

# Cratfield Parish Council

## ANNUAL PARISH MEETING

*Cratfield Village Hall*

**Tuesday 12th May 2026 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:** District Councillor Julia Ewart and one parishioner

**1. Welcome by the Chair of the Parish Council**

The Chair welcomed everyone to the meeting.

**2. To Receive Apologies**

Chris Mobbs sent apologies.

**3. To Approve the Minutes of the Meeting held on 13th May 2025**

[The Minutes from the Meeting held on 13th May 2025 were Confirmed unanimously as a true and accurate record and signed by the Chair.](#)

**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**

The previous County Councillor Stephen Burroughes sent a report – [CPC Website link](#)

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

The District Councillor Julia Ewart sent a report and gave an update – [CPC Website link](#)

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

None

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

**a) Village Hall**

None received.

**b) Town Estates Charity Trust**

None received.

**c) Member of Parliament for Suffolk Coastal Report**

MP Jenny Riddell-Carpenter sent a report– [CPC Website link](#)

**10. To Receive Public Questions**

None

*The meeting end at 7.50 pm*

Signed:

Date:

# Cratfield Parish Council

## 4. The Chair's End of Year Report 2025/26

Over the past year, the Council has continued to focus on maintaining and improving facilities for the benefit of the parish.

At the play area, the rubber bark chippings have been topped up and the swing seats renewed. This work was made possible following the successful award of a £1,150 grant from East Suffolk Council, for which we are very grateful. The Handyman has also carried out general tidying and upkeep of the play area to ensure it remains safe and presentable. Sovereign Play Equipment Inspectors continue to carry out inspections of the play equipment twice a year to maintain safety standards.

To further support public safety, the Council has purchased a London Hearts Bleed Control Kit, which is stored alongside the defibrillator.

The Council has also provided a number of small grants during the year. A grant of £20 was given to the Royal British Legion in place of purchasing a poppy wreath. Grants of £100 each were awarded to Suffolk Accident Rescue Service, East Anglian Air Ambulance, and the Pear Tree Fund in Halesworth.

My thanks go to the Clerk for her continued hard work throughout the year, including another successful internal audit. I would also like to thank all Councillors for their commitment and support.

Finally, I extend my thanks to County Councillor Stephen Burroughes, wishing him well on his retirement and expressing appreciation for his support over many years, and to District Councillor Julia Ewart for her ongoing hard work and assistance.

**Lotty Barbour**  
**Chair**  
**Cratfield Parish Council**

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## 5. The Responsible Financial Officer's End of Year Report Year Ended 31 March 2026

The Council's financial position at the close of the 2025 to 2026 financial year remains stable, with a higher level of income and expenditure compared to the previous year, reflecting additional grant funding and investment in parish assets.

### Receipts

Total receipts increased from £5,555.79 in 2024 to 2025 to £7,203.13 in 2025 to 2026, an increase of £1,647.34. The Precept remained unchanged at £4,500.00. Allotment and land rent also remained consistent at £724.35.

New income was received in the form of an East Suffolk Council grant of £1,150.00 and Community Infrastructure Levy (CIL) funding of £265.92.

Signed:

Date:

# Cratfield Parish Council

## **Expenditure**

Total expenditure increased from £5,105.85 to £6,266.02, an increase of £1,160.17.

A significant one-off expenditure of £1,150.00 was incurred for play area rubber chippings and seats, funded by a grant.

## **Overall Position**

The Council recorded a surplus of £937.11, compared to £449.94 in the previous year, an increase of £487.17.

The balance carried forward increased from £7,318.18 to £8,255.29, an increase of £937.11, in line with the annual surplus.

## **Conclusion**

The Council remains in a sound financial position, with increased reserves and no outstanding liabilities. The additional income received during the year has enabled investment in community assets while maintaining appropriate reserve levels.

**Sally Chapman**  
**Clerk and Responsible Financial Officer**  
**Cratfield Parish Council**

Signed:

Date: