

# Cratfield Parish Council

## ANNUAL PARISH COUNCIL MEETING

*Cratfield Village Hall*

**Tuesday 23<sup>rd</sup> May 2023 at 7.50pm**

### **Councillors Present**

Lotty Barbour, Tim Ackerley, Dan Elford, Adrian McDonald,

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:** County Councillor Stephen Burroughes and District Councillor Julia Ewart

### **A. Public Forum - For Members of the Public**

None present

### **B. County & District Councillor Reports**

#### **County Councillor Stephen Burroughes gave a verbal report:**

- A village sign audit needs to be completed and forwarded to him. A former Cllr has already completed this - Clerk to forward. Action: Clerk
- The new SCC Highways contract has been awarded to Milestones.
- Adult social care has been awarded a 1% increase.

#### **District Councillor Julia Ewart**

- The newly elected District Councillor introduced herself and gave a verbal report of her policies.

## **MINUTES**

*All Councillors completed a Declaration of Acceptance of Office form before the start of the meeting.*

### **1. To Appoint a Chair**

Lotty Barbour was proposed and elected unanimously as Chair.

### **2. To Appoint a Vice Chair**

Richard Chivers was proposed and elected unanimously as Vice Chair.

### **3. To Approve Apologies for Absence**

Councillors Accepted and Approved Apologies from Cllr Chivers, Cllr Marfleet and Cllr Mobbs and resolved to accept their Declaration of Acceptance of Office form at the next meeting.

### **4. To Record Declarations of Interests and to Consider Requests for Dispensation**

None

### **5. To Approve the Minutes from the Meeting held on 14<sup>th</sup> March 2023**

The Minutes from the meeting held on 14<sup>th</sup> March 2023 were confirmed unanimously as a true and accurate record and signed by the Chair.

### **6. Matters Arising from the Minutes above and not on the Agenda**

None

Signed:

Date:

# Cratfield Parish Council

## 7. Finance

### a) To Approve the End of Year Accounts 2022/23

Councillors approved unanimously the End of Year Balance Sheet 2022/23.

### b) To Approve the Internal Auditor's Report for 2022/23 (on website)

Councillors approved the Internal Auditor's Report for 2022/23 and requested the RFO to draw-up an action plan of the recommendations and comments for consideration at the next meeting.

### c) To Approve the Annual Audit Return Sections 1 & 2

Councillors resolved unanimously the Annual Audit Return Sections 1 & 2 and the Chair and RFO signed the documents.

### d) To Consider a Certificate of Exemption from a Limited Assurance Review

Councillors agreed unanimously to certify themselves as exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

### e) To Appoint the Internal Auditor for 2023-24

Councillors resolved unanimously to appoint the Suffolk Association of Local Councils (SALC) to complete the Internal Audit for 2023-24.

### f) To Receive the current Financial & Budget Reports and Approve the Income & Expenditure

The Chair signed the bank statement and the Financial & Budget Reports.

Councillors resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	INCOME	EXPENDITURE
19/04/2023	credit	VAT Reclaim 01/04/2022-31/03/2023	£ 131.53	
28/04/2023	S/O	East Suffolk Council Precept Payment	£ 4,100.00	
28/04/2023	S/O	Clerk's Salary - April		£ 216.67
23/05/2023	100846	SALC - Subscription		£ 191.59
23/05/2023	100847	Clerk's Expenses April & May		£ 168.76
		<b>Total</b>	<b>£ 4,231.53</b>	<b>£ 577.02</b>
		<b>Total funds in Current &amp; Saver Accounts</b>		<b>£ 10,543.62</b>

## 8. The King's Coronation Village Sign Plaque – update

Cllr Chivers has affixed the Coronation plaque to the village sign next to the Platinum Jubilee plaque.

## 9. Village Staging – update

Cllr Ackerley advised he was not going to purchase the Village Staging and was going to contact The Heveningham Hall Country Fair Trust regarding the grant.

Action: TA

## 10. New Dog Waste Bin at Swan Green – update

Cllr Chivers has attached the dog waste bin to the footpath sign at Swan Green. Cllrs sent thanks to Cllr Chivers for his work.

## 11. Planning Applications and Decisions

Cllrs noted the following:

### Applications

#### a) Reference DC/23/1558/LBC

Address Swan Green Farmhouse Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Proposal Listed Building Consent - Alteration to design of entrance canopy following Listed Building approval ref: DC/21/4695/LBC

Signed:

Date:

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Status Awaiting decision (*comments closed*)

**b) Reference DC/23/1483/FUL**

Address 9 The Street Cratfield Halesworth Suffolk IP19 0BS

Proposal Front Garage Extension

Status Awaiting decision (*comments closed*)

**c) Reference DC/23/0493/FUL**

Proposal: Construction of 1 x No. Single Storey Dwelling

Site address: Silverleys Barn, Silverleys Green, Cratfield, Halesworth, Suffolk, IP19 0QJ

Status: Awaiting decision (*comments closed*)

**d) Reference: DC/22/0855/OUT**

Appeal for Site at: Bell View Farm, Manse Lane, Cratfield, Suffolk

An appeal has been made to the Secretary of State by Mr and Mrs Sannick against the decision of East Suffolk Council\* to refuse planning permission for Outline Application (Some Matters Reserved) - Erection of detached dwelling utilising existing access to Bell View Farm.

Status: Awaiting decision (*comments closed*)

## Decisions

**e) Planning reference: DC/23/0800/FUL**

Address: The Field Cottage, Manse Lane, Cratfield, Halesworth, Suffolk, IP19 0DJ Proposal:

Weatherboarding (with insulation under) to front and side elevations demolish porch new front door and gutters.

Status Permitted (*comments closed*)

**f) Reference: DC/21/4022/FUL**

Conversion of Redundant Barn to Residential to be used as an Annexe for The Barn

The Barn Town Farm North Green Road Cratfield Suffolk IP19 0QL

Status: Permitted (*comments closed*)

## 12. Village Matters

**a) Play Area Maintenance**

- Rubber Chippings – The new rubber chippings are now in place.

- There is long grass around the equipment that needs strimming, brambles need cutting back and weeds in the chippings.

Action: Clerk

- Cllrs discussed having a concrete base put down under the picnic bench, as it is too heavy to move for grass cutting. Cllr to obtain a quote for the next meeting.

Action: DE

**b) Village Maintenance**

- Church Road is breaking up on edges and has a ridge in the middle. Clerk to report.

Action: Clerk

**c) SCC Footpath Leaflet/Map – c/f**

**d) Footpath Issues**

- Suffolk County Council has advised the parish map of Cratfield has recently been updated. A working copy of the definitive map is available on the County Council's website: [cratfield-definitive-map \(suffolk.gov.uk\)](https://www.suffolk.gov.uk/cratfield-definitive-map)

- It was noted footpath 21 still ends in a dead end at Turkey Hall and does not join up to footpath 3, although the map shows it does.

**e) Village Hall Committee Representative Report**

None

Signed:

Date:

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**f) Easter Litter Pick – update**

Cllr Elford reported only one 80-year-old lady turned up for the litter pick.

**g) Narcissus Offer from East Suffolk Council – update**

The Clerk advised she had ordered the Narcissus and they will be available for collection in November.

**h) Millenium Meadow**

Unfortunately, the Jubilee Oak Tree has died and a replacement will be sought for autumn planting.

Action: Cllrs/Clerk

**13. Correspondence (emails are circulated as received)**

**a) EAAA Grant - thank you letter**

**14. Any Other Business (For discussion only – the Council cannot make decisions on these items)**

**a) Cllrs requested the Clerk to find out costs for 'in-house' Cllr training.**

Action: Clerk

**15. Items for the Next Agenda**

**a) To a Consider a Concrete Base for the Play Area Picnic Bench**

**b) A Quiet Lane Sign has appeared in Cratfield on Huntingfield Road**

**c) Defibrillator/First Aid Training**

Action: Clerk

Action: CMarfleet

**16. To Confirm the Meeting Dates**

- Tuesday 11<sup>th</sup> July 2023 at 7.30pm
- Tuesday 12<sup>th</sup> September 2023 at 7.30pm
- Tuesday 14<sup>th</sup> November 2023 at 7.30pm

*The meeting ended at 8.55pm*

Signed:

Date: