

Cratfield Parish Council

Minutes from Cratfield Parish Council's Meeting held at Cratfield Village Hall on Tuesday 13th September 2016 7.30pm

Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker (PB), Robert Sannick (RS), Gloria Steward (GS)

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: One parishioner.

Parishioners Open Forum

A parishioner requested further details of the proposed Letting Policy for Millennium Meadow and Play Area. The Chair informed that the Policy was still being drawn up and there were no plans to set a rental fee.

1. **To consider Apologies for Absence**
Councillors Mobbs and Oliver – apologies accepted.
2. **To record Declarations of Interests and to consider Requests for Dispensation**
Councillors Baker and Sannick - 6d a non-pecuniary interest.
3. **To approve the Minutes of the Meeting held on 12th July 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.](#)
4. **Matters Arising**
The new village dog bin and a noticeboard at Silverleys Green are now in place and the Chair thanked Councillors for putting them up.
5. **County & District Councillor Reports**
Cllr Burroughes sent apologies and sent a full report:
www.cratfield.onesuffolk.net/cratfield-parish-council/district-councillor-s-reports.
6. **Finance**
 - a) **To receive the Financial Report and Approve Cheques**
The RFO read out the Finance and the Budget report and the following were approved:

Payment

Date	Payee	Amount
13/09/2016	SALC Clerk's Network Day	£ 18.00
13/09/2016	Heveningham PC training (LB & GS)	£ 68.78
13/09/2016	S. Chapman - Clerk (Salary Aug & Sep)	£ 343.20
13/09/2016	Clerk's Expenses (Aug & Sep)	£ 83.45
13/09/2016	Came & Company Insurance	£ 337.21
13/09/2016	SALC Website Training	£ 58.80

Signed:

Date:

Cratfield Parish Council

Receipt

04/08/2016 Transparency Grant £ 713.65

Balance to 13th September 2016

Current account balance	1532.94
Business Saver Account balance	2570.60
Petty Cash	0
Total funds	£4,103.54

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

b) Transparency Grant Update

The Clerk informed Councillors that the Transparency Grant had been successful and CPC had received £713.65 for computer equipment, training and the Clerk's salary.

c) To note the External Auditors Certificate and Report 2015/16

The Clerk informed the external audit had been completed and two advisories had been noted: one box was not ticked (omitted in error) and the purchase date of assets need to be added to the asset register. The Chair signed the certificate.

d) To consider applying for a Heveningham Hall Trust Grant

Councillors discussed and agreed to put forward some requests from the Cratfield Village Hall Committee. [Proposed RC, 2nd GS – unanimous](#)

e) To consider the new Website Fee

The Clerk advised the website provider is changing from onesuffolk to Community Action Suffolk on 1st November 2016 and it will now cost £50+VAT per year. Councillors discussed and agreed to continue with the new website provider.

[Proposed LB, 2nd PB – unanimous](#)

7. Planning Applications and Decisions Update

Councillors noted the following:

Applications

a) Erection of Duck Shed and Feed Bins (papers will be brought to the meeting)

Cratfield Hall North Green Cratfield Suffolk

Ref. No: DC/16/3036/FUL Status: Pending Consideration

CPC supports this application and have requested the screening trees are put in place.

b) Details as required by conditions 12, 13, 14 and 15 of Planning Permission Consent C/13/0911

School Farm Church Road Cratfield Suffolk IP19 0BU

Ref. No: DC/16/1020/DRC. Status: Pending Consideration

c) Installation of Solar Panels on existing agricultural building roof

Church Farm Heveningham Road Cratfield Suffolk

Ref. No: DC/15/4939/CLP. Status: Not Available

Decisions

a) Construction of new porch, garage conversion and replacement/alterations to windows.

Bellfields Bell Green Cratfield IP19 0DH

Ref. No: DC/16/2821/FUL Status: Application Permitted

b) Change of use from Agricultural Barns to Residential under Class Q of the current

Signed:

Date:

Cratfield Parish Council

GPDO

OS 1390 Silverleys Green Cratfield Suffolk

Ref. No: DC/16/2718/PN3 Status: Prior Approval Not Required

c) Proposed alterations and extensions including external rendering and replacement windows to existing dwelling

Baltic Farmhouse The Street Cratfield Suffolk IP19 0BP

Ref. No: DC/16/2521/FUL Status: Application Permitted

8. Ownership of Village Pump & Land

The Clerk has been contacted by the owners of Potters Roost and they have confirmed the pump and land belongs to them.

9. To consider re-siting the Defibrillator

The Village Hall Committee has agreed to re-site the defibrillator. Cllr Sannick will obtain quotes for the electrical work.

Action: RS

10. To consider a Millennium Meadow and Play Area Policy

It was agreed for the Clerk to draw up a draft policy.

Action: Clerk

11. Village Update

a) Play Area

- The play area continues to be inspected regularly and all in order. Chair to weed kill.

Action: Chair

- The Play Ground Inspector has agreed the use of Kee-Klamp aluminum goal posts.
Cllr Oliver to source and fit.

Action: MO

b) Village Maintenance

- Some Parishioners have cut their hedges and there are some that still need attention.

- Mr N Eade has oiled the village sign and Councillors sent their thanks.

- The railings around the sign need refurbishing and Cllrs Chivers and Sannick will obtain quotes.

Action: RC/RS

12. Correspondence

- The Local Councillor magazine was distributed.

13. Any Other Business

- Missing North Green signpost – Clerk to report (again)

Action: Clerk

14. Items for next Agenda

15. To confirm next meeting date/time:

Tuesday 15th November 2016 - 7.15pm

The meeting closed at 8.50pm

Signed:

Date: