

Cratfield Parish Council

Minutes from Cratfield Parish Council's Meeting Cratfield Village Hall Tuesday 13th November 2018 at 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

None

B. County & District Councillor Report

Not present, report sent: 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

7. Cllr Chivers – non-pecuniary Interest (spouse).

3. To approve the Minutes of the Meeting held on 11th September 2018

The minutes of the meetings were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Matters Arising

a) Cratfield's WW1 Church Event

Cllr Baker informed the event was atmospheric, well attended and organised and a fitting tribute to all who were lost at war.

5. Finance

a) To receive the current Financial Report and Approve Cheques

The RFO read out the Finance and Budget report:

Date	Income	
28/09/2018	SCDC Precept - 2nd Instalment	1,600.00
11/10/2018	HHCFT Grant	579.99
18/10/2018	Allotments Rent	97.50
05/11/2018	Allotment Rent	32.50
	Total	£ 2,309.99
	Expenditure	
22/09/2018	CAS Insurance	363.14
28/09/2018	Clerk's Salary - September	175.07
28/10/2018	Clerk's Salary - October	175.07
13/11/2018	CAS Website Hosting	60.00
13/11/2018	Village Hall Rent May 2017-Sept 2018	140.00
13/11/2018	Clerk's Expenses October/November	20.00
13/11/2018	Play Equipment Annual Inspection	96.00
	Total	£ 1,029.28

Signed:

Date:

Cratfield Parish Council

The Finance and Budget Reports were agreed unanimously as a true and accurate record and signed by the Chair.

b) Request for Funding from Heveningham Hall Country Fair Trust

The Clerk informed the grant request of £579.99 had been successful and would purchase the marquee. The marquee will be the property of CPC and will be loaned to the Village Hall. Cllr Sannick to send marquee details to the Clerk. **Action: Cllr Sannick**

c) To agree the Budget and Precept for 2019/20

Cllrs agreed unanimously to keep the precept at £3,200 and the budget as attached.

6. Applications

Cllrs noted:

a) Listed Building Consent - Proposed single storey extension to provide a pantry and food preparation space

Proposed cart shed. Remedial work to old hall farm, to prevent any additional water damage Old Hall Farm North Green Cratfield Suffolk IP19 0DS

Ref. No: DC/18/3861/LBC | Received: Mon 17 Sep 2018 | Validated: Thu 20 Sep 2018 | Status: Awaiting decision

b) Proposed single storey extension to provide a pantry and food preparation space.

Proposed cart shed. Removal work to old hall farm, to prevent any additional water damage. Old Hall Farm North Green Cratfield Suffolk IP19 0DS

Ref. No: DC/18/3860/FUL | Received: Mon 17 Sep 2018 | Validated: Thu 20 Sep 2018 | Status: Awaiting decision

Decisions

a) Proposed new dwelling, associated external works and landscape enhancements. (Following demolition of existing dwelling and outbuilding.)

Resubmission of previous application reference DC/18/2031/FUL

Roselynn Silverleys Green Cratfield Suffolk IP19 0QJ

Ref. No: DC/18/3647/FUL | Received: Mon 03 Sep 2018 | Validated: Mon 03 Sep 2018 | Status: Permitted

b) Change of use of a Residential Annex to 2 Holiday Lets

The Firs Manse Lane Cratfield IP19 0QD

Ref. No: DC/18/2965/FUL | Status: Permitted

7. Appoint a Representative to the Town Estates Charity Trust

(Cllr Chivers – non-pecuniary interest)

Cllrs agreed unanimously to appoint Geoff Moore, David Sillett and Sandra Chivers

The Clerk will ask David Sillett to contact Mrs Chivers.

Action: Clerk

8. Village Matters

a) Play Area Maintenance

- Cone Swing now repaired and working well.

- Play Equipment Annual Report & Actions. Cllrs were pleased with only one advisory of topping up the bark, more will be added in spring. Clerk to find additional quotes. **Action: Clerk**

b) Village Maintenance

- Tongs Lane has two new green dog waste bins and to be fitted ASAP.

Action: Cllr Chivers

Signed:

Date:

Cratfield Parish Council

c) Village Matters

- **Neighbourhood Watch** the coordinator sent a report, see attached.
- **Hedges** the Clerk informed she had sent letters and emails regarding the overgrown hedges and some have been cut back. Further letters to be sent. Action: Clerk
- **Parish Map** Cllrs discussed and agreed it would be a nice idea and Cllr Chivers said he would speak to a parishioner who may be able to produce a painting of one. Action: Cllr Chivers

d) Millennium Meadow

- **Community Payback Team** Chair to make contact. Action: Chair
- **Millennium Meadow sign** Cllrs discussed and Cllr Baker agreed to contact a parishioner re making the sign. Action: Cllr Baker
- **Dog waste bin** Cllr Mobbs was requested to enquire after funding from the village Millennium Fund for another bin. Action: Cllr Mobbs

e) Defibrillator and Defibrillator Training

- Three parishioners have expressed an interest in training and some Cllrs. Clerk still to offer the old defibrillator to other parishes via SALC. Action: Clerk

f) Allotments and Land Rent

the Clerk informed all rents have now been received.

- g) Remembrance Wreaths** two wreaths were laid on Remembrance Sunday and the Clerk was requested to find out a suitable donation amount. Action: Clerk

9. Correspondence

The Clerk circulated:

- a) The Suffolk Local Plan Document

10. Any Other Business

Cratfield News Cllr Baker brought to the meeting the past artwork and copies of the Cratfield News, as the parishioner who produced these has now moved away. Cllrs discussed and agreed to scan and place on the CPC website, copy and place a folder of them in the church and offer to Laxfield Museum. Cllr Chivers kindly agreed to scan and Cllr Baker to ask Laxfield Museum. Action: Cllr Chivers & Cllr Baker

Table Tennis Table Cllrs discussed and the Chair said she would ask HHCFT if the donation could be used for another project. Action: Chair

11. Items for next Agenda

None

12. To confirm next meeting dates:

- 8th January 2019 at 7.15pm

The meeting ended at 8.50pm

Signed:

Date:

Cratfield Parish Council

Cratfield Parish Council Budget 2019/20		
INCOME		
	Budget	
	2019/20	
Precept	3200.00	
Wayleave	62.00	
Allotment Rents	675.00	
Total Budgeted Income	3937.00	
VAT payments	0.00	
Transparency Grant	0.00	
Various	0.00	
SCDC Play Equipment Grant	0.00	
SCDC Dog Waste Bin Grant	0.00	
Defibrillator Grant	0.00	
Business Saver Interest	0.00	
Total Income	3937.00	
EXPENDITURE		
Clerk's Salary	2143.00	Est. increase 1st April 2%
Clerk's Office Costs	120.00	
Clerk's Expenses	60.00	
Internal Audit Fee	80.00	
Grants/Donations/S137	300.00	
Hall Rent	140.00	
Insurance	370.00	
Maintenance	150.00	
Miscellaneous	30.00	
Play Area Maintenance	200.00	Bark 2 bags = £180.00
Play Area Inspection Fee	80.00	
Subscriptions	180.00	
Councillors/Clerk Training	50.00	
Website Fee	50.00	
ICO - Data Protection Registration	35.00	
Total Budgeted Expenditure	3,988.00	
Budget Variance	-51.00	from general reserves
Defibrillator Package	0.00	
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 reclaim	0.00	
Total Expenditure	3,988.00	
Overall Variance	-51.00	from general reserve

Signed:

Date:

Cratfield Parish Council

NEIGHBOURHOOD WATCH REPORT

It is pleasing to report low to zero criminal activity in our village (Cratfield) but nevertheless nobody is immune to the attention of wicked people, only last week police report on Mon.5th.Nov. Between 2 and 3 am. a criminal broke into an unlocked Laxfield property and stole the keys to an Audi A6 index mark HF52TMX and then stole the car! Any sightings please report to me and I will pass the information on to the local authorities.

This information is not intended to frighten but just to make us aware:

LOCK IT OR LOSE IT!

My contacts for this or any other information that might prove useful to the local constabulary;

Nick EADE
01986 798 725

Stay alert and stay safe

Signed:

Date: