016

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

3. Matters Arising

None

4. Chairman's End of Year report

The Chair gave a report, main points (*see report attached*):

- Thanks Cllrs and Clerk for all their hard work over the year.
- Reported on the Village items that had been completed and renewed.
- The replacement North Green signpost – first reported 3 years ago!

5. Finance End of Year report

The RFO gave an end of year report which was signed by the Chair (*see report attached*).

6. District & County Councillor's Yearly report

Cllr Burroughes sent apologies and two reports: www.cratfield.onesuffolk.net

7. To appoint Representatives to Village Organisations' and appoint Officers

Cllr Sannick volunteered to be the Village Hall representative.

Proposed MO, 2nd RC – unanimous.

8. Public Questions

Mr David Sillett, Chair of the Town Estate Charity Trust, gave a report (*see report attached*).

Signed:

Date:

Cratfield Parish Council

PARISH COUNCIL MEETING

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

Main Meeting

1. To appoint a Chair

The Clerk asked for nominations for Chair.

[Lotty Barbour proposed by PB, 2nd MO - agreed unanimously.](#)

LB accepted the post as Chair and signed the Declarations of Office form.

2. To appoint a Vice Chair

The Chair asked for nominations for Vice Chair.

[Richard Chivers proposed by RS, 2nd CM - agreed unanimously.](#)

RC accepted the post as Vice Chair and signed the Declarations of Office form.

3. To consider Apologies for Absence

None

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

None

5. To approve the Minutes of the Meeting held on 14th March 2017

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

6. Matters Arising

The Chair read through the minutes and noted all action had been completed or were in hand.

7. Finance

a) To receive a report from the Internal Auditor for 2016/17

The Chair read out a satisfactory report from the Internal Auditor for the internal audit 2016/17.

b) To confirm and sign the Annual Audit Return Section 1 and 2

The Chair and Clerk signed the annual return to be forwarded to the external auditors by the end of June 2017.

Signed:

Date:

Cratfield Parish Council

c) To receive the Financial Report and Approve Cheques

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

Receipts	
1st Precept instalment	£ 1,600.00
Total	£ 1,600.00
Expenditure	
SALC Clerk's Networking Event	£ 19.20
SALC Subscription	£ 173.33
Village Hall Hire May-March 2017	£ 73.50
Poppy Wreath	£ 30.00
Clerk's April & May's Salary & Expenses	£ 390.49
Lester Baker - Removal of play equipment	£ 45.00
Paul Austin - Internal Auditor	£ 30.00
Total	£ 761.52

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

d) Charitable Donations

Cllr Chivers informed repairs to the Bird Clock are still in hand and Cllr's requested £150 for repairs to be held in reserves.

Action: Clerk

8. Planning Applications and Decisions Update

Cllrs noted the following:

a) Applications

None

b) Decisions

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: Refused

9. Appoint a Representative to the Town Estates Charity Trust

Cllrs Oliver, Mobbs and Barbour agreed to remain representatives.

[Proposed RC, 2nd RS – unanimous](#)

The Clerk was asked to advise Mr D. Sillett (Chair) to advertise for a Treasurer in Cratfield News.

Action: Clerk

10. Defibrillator Relocation

The Clerk to arrange some training for Parishioners.

Action: Clerk

11. Village Update

a) Play Area

- **New Goal Posts:** now in place thanks to Cllr Oliver.

- **Play Area Maintenance Report & Actions:** regularly checked and no issues.

Signed:

Date:

Cratfield Parish Council

- New Play Equipment: now in place and being used - Clerk to update insurance.

Action: Clerk

- Hedge on right-hand side to be cut in autumn.

b) Village Maintenance

- **Millennium Meadow Tree Plaque - Queen's 90th Birthday:** The plaque will soon be in place.

Thanks to Mr N. Eade for maintaining the trees.

- **Allotment Tenancy Agreement:**

Clerk to complete.

Action: Clerk

12. Correspondence

- The Local Councillor Guide
- Clerk to email The Good Councillor Guides 2017 to all Cllrs.

13. Any Other Business

- **Litter Pick:** The Chair thanked Cllrs and parishioners who attended the litter pick on 22nd & 23rd April 2017. The village centre was very clear and most rubbish was found on the outskirts. Thanks to Cllr Baker for organising the days.

14. Items for next Agenda

None

15. To confirm next meeting date and time:

- 11th July 2017 at 7.15pm

The meeting closed at 8.55pm

Signed:

Date:

Cratfield Parish Council

Cratfield Parish Council PC				
Year ended 31st March 2017				
	Receipts and Payments			
2016		2017		
£ Receipts		£		
2500.00 Precept		2500.00		
47.45 SCDC Grant		0.00		
58.76 Wayleave		61.74		
626.87 Allotment Rents		708.12		
455.56 VAT reclaim		353.29		
0.00 VAT reclaim from previous year		19.94		
500.00 Transparency Grant		713.65		
0.00 Various		895.00		
1.26 Business Saver Interest		0.96		
4189.90		5252.70		
	Payments			
2064.28 Clerk's Salary		2098.80		
30.00 Clerk's Office Costs		120.00		
168.74 Clerk's Expenses		59.14		
0.00 Audit Fee		30.00		
0.00 Donations/grants		150.00		
69.00 Hall Rent		83.00		
343.60 Insurance		337.21		
253.52 Maintenance		0.00		
135.38 Miscellaneous		313.25		
145.00 Play Area Maintenance		0.00		
192.00 Play Area Inspection Fee		75.00		
20.00 Subscriptions		168.27		
61.99 Councillors/Clerk Training		83.78		
0.00 Website Fee		50.00		
0.00 Bark & Goalposts		354.14		
0.00 HHCFT Grant		430.00		
0.00 HHCFT Grant for Village Hall		875.00		
0.00 Transparency Grant		506.49		
0.00 VAT on payments		353.29		
3522.00		6087.37		
667.90 Surplus income over expenditure		-834.67		
4094.58 Balance b/f		4762.48		
0.00 Transfer to reserves		0.00		
4762.48 Balance c/f		3927.81		
	Balance Sheet			
2016		2017		
£ Cash at Bank		£		
2192.20 Current Account		983.34		
2570.28 Business Saving Account		2571.24		
0.00 Petty Cash		0.00		
0.00 Uncleared cheques		0.00		
0.00 Uncleared receipts		373.23		
4762.48		3927.81		
2870.49 General Fund		2389.96		
1891.99 Earmarked Reserves		1537.85		
4762.48		3927.81		
The above statement represents fairly the financial position of the Authority as at 31st March 2017 and reflects its receipts and payments during the year.				
Signed				
	Charlotte Barbour - Chair			
Signed				
	Sally Chapman - Responsible Financial Officer			

Signed:

Date:

Cratfield Parish Council

Point 4.

Cratfield Parish Councillor

May 2016 -2017

Good evening everyone and thank you for coming.

Firstly I would like to thank my fellow Parish Councillors for everything they have done over the past year and it should be remembered that a Parish Councillor role is a voluntary role and secondly I would like to thank Sally as Clerk to the Council.

Sally has become an extremely valuable team member to Cratfield Parish Council and has mastered the art of keeping us in order and moving the Council in the right direction and I certainly believe Cratfield is fully back on track.

The past year has been a mix of the usual Parish Council tasks, which has included Planning Applications, replacement of dog waste bins, the purchase of a computer (thanks to a grant applied for by the Clerk), repairs to the playing field including the removal of set foam from the slide and more recently the replacement of the climbing cube in the children's play area.

A 3 year ongoing battle with the County Council has at last seen the replacement of the road sign at the T junction at North Green (however the quality of the work leaves a lot to be desired).

Lotty Barbour
Parish Council Chairman

Point 8.

Village Town Estate Report

During the last year, Trustees have completed the implementation of plans to reinvest funds in order to protect and start to recover the real value of investments (as well as spread investments to reduce risk) following many years where the real value of investments has fallen considerably. First indications are positive with values already increasing.

Donations totalling £800 have been made to 3 young people in the village who requested financial assistance with aspects of their education, which is a good fit with the objectives of Cratfield Care fund (originally supporting a reading room associated with the village's 'elementary school').

A donation was also made towards the cost of repairs to the church roof following the theft of lead from the roof.

Mr David Sillett
Chair

Signed:

Date: