

Cratfield Parish Council

ANNUAL PARISH MEETING Tuesday 23rd May 2023 at 7.30pm *Cratfield Village Hall*

Present Councillors

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

MINUTES

Chair's Welcome

The Chair welcomed everyone to the meeting.

1. To Receive Apologies

Cllr Chivers, Cllr Marfleet and Cllr Mobbs sent apologies.

2. To Approve the Minutes of the Meeting held on Tuesday 10th May 2022

The minutes from the meeting held on 10th May 2022 were confirmed unanimously as a true and accurate record and signed by the Chair.

3. Matters Arising

None

4. The Chair's End of Year Report

The Chair gave a report (*attached*) and answered questions.

5. Responsible Financial Officer's End of Year Report

The RFO read out the End of Year Accounts (*attached*).

6. County & District Councillors' Yearly Reports

County Councillor Stephen Burroughes gave a verbal summary of his report, now on CPCs website:
<http://cratfield.onesuffolk.net/cratfield-parish-council>

7. To Appoint Representatives and Officers to Village Organisations

None

8. To Receive Community Reports

a) Village Hall

The Chair read out a summary of the report attached.

b) Town Estates Charity Trust

None received

c) Neighbourhood Watch

None received

Signed:

Date:

Cratfield Parish Council

9. To Receive Public Questions

None

The meeting ended at 7.45pm

Chair's End of Year Report

- It was quite a quiet year for CPC with no major issues.
- A grant of £130 was received from ESC for the Swan Green Dog bin.
- A grant of £500 was received from HHCFT which CPC passed onto the Village Hall committee who organised a great and well-attended Platinum Jubilee tea and evening BBQ, which was enjoyed by many.
- CPC gave all the children in the village a Jubilee mug to mark the occasion.
- A grant of £300 was sent to the East Anglian Air Ambulance.
- The Play Area project was completed last year and is well-used and enjoyed by the local children. Thank you to Cllr Adrain McDonald for regularly checking the equipment and making sure it is safe.
- A Coronation plaque was put up on the village sign in May, near the Jubilee plaque to mark King Charles's coronation.
- Many thanks to County & District Cllr Stephen Burroughes for his continued support and welcome to Julia Ewart our newly elected District Councillor.
- Many thanks to all the Councillors (past and present) for their voluntary time and input into the parish.
- Thanks to the Clerk for keeping us all on track and for all her work.

Signed:

Date:

Cratfield Parish Council

Responsible Financial Officer's End of Year Accounts 2022/23

Cratfield Parish Council
Year End 31st March 2023

Receipts and Payments		
2021/22		2022/23
£	Receipts	£
3,500.00	Precept	4,000.00
708.10	Allotment & Land Rent	740.10
106.63	CIL Receipt	-
598.49	VAT reclaim	131.41
500.00	HHCFT Grant	-
30.00	ESC Grant/s	130.00
0.56	Business Saver Interest	12.30
-	Petty cash	-
5,443.78		5,013.81
Payments		
2,392.04	Clerk's Salary	2,597.00
120.00	Clerk's Office Costs	120.00
36.87	Clerk's Expenses	86.33
77.20	Hall Rent	70.00
35.00	ICO - Data Protection Registration	35.00
299.78	Insurance	332.96
130.00	Internal Audit Fee	150.00
-	Maintenance	-
-	Miscellaneous	108.33
-	Play Area Maintenance	-
85.00	Play Area Inspection Fee	90.00
618.50	S137 Grants/Donations	316.00
190.62	Subscriptions	190.67
-	Training	-
50.00	Website Fee	50.00
-	Play Area - Rubber Chippings	274.99
2,248.07	Bus Shelter Landscaping	-
-	Jubilee Plaque & Mugs	325.27
479.41	VAT on payments	131.53
6,762.49		4,878.08
(1,318.71)	Surplus income over expenditure	135.73
8,072.09	Balance b/f	6,753.38
-	Transfer to reserves	-
6,753.38	Balance c/f	6,889.11
Balance Sheet		
Cash at Bank		
1,717.67	Current Account	1,311.10
5,635.71	Business Saving Account	5,648.01
-	Petty Cash	-
-	Uncleared receipts	-
(600.00)	Uncleared cheques	70.00
6,753.38		6,889.11
1,901.68	General Reserves	2,020.97
4,851.70	Earmarked Reserves	4,868.14
6,753.38		6,889.11

The above statement represents fairly the financial position of the Authority as at 31st March 2023 and reflects its receipts and payments during the year.

Signed **Charlotte Barbour - Chair**


Signed **Sally Chapman - Responsible Financial Officer**


Signed:

Date:

Cratfield Parish Council

Cratfield Village Hall Report to the Parish Council, 18 May 2023

During the last year Cratfield Village hall has continued to run the once-a-month pop-up pub. This takes place on the first Friday of the month and is our most important source of revenue. Volunteers man the bar and help set up and clear up afterwards. Food at these events is provided by Cratfield Kitchen, other than a few occasions when Andy Barringer and Natalie Lloyd-Evans have run the kitchen.

A very large crowd came to our Platinum Jubilee tea and evening barbeque last June. Mugs were supplied by the Parish Council and given to children in the village on that day. We benefited from a £500 grant, passed on by the Parish Council, given by the HHCT which paid for the event, and for a hawthorn tree that was planted outside the hall. Other events held at the hall over the year include two well-attended talks, one on local wildlife, another that told the 'behind-the-scenes' story of Chelsea flower show. We have held two acoustic nights at the hall, a French bistro evening, the Christmas fair and a photographic show.

Unfortunately, our annual dog show had to be postponed but we are hoping that this can be run later in the summer.

Coming up are our annual summer barbeques and a Mexican night, the next photographic show and a music or food night.

Our committee has expanded its membership and is now of a healthy size, while two long-standing members, Heather Hargood and Jo Nunn, resigned. Heather served for 21 years and was given a £50 John Lewis voucher in recognition of her service, and Jo received a bouquet of flowers from the committee.

There have been a series of upgrades made to the fabric of the hall, notably a new heating system which replaced the electric element heaters that were suspended from the ceiling. Hot air Dimplex blowers are more flexible in how much heat can be directed into the hall and can provide cool air in the summer. They are more economical to run. They were installed with funding from the Heveningham Hall Charitable Trust (HHCT). At the same time, new LED strip lights replaced the older neon lights, producing a better quality light and saving on electricity.

The men's loos needed some repairs, which were done by local plumber Derek Knight. This entailed plumbing and new pipework and repairs to the floor. The Heveningham Hall Charitable Trust helped us with the cost of this work.

A very small leak in the fabric of the roof was repaired.

A serious blockage of the outside main led to some flooding internally, which was eventually put right by the water company. Their pipework had cracked during the severe heat of summer. Inevitably, our costs have risen in line with those for every other business and institution. Our annual insurance is now in excess of £1100, and of course our electricity and water bills have risen. However, our revenue from the events we put on still covers our outgoings and the balance in the account is healthy.

Natalie Lloyd-Evans
Cratfield Village Hall Committee Chair

Signed:

Date: