

CRATFIELD PARISH COUNCIL MINUTES

of Meeting held on Monday 10th November 2014 at 7.15 pm

In the Village Hall

Present : Lotty Barbour, Richard Chivers, Gloria Steward, Robert Sannick ,
Bob Stratford, Michael Oliver, Chris Mobbs, Barry Cable (Clerk) PCSO Julie Hinton

OPEN FORUM 7.15pm

There being no Parishioners present, the PCSO was invited to give her report. She started by apologizing for the long delay in her attendance. She then went on to encourage Council to change from the old Police Direct system of messaging to Police Connect

Her report is filed with these minutes

PARISH COUNCIL MEETING

7.30PM

1/ Chairman's Welcome Lotty welcomed all to the meeting

2/ Apologies for absence received from Councillor Stephen Burroughes

3/ Declarations of Interest in Agenda Items~ Richard Chivers & Robert Sannick declared LNPI in Item 11 Village Hall Loan

4/ Minutes of Last meeting held on 15th September 2014 were agreed and signed

5/ Matters arising None

6/ Police, County & District Councillors Reports ~Police Report as in Open Forum

7/ Chairman's remarks

Report on visit by Dr Therese Coffey MP on 8th October 2014. Lotty & the Clerk met the M P as arranged and raised the matters of potholes and Broadband Service. She promised to look into these and report back.

8/ Clerks Report Nothing to report that was not already on Agenda

9/ R F O Report

A/ To note receipt of 2nd Installment of Precept of £1292.72 and £1000.00 from Heveningham Hall C F T for repairs and improvements to Play Area

To authorize the following payments:- E19/15 Royal British Legion Wreath £30.00
E20/15 B Cable, Salary £ 344.33~E21/15 David Bracey ~Playground Inspection Report £90.00~ E22/15 BDO Audit Fee £120.00, E23/15~ £2000.00 to Cratfield Village Hall Trust (being money which had been obtained from HHCFT on their behalf)

B/ To consider Audit Report on completion of Annual Audit~ the report was read out by the Clerk in which it was noted that the Risk Assessment had not been completed for the year along with 2 other Minor matters , but was otherwise satisfactory
The full report is on file

C/ To Discuss Budget for next Financial Year- The RFO had prepared a draft budget for 2015/16, based on expenditure incurred in the current year. It was agreed that if a precept was set at £2500 this would cover all expenditure with the possible exception of a short term loan to the Village Hall (see Item 11 –Correspondence) and leave the Council with £1600 at the end of 2015/16 Financial Year. In view of the possibility of the Loan being required it was decided to leave the final decision until the next meeting. However Chris proposed that the base figure of £2500 be used , seconded Richard, all in favour

10/ Planning Applications Received or Approved since last meeting ~ None had been received ,however Gloria brought up the matter of the School Farm application , and its approval. Parish Council had not been formally advised of approval, and the Clerk is to contact Cllr Stephen Burroughes

11/ Correspondence- Hard Copy received since last meeting~ A letter had been received from Bob White , Treasurer of The Village Hall Trust requesting payment of the £2000. that PC was holding , from HHCFT. He also went on to ask that,if necessary, PC would be prepared to make a Short Term Loan to the Hall so that some of the works could be completed. It was decided that this matter would be reviewed at the next meeting ,along with the matter of the precept.

12/ Playground Inspection Report ~To Consider report previously circulated by email

The Report was basically satisfactory, except for the repairs to the cube frame which are in hand and a quote has been obtained from Lester Baker for £ 120 to replace the worst of the wooden legs

13/ To consider parishioner's request to apply to Suffolk Coastal DC to declare the Poacher Public House an Asset of Community Value. The Clerk had received a number of requests from parishioners and non-parishioners, to investigate the possibility of applying to SCDC to award the village pub the status of Asset of Community Value. which means that the property cannot be used for any other purpose. Advice was sought from NALC who advised on a procedure for this and it was decided to adopt the procedure in their leaflet. This involves obtaining the signatures of 21 voters to endorse the application which will then be sent to SCDC , who will then write to the owners for their comments. Chris pointed out that not only was the pub an asset to the village as a community facility, it was also beneficial to owners of holiday cottages , bed and breakfast facilities etc. It was unanimously agreed that such application be made, and the Clerk was requested to complete the application form after obtaining the required signatures

14/ To Agree Dates of 2015 Meetings

The Clerk had prepared a list of dates of meetings for 2015, including an election and these are now agreed and will be circulated to all who need to know, and placed on notice boards

15/ Review of Statutory Documents

A/ Standing Orders B/ Insurance Cover C/ Financial Regulations
D /Code of Conduct E /Asset Register F / Risk Assessment

It had been pointed out in the Audit Report that the Risk Assessment did not cover sufficient matters and therefore the Clerk had obtained a specimen Assessment from SALC and would incorporate these into the updated version . The review of the documents is carried forward to the next meeting

16/ Allotments To Agree new arrangements for allotments~ Three ½ plots had become vacant, but Mr & Mrs Brewer wish to take on a ½ plot, Gary Kimpton who already has a full plot offered to clean up and rotovate all 3 plots so that he can take 2 x ½ plots and join into one and let the Brewers have the ½ plot in the middle. It was also agreed that no rent be charged to Gary for 2015 in recognition of the work involved to these plots.

17Councillors Reports ~ Bob had no Neighbourhood Watch matters but he was concerned about the amount of mud which had accumulated and asked that Highways

be asked to come & clean up. The matter of the ditch near to the Parish Boundary on the Huntingfield road be cleared to prevent an ice hazard should the ditch overflow into the road

Gloria had no Website matters

18/ Items for next meeting None were specifically brought up

Date of Next Meeting 12 January 2015

Meeting Closed 9.05pm

Signed15/1/2015