

# Cratfield Parish Council

## Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 14<sup>th</sup> November 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**  
Not present
- B. County & District Councillor Reports**  
Not present, no report sent.

### 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 12<sup>th</sup> September 2017**  
The minutes of the meeting were confirmed as a true and accurate record and were signed by the Chair. *Proposed GS, 2<sup>nd</sup> PB – unanimous.*
- 4. Matters Arising**  
The Chair read through the minutes and noted all actions had been completed or were 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.  
*Proposed GS, 2<sup>nd</sup> RC – unanimous.*

<b>Income</b>			
14/09/2017	Scoones Partnership - land rent		£ 545.62
29/09/2017	2nd Precept instalment		£ 1,600.00
09/10/2017	Allotment Rents		£ 97.50
03/11/2017	Norse - Litter Pick		£ 20.00
03/11/2017	HHCFT - Grant table tennis table		£ 1,436.66
		<b>Total</b>	<b>£ 3,699.78</b>
<b>Expenditure</b>			
14/11/2017	CAS - Website Hosting		£ 60.00
14/11/2017	Clerk's Oct/Nov Salary & Expenses		£ 366.64
14/11/2017	David Bracy - Play Equipment Report		£ 90.00
		<b>Total</b>	<b>£ 516.64</b>

Signed:

Date:

# Cratfield Parish Council

**b) Barclays Simple Servicing Authority update**

The Clerk informed after telephoning Barclays, this is now being actioned.

**c) Heveningham Hall Country Fair Trust Grant**

The Chair was pleased to inform a grant of £1436.66 had been received. Various bases were discussed and Clerk to contact the Play Equipment Inspector for advice.

Action: Clerk

**d) Defibrillator Package Upgrade**

The Clerk had received a pro-forma invoice and the Clerk will pursue a grant.

Action: Clerk

**e) To agree the Budget and Precept for 2018/19**

CLRs discussed and agreed the Budget and Precept for 2018/19 (see attached) and resolved to move £2,000 from the general reserve to a Play Area Equipment Reserve.

Proposed RC, 2nd RS – unanimous.

**f) To Appoint a new Internal Auditor**

The Clerk informed CLRs of the new audit arrangements for 2017/18 and recommended the Internal Auditor Trevor Brown from Woodbridge.

CLRs resolved to employ Mr. Brown for 2017/18 Internal Audit.

**6. Planning Applications and Decisions Update**

CLRs noted the following:

**Applications**

- a) To demolish existing garage and build a two storey extension with garage and master bedroom above, connected to the existing house via a link. Also to build a single storey rear extension to sun room.** Poachers Farm Bell Green Cratfield Suffolk IP19 0DN  
Ref. No: DC/17/4074/FUL | Received: Mon 25 Sep 2017 | Status: Awaiting decision
- b) Proposed Diversion of Public Footpath No. 36 (part)**  
Silverleys Green | Status: Awaiting decision

**Decisions**

- c) Erection of Carport/Garage**  
Meadow Croft Heveningham Road Cratfield Suffolk IP19 0BY  
Ref. No: DC/17/3200/FUL | Received: Tue 25 Jul 2017 | Status: Permitted
- d) Conversion of existing outbuildings to residential annex**  
Rookery Farm Swan Green Lane Cratfield Suffolk  
Ref. No: DC/17/2814/FUL | Received: Thu 29 Jun 2017 | Status: Refused
- e) Single storey rear extension to sun room and first floor extension over garage to create master bedroom accessed via link.**  
Poachers Farm Bell Green Cratfield Suffolk IP19 0DN  
Ref. No: DC/17/2164/FUL | Received: Mon 22 May 2017 | Status: Withdrawn

**7. Village Matters**

**a) Play Area**

**i. Play Area Report**

The play equipment is regularly checked and no issues. The weeds have been sprayed by Chair and more bark put down by Cllr's Baker and Sannick. Hedge to be cut back in the spring. The Clerk advised the PC should have a disclaimer noticeboard at the Play Area and will produce a draft.

Action: Clerk

Signed:

Date:

# Cratfield Parish Council

## ii. Annual Play Equipment Report

Cllrs discussed - no major issues.

### b) Village Maintenance

- Village Sign rails need painting. Chair to speak to landowner.

Action: Chair

### c) Village Matters

- The Neighbourhood Watch volunteer has now moved and Mr Nick Eade has volunteered to take over the post.

### d) To consider a maintenance plan for Millennium Meadow

c/f. Cllrs discussed forming a winter work party to tidy the Millennium Meadow and to ask for volunteers from the village.

Action: Clerk/Chair

## 8. Correspondence (*emails circulated as received*)

The Clerk circulated:

- a) SALC Annual report
- b) The Local Councillor Magazine

## 9. Any Other Business

Cllrs informed of broken signposts, a sunken sewer and an overgrown hedge for the Clerk to report.

Action: Clerk

## 10. Items for next Agenda

- To consider a maintenance plan for Millennium Meadow.

## 11. To confirm the next meeting date and time:

- 9<sup>th</sup> January 2018 at 7.15pm

The meeting closed at 8.35pm

Signed:

Date:

# Cratfield Parish Council

Cratfield Parish Council Budget 2018-19	
<b>INCOME</b>	
	<b>Budget</b>
	<b>2018/19</b>
Precept	3200.00
Wayleave	62.00
Allotment Rents	675.00
<b>Total Budgeted Income</b>	<b>3937.00</b>
VAT reclaim	0.00
Transparency Grant	0.00
Various	0.00
Business Saver Interest	0.00
SCDC Play Equipment Grant	0.00
SCDC Dog Waste Bin Grant	0.00
<b>Total Income</b>	<b>3937.00</b>
<b>EXPENDITURE</b>	
Clerk's Salary	2101.00
Clerk's Office Costs	120.00
Clerk's Expenses	60.00
Audit Fee	70.00
Donations/S137	300.00
Hall Rent	84.00
Insurance	385.00
Maintenance	200.00
Miscellaneous	30.00
Play Area Maintenance	150.00
Play Area Inspection Fee	75.00
Subscriptions	175.00
Councillors/Clerk Training	100.00
Website Fee	50.00
ICO - Data protection registration	35.00
<b>Total Budgeted Expenditure</b>	<b>3,935.00</b>
<b>Budget Variance</b>	<b>2.00</b>
Play Area New Equipment	0.00
Bark & Goalposts	0.00
HHCFT Grant	0.00
HHCFT Grant for Village Hall	0.00
Transparency Grant	0.00
Vat on payments	0.00
<b>Total Expenditure</b>	<b>3,935.00</b>
<b>Overall Variance</b>	<b>2.00</b>

Signed:

Date: