

# Cratfield Parish Council

## ANNUAL PARISH MEETING

*Cratfield Village Hall*

**Tuesday 13th May 2025 at 7.30 pm**

**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

**1. To Receive Apologies**

Chris Mobbs and District Councillor Julia Ewart sent apologies

**2. To Approve the Minutes of the Meeting held on 14th May 2024**

The Minutes from the Meeting held on 14th May 2024 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 her End of Year Report (*attached*)

**5. The Responsible Financial Officer's End of Year Report**

The RFO read out her End of Year Report (*attached*)

**6. County Councillor's Annual Report**

County Councillor Stephen Burroughes sent a full report and answered Cllrs questions. Full report on CPC's website: <http://cratfield.onesuffolk.net/cratfield-parish-council>

**7. District Councillor's Annual Report**

No report received.

**8. To Appoint Representatives and Officers to Village Organisations**

Councillors elected Cllr Helen Torrance to be the Village Hall Representative.

**9. To Receive Community Reports from:**

**a) Village Hall**

The Clerk read out a summary of the report received.

**b) Town Estates Charity Trust**

No report received.

**10. To Receive Public Questions**

None

Signed:

Date:

# Cratfield Parish Council

## 4. The Chair's End of Year Report

### CHAIR'S END OF YEAR REPORT 2025 – CRATFIELD PARISH COUNCIL

This year has been productive for Cratfield Parish Council with several key developments.

We changed the Council's bank account to secure better returns, reflecting our commitment to financial responsibility.

The Clerk now uses an official gov.uk email address and website domain, enhancing professionalism and meeting national guidelines.

#### Grants for Worthy Causes

This year, the Parish Council has provided grants to three very worthy causes:

- *Suffolk Accident Rescue Service* – This important service provides vital emergency medical care across the region.
- *East Anglian Air Ambulance* – Offering critical lifesaving air support to those in need, often in hard-to-reach areas.
- *Pear Tree Fund Halesworth* – Supporting those with life-limiting conditions and their families, providing much-needed care and assistance.

We are proud to support these organisations and recognise the essential services they provide to our community.

#### Play Area Maintenance and Improvements

A new 5-year deal with Sovereign Play Equipment Inspectors ensures regular, cost-effective inspections, keeping the play area safe and well-maintained. Special thanks to David Sillet and the Handyman for their continued hard work.

We have also recently secured a grant from East Suffolk Council for rubber chippings and new swing seats, enhancing safety and enjoyment.

My thanks go to the Clerk for her hard work throughout the year. All the Councillors, County Councillor Stephen Burroughes, and District Councillor Julia Ewart for their hard work and support.

**Lotty Barbour**  
**Chair**

Signed:

Date:

# Cratfield Parish Council

## 5. The Responsible Financial Officer's End of Year Report

<b>Cratfield Parish Council</b>		
<b>Year End 31st March 2025</b>		
	<b>Receipts and Expenditure</b>	
<b>2023/24</b>		<b>2024/25</b>
<b>£</b>	<b>Receipts</b>	<b>£</b>
4,100.00	Precept	4,500.00
756.85	Allotment & Land Rent	724.35
58.25	Business Saver Interest	223.00
131.53	VAT Reclaim	108.44
55.50	East Suffolk Council Grant	-
<b>5,102.13</b>		<b>5,555.79</b>
	<b>Expenditure</b>	
2,808.00	Clerk's Salary	2,940.72
144.00	Clerk's Office Costs	144.00
74.25	Hall Rent	60.75
44.89	General Expenses	6.51
35.00	ICO - Data Protection Registration	35.00
370.96	Insurance	391.04
169.00	Internal Audit Fee	177.00
35.00	Village Maintenance	-
62.50	Miscellaneous	-
400.00	Play Area Maintenance	159.72
95.00	Play Area Inspection Fee	399.00
300.00	S137 Grants/Donations	300.00
191.59	Subscriptions	200.30
60.00	Training	-
50.00	Website Fee	50.00
-	Gov.UK Emails & Domain	42.00
-	Bank Charges	71.40
78.54	ESC - Uncontested Election Fee	-
-	Play Area - Rubber Chippings	-
95.83	Jubilee/Coronation Plaque & Mugs	-
108.44	VAT on payments	128.41
<b>5,123.00</b>		<b>5,105.85</b>
(20.87)	Surplus income over expenditure	449.94
6,889.11	Balance b/f	6,868.24
-	Transfer to reserves	-
<b>6,868.24</b>	<b>Balance c/f</b>	<b>7,318.18</b>
	<b>Balance Sheet</b>	
	<b>Cash at Bank</b>	
856.70	Current Account	90.68
6,011.54	Business Saving Account	7,227.50
-	Uncleared Receipts	-
-	Uncleared Expenditure	-
<b>6,868.24</b>		<b>7,318.18</b>
2,061.54	General Reserves	2,250.00
4,806.70	Earmarked Reserves	5,068.18
<b>6,868.24</b>		<b>7,318.18</b>
The above statement represents fairly the financial position of the Authority as at 31st March 2025 and reflects its receipts and expenditure during the year.		
<b>Signed</b>	<b>Charlotte Barbour - Chair</b>	
<b>Signed</b>	<b>Sally Chapman - Responsible Financial Officer</b>	

Signed:

Date:

# Cratfield Parish Council

## 9. Cratfield Village Hall Committee Report - Summary

### Chair's Overview:

- The committee has grown to 17 members, reflecting strong community support.
- Due to family commitments, Andy Barringer is stepping down as Chair. A new Chair is to be elected at the next meeting on Thursday, 15th May.
- A comprehensive 'master file' has been compiled for smooth transition and handover.

### Events:

**Pop Up Pub:** Continues to thrive monthly, with Cratfield Kitchen providing food. Alternatives, including a pizza van and BBQ, are lined up for the summer.

**Photographic Competition:** Paused this year due to the high volunteer requirement versus profit.

**Dog Show:** Celebrated its 12th year with the most successful event yet. Profits covered the annual insurance cost of the Hall.

**Village Hall Talks:** Remain popular with strong attendance; two talks are planned each year.

**Christmas Fair:** The 2024 event was successful, with stallholders already keen to book for 2025 (likely first Sunday in December).

**Other Events/Hires:** Bowls Club continues every other Tuesday. A classic car event is planned for September 2025.

**First Aid Evening:** Following community interest after an ambulance call-out, the Village Hall offered to host a First Aid evening with free hire, marketing, and refreshments, subject to Parish Council support.

The Parish Council decided not to pursue it, and the committee opted not to organise it independently due to existing commitments.

**100 Club:** Membership slightly increased in 2024 following a fresh marketing approach.

**Infrastructure:** Grass Cutting: A local contractor has been employed after issues with the shared mower. A grant application to Heveningham Hall is pending.

**Shed Replacement:** A quote has been secured, and a grant is being sought.

**Benches:** Two timber benches are being replaced with UV-stable recycled plastic benches, pending grant approval. Heveningham Hall has indicated not all projects may receive funding.

**Charity Commission:** The annual return was submitted on time in December last year via the online portal.

### End of Report

Signed:

Date: