

Cratfield Parish Council

Minutes from Cratfield Parish Council's ANNUAL PARISH MEETING Cratfield Village Hall Tuesday 8th May 2018 at 7.15pm

Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker, Chris Mobbs (*from 8.05pm*), Michael Oliver (*from 7.50pm*), Robert Sannick, Gloria Steward

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: David Sillett – Town Estates Charity Trust

1. To Receive Apologies

None

2. To approve the Minutes of the Meeting held on Tuesday 9th May 2017

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. Chair's End of Year Report

The Chair gave a verbal report, main points:

- Thanked Cllrs and the Clerk for their hard work over the year.
- Expressed frustration over the current planning regulations.
- Lack of County Council Highways road and sign maintenance and the lack of support re the flooding issues in the village.
- Thanked the Clerk for gaining so many grants to renew the play equipment, defibrillator etc.

5. Responsible Financial Officer's End of Year Report

The RFO gave an end of year report which was approved by Cllrs and signed by the Chair (*see report attached*). All end of Year Accounts to be placed on the website.

[Proposed RC, 2nd RS – unanimous.](#)

6. District & County Councillor's Yearly Report

Not present and no report sent.

7. To Receive a Report and Appoint Representatives to the Town Estates Charity Trust

Mr David Sillett, Chair of the Town Estate Charity Trust, gave a verbal report, main points:

- The Charity is now seeing the benefits of re-invested funds as they grow in value.
- The investments were invested in three accounts, to spread the risk and have flexibility to allow withdrawals without penalties.

Signed:

Date:

Cratfield Parish Council

- Three educational grants were given in the last year.
- Funds are distributed in three ways: 1/3 to Cratfield's Church, 1/3 to a Care Fund and 1/3 to a Public Purposes Fund. The Care and Public Purposed Funds were re-invested and a £2,000 float was maintained.
- The year end has been changed to run with the tax year.
- Another Trustee needs to be appointed by CPC, ideally with treasury skills.
- The Town Estate Charity Trust has 9 Trustees: 3 Church members and 6 others, currently David Sillett, Geoff Moore, Lotty Barbour, Michael Oliver and Chris Mobbs.

CLLrs re-elected David Sillett and Geoff Moore as Representatives to the Town Estates Charity Trust. Proposed RC, 2nd PB – unanimous.

8. To Receive Reports and Appoint Representatives to Village Organisations

CLlr Sannick re-volunteered to be the Village Hall representative.

Proposed RB, 2nd PB – unanimous.

Although invited, no representatives from other Village Organisations were present or sent a report.

9. To Receive Public Questions

None

Minutes from Cratfield Parish Council's Annual General Meeting Cratfield Village Hall Tuesday 8th May 2018

Public Forum

A. Parishioners Matters of Concern

None

B. County & District Councillor Report

Not present and no report sent.

1. To appoint a Chair

The Clerk asked for nominations for Chair.

Lotty Barbour was proposed by RC, 2nd RS - unanimous.

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 PB - agreed unanimously.

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

3. To consider Apologies for Absence

None

Signed:

Date:

Cratfield Parish Council

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

None

5. To approve the Minutes of the Meeting held on 13th March 2018 & 3rd April 2018

The minutes of the meetings 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 actions were on the agenda or in hand.

7. Finance

a) To receive a report from the Internal Auditor for 2017/18

The Chair read out The Chair read out the first two points of the summary:

1.1 During the 2017/18 year the Parish Council maintained effective governance arrangements including a robust framework of financial administration and internal control. The Council has a wide range of formal policies and procedures in place. This Internal Audit review has confirmed the overall adequacy of the financial arrangements in place within the Council.

1.2 By examination of the 2017/18 accounts and supporting documentation it was confirmed that the Clerk, in the role as the Council's Responsible Financial Officer (RFO), satisfactorily undertook the administration of the Council's financial affairs and produced satisfactory financial management information to enable the Council to make well-informed decisions (*full report on CPC's website*). Cllrs thanked the Clerk for her co-operation in the Internal Audit.

b) To complete the Certificate of Exemption from a Limited Assurance Review and the Annual Audit Return Sections 1 & 2

The RFO informed Cllrs of the new external audit arrangements and the option of applying for exemption from an external audit. Cllrs discussed and agreed they were very happy with the thorough internal audit.

[Cllrs agreed unanimously to apply for Exemption from the External Audit.](#)

c) To appoint and Internal Auditor for 2018/19

[Cllrs agreed to re-appoint Mr Trevor Brown to complete the Internal Audit for 2018/19.](#)
[Proposed RC, 2nd PB – unanimous.](#)

d) To receive the current Financial Report and Approve Cheques (circulated prior to meeting)

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

Signed:

Date:

Cratfield Parish Council

Receipts				
27/04/2018	SCDC Precept - 1st Instalment		Credit	£ 1,600.00
			Total	£ 1,600.00
Expenditure				
03/04/2018	SALC - Clerk's Training		100744	£ 9.60
03/04/2018	Advancescape - 2 dog bins		100745	£ 170.00
03/04/2018	Material Change - Bark		100746	£ 212.16
28/04/2018	Clerk's Salary		S/O	£ 175.07
08/05/2018	SALC - Subscription		100747	£ 178.08
08/05/2018	Trevor Brown - Internal Audit		100748	£ 77.20
08/05/2018	Clerk's Expenses		100749	£ 23.75
08/05/2018	ICO - Register of Data Controller		D/D	£ 35.00
			Total	£ 880.86

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](#)

e) Charitable Donations

The Chair read out a Grant Request from EACH and asked the Clerk to keep the letter on file for future consideration.

8. General Data Protection Regulations (GDPR) – update

The Clerk informed the Government has tabled an amendment to its own Data Protection Bill to exempt all parish councils in England from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials have confirmed with National ALC that, whilst all other measures still apply, appointing a Data Protection Officer to support a council's approach to data protection would then become discretionary and just regarded as good practice.

Cllrs were advised the regulations would still apply from the 25th May 2018 and at the July meeting a Data Protection Policy, Privacy Notice and other documents will be adopted. The current status of CPC is *'working towards full compliancy of the GDPR Regulations'*.

9. Planning Applications and Decisions - update Applications

a) Extension to Rear of Property

Forge Cottage Bell Green Cratfield IP19 0DL

Ref. No: DC/18/1345/FUL | Received: Wed 28 Mar 2018 | Status: Awaiting decision

b) Discharge of Condition Nos. 1-7 of DC/16/2718/PN3

Change of Use from agricultural barn to residential under Class Q of the current GPDO OS 1390 Silverleys Green Cratfield Suffolk

Ref. No: DC/18/1215/DRC | Received: Tue 20 Mar 2018 | Status: Awaiting decision

Variation of Condition Nos. 2 & 5 and Removal of Conditions 4 & 7 of DC/16/4052/FUL

Change of use of land and erection of cart lodge in conjunction with conversion of existing barn permitted under DC/16/2718/PN3 - Variation to allow for a slightly larger, taller cartlodge and to vary visibility splays onto highway. OS 1390 Silverleys Green Cratfield Suffolk

Ref. No: DC/18/1135/VOC | Received: Thu 15 Mar 2018 | Status: Awaiting decision

c) Proposed Diversion of Public Footpath No. 36 (part)

Silverleys Green | Status: Awaiting decision

Decisions

Signed:

Date:

Cratfield Parish Council

None

10. Suffolk Highways: Community Self Help

a) Huntingfield Parish Council Letter re Highways – update

The Chair informed she had attended a meeting with SCC Highways, County & District Councillor Stephen Burroughs and many other representatives from other local Parish Councils. The Chair was disappointed that CC Burroughs has no real answers or solutions to the questions asked (*meeting's notes attached*).

11. Midsummer Madness - 14th July 2018

No update from the Midsummer Madness Committee.

12. Village Matters

a) Play Area Maintenance

- Table Tennis base - quotes are being sought and chased. Action: Clerk
- Two bags of bark have been received, to be used as required.
- The new sign is now in place on the bus shelter. Cllrs requested a separate 'No Dog's' sign. Action: Clerk

b) Village Maintenance

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

c) Village Matters

- Remembrance Beacon & Special Wreath to commemorate the end of WW1
Cllrs discussed and decided to ask the Church Committee if they would like a joint celebration.
- Dog mess was reported in the village and the Clerk was asked to put a notice in the parish magazine and order some posters. Action: Clerk
- The new Defibrillator has been received and will be fitted ASAP. Action: Cllr Sannick

d) To consider a Maintenance Plan for Millennium Meadow

The Chair said she would ask a parishioner if they would like to do some maintenance. Action: Chair

13. Correspondence

The Clerk circulated:

- a) Clerks & Councils Direct Magazine
- b) Suffolk Neighbourhood Watch Association – thank you letter for the grant.

14. Any Other Business

None

15. Items for next Agenda

None

16. To confirm the next meeting date and time:

10th July 2018 at 7.15pm -

The meeting closed at 8.50pm

Signed:

Date:

Cratfield Parish Council

APM – Point 5

Cratfield Parish Council PC Year ended 31st March 2018

Receipts and Payments		
2016/17		2017/18
£	Receipts	£
2500.00	Precept	3200.00
61.74	Wayleave	61.74
708.12	Allotment Rents	675.62
353.29	VAT reclaim	913.30
19.94	VAT reclaim from previous year	0.00
713.65	Transparency Grant	120.00
895.00	HHCFT Grant/ Litterpick	1456.66
0.00	Various Grants	6659.50
0.96	Business Saver Interest	1.98
5252.70		13088.80
Payments		
2098.80	Clerk's Salary	2079.84
120.00	Clerk's Office Costs	120.00
59.14	Clerk's Expenses	32.84
30.00	Audit Fee	30.00
150.00	Donations/grants	210.00
83.00	Hall Rent	73.50
337.21	Insurance	372.56
0.00	Maintenance	0.00
313.25	Miscellaneous	0.00
0.00	Play Area Maintenance	16.00
75.00	Play Area Inspection Fee	75.00
168.27	Subscriptions	173.33
83.78	Councillors/Clerk Training	16.00
50.00	Website Fee	50.00
0.00	Play Area new equipment	4595.50
354.14	Bark & Goalposts	0.00
430.00	HHCFT Grant	0.00
875.00	HHCFT Grant for Village Hall	0.00
506.49	Transparency Grant	0.00
353.29	VAT on payments	941.50
6087.37		8786.07
-834.67	Surplus income over expenditure	4302.73
4762.48	Balance b/f	3927.81
0.00	Transfer to reserves	0.00

Signed:

Date:

Cratfield Parish Council

<u>3927.81</u>	Balance c/f	<u>8230.54</u>
Balance Sheet		
£	Cash at Bank	£
983.34	Current Account	4853.66
2571.24	Business Saving Account	3426.88
0.00	Petty Cash	0.00
0.00	Uncleared cheques	-50.00
373.23	Uncleared receipts	0.00
<u>3927.81</u>		<u>8230.54</u>
2389.96	General Fund	2955.19
1537.85	Earmarked Reserves	5275.35
<u>3927.81</u>		<u>8230.54</u>

The above statement represents fairly the financial position of the Authority as at 31st March 2018 and reflects its receipts and payments during the year.

Signed

Charlotte Barbour - Chair

Signed

Sally Chapman - Responsible Financial Officer

AGM Point 10. Suffolk Highways: Community Self Help Notes from the Meeting

In summary it seems to me that the main areas that came out of the meeting are:

The two items that could "quickly" be taken on by parishes are

- A. the maintenance of assets such as railings and signs which would remain the property of the county council but could be maintained (cleaned, painted and similar) by parishes. As appropriate, funds could be provided by County Councillors to assist with materials
- B. Cutting of grass areas and verges – some help may be available to assist with equipment purchase. It may need a central location for storage

To achieve this we need

- A. Confirmation of the insurances that need to be in place as parishes are probably adequately insured but need confirmation.
- B. Permission to do it.
- C. A copy of the risk assessments that are in place currently so as to pass to any contractors.

All of the above is in the hands of the County Councillor and SCC Highways Department.

Signed:

Date: