

Cratfield Parish Council

ANNUAL PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 13th May 2025 held after the Annual Parish Meeting

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford, Adrian McDonald and Helen Torrance

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Stephen Burroughes

A. Public Forum - For Members of the Public

None

B. County & District Councillor Reports

No further reports

MINUTES

1. To Appoint a Chair

Lotty Barbour was proposed and elected as Chair.

2. To Appoint a Vice Chair

Richard Chivers was proposed and elected as Vice Chair.

3. To Approve Apologies for Absence

Apologies were Approved and Accepted from Councillor Mobbs.

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

None

5. To Approve the Minutes from the Meeting held on Tuesday 11th March 2025

The Minutes from the Meeting held on Tuesday 11th March 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

6. Finance

a) To Approve the End of Year Accounts 2024/25

Councillors Approved unanimously the End of Year Balance Sheet 2024/25 (*attached*)

b) To Approve the Internal Auditor's Report for 2024/25

Councillors Approved the Internal Auditor's Report for 2024/25 and commented on the following recommendations:

Summary of recommendations

1. Section D members consider building the level of reserves to the equivalent of 75% of 1 year's expenditure – approx. £3,800

Councillors discussed and Agreed to maintain the General Reserve at 50% of the precept, considering it has always been adequate for a small village.

2. Section L that Cratfield pc separately list all transactions over £100 on their website.

Councillors discussed and the Clerk agreed to add this list to the end-of-year accounts on CPC's website.

Signed:

Date:

Cratfield Parish Council

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 Agree to 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 2025-2026

The Internal Auditor requested to be contacted in six months' time regarding next year's Internal Audit.

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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
07/04/2025	credit	VAT Reclaim 01/04/2023-31/03/2024	128.41	
23/04/2025	transfer	Saver Account to Current Account £250.00		
28/04/2025	S/O	Clerk's Salary - April		244.92
30/04/2025	credit	East Suffolk Council Precept Payment	4,500.00	
30/04/2025	D/D	Bank Service Charge		6.00
13/05/2025	1	SALC - Subscription		196.77
13/05/2025	2	Clerk's Expenses April & May		29.63
13/05/2025	3	Peter Strange - Internal Auditor		125.00
		Total	£ 4,628.41	£ 602.32
		Reserves		
		General Reserves		£ 6,196.09
		Restricted Reserves		£ 5,148.18
		Total Funds		£ 11,344.27

g) Play Area Swings & Rubber Chippings Grant – update

The Clerk was pleased to report that CPC had received a grant of £1,150 from East Suffolk Council. This funding will enable the replacement of the swing seats and chains, as well as the purchase of additional rubber chippings for underneath the play equipment in the play park.

Councillors Approved the Clerk to order the items as listed.

7. Planning Applications and Decisions

Applications

The Clerk informed she had not been able to find any information re the following application and had emailed East Suffolk Council.

a) Ref. No: BC/25/0557/FP

Domestic conversion of existing barn - Town Farm North Green Road Cratfield IP19 0QL

Received date: Fri 04 Apr 2025 | Status: Building Work Started

Case Type: Building Control Application

Decisions

None

Signed:

Date:

Cratfield Parish Council

8. Village Matters

a) Tong's Lane

- Councillors discussed the use of Tong's Lane, noting it is frequented by walkers, horse riders, and motorcyclists.
- Motorcyclists often use the lane in groups, sometimes late at night, raising health and safety concerns - particularly the risk to horse riders on the narrow path.
- The East Suffolk Council has been contacted, who in turn spoke with Suffolk County Council Highways and the Police about the issue.
- Councillors agreed to investigate the possibility of downgrading the lane to a bridleway.

Action: AM

b) Play Area

- The play equipment will be inspected by Sovereign Play Equipment inspectors on Friday 16th May 2025. A report will be provided in due course.

c) Millenium Meadow Maintenance

Cllrs confirmed that the grass needs cutting and removing. Brambles also need strimming back, along with a general tidy-up. This work will be carried out soon, in line with when the neighbouring meadow is cut.

d) Village Maintenance – c/f

- **Sunken Manhole Cover** – A Cllr has noted a damaged metal manhole cover near Holly Tree Cottages and will report to Essex and Suffolk Water.

Action: TA

e) Footpath Issues

No issues reported.

f) Allotment Vacancy – update

The Clerk reminded Councillors of a vacant allotment and asked them to inform any interested parishioners.

g) SCC Footpath Leaflet/Map – c/f

9. Correspondence

None

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

a) Mid-Summer Madness – update

Cllr Ackerley reported on the progress of the Midsummer's Madness event, taking place on Saturday 5th July. He has a risk assessment to complete and has booked the Ladies singing group, Station 366, and a folk band called Murphy's Law. There will be a barbecue and bar and it is hoped that attendees will make donations to support the event.

b) To Consider a Bike Tool Store

Councillors discussed a Bike Tool Store for Cratfield and agreed not to pursue.

11. Items for the Next Agenda

None

12. To Confirm the Meeting Dates

- Tuesday 8th July 2025 at 7.30 pm
- Tuesday 9th September 2025 at 7.30 pm

Signed:

Date:

Cratfield Parish Council

- Tuesday 11th November 2025 at 7.30 pm

The meeting ended at 8.40 pm

Signed:

Date: