

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 8th July 2025 at 7.30 pm

Councillors Present: Lotty Barbour (Chair), Tim Ackerley, Dan Elford, Chris Mobbs and Helen Torrance

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present:

A. Public Forum - For Members of the Public

None

B. County & District Councillor Reports

The County and District Councillors sent their apologies and reports: <https://cratfield-pc.gov.uk/cratfield-parish-council/minutes/2025>

MINUTES

1. To Approve Apologies for Absence

Apologies were Approved and Accepted from Councillor Chivers and Councillor McDonald.

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

None

3. To Approve the Minutes from the Meeting held on Tuesday 13th May 2025

The Minutes from the Meeting held on Tuesday 13th May 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Finance

a) To Note the Certificate of Exemption has been Registered with the External Auditors

The Clerk confirmed the Certificate of Exemption has been Registered with the External Auditors.

b) To Appoint the Internal Auditor for 2025-2026 – update

The Internal Auditor, Mr Peter Strange has confirmed his appointment for 2025/26.

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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
21/05/2025	4	MonsterMulch - Play Area		727.20
21/05/2025	transfer	ICO - Data Protection		47.00
28/05/2025	S/O	Clerk's Salary - May		244.92
31/05/2025	D/D	Bank Service Charge		6.00
28/06/2025	S/O	Clerk's Salary - June		244.92
30/06/2025	D/D	Bank Service Charge		6.00
08/07/2025	5	SALC Training June - HT		39.60
08/07/2025	6	Clerk's Expenses June & July		24.00
08/07/2025	7	PlayQuip Leisure - Swing Seats		652.80
08/07/2025	8	SALC Training December - HT		39.60
		Total	£ -	£ 2,032.04
		Reserves		
		General Reserves		£ 4,214.36
		Restricted Reserves		£ 5,148.18
		Total Funds		£ 9,362.54

Signed:

Date:

Cratfield Parish Council

d) To Consider a Poppy Wreath or Donation for Remembrance Sunday

Councillor Agreed to donate £20.00 to the Fressingfield branch of the Royal British Legion (RBL).
Cllr Mobbs also agreed to check on the CPC wreath, which is believed to be located in Cratfield Church. If the wreath is found to be in poor condition, a new one will be purchased at a cost of £19.99, excluding delivery.

Action: CM

e) Play Area Swings & Rubber Chippings – update

The Clerk confirmed that East Suffolk Council has Approved a grant of £1,150 towards the new play area swings and rubber chippings.

Cllrs agreed, informally, to put down the chippings in the play area before autumn. Action: Cllrs

5. Planning Applications and Decisions

Applications

a) DC/25/2163/FUL

Conversion of buildings to 2 dwellings

The Firs, Manse Lane, Cratfield, Halesworth, Suffolk IP19 0QD

Councillors reviewed the planning application and Resolved to submit a Neutral response with the following comments:

1. Councillors would have liked more information to support the application.

2. The application contains a factual inaccuracy, stating there are no Listed properties nearby.

This is incorrect: both Coppings and Rookery Farm are Grade II Listed. Neither was included in the list of notified premises.

b) DC/23/0493/FUL Variation of Condition Nos. 2 & 3

(Conditionally Allowed on Appeal Ref - APP/X3540/W/23/3327597 - AP/23/0059/REFUSE)

Construction of 1 x No. Single Storey Dwelling - To change the proposed external cladding & roofing material

Silverleys Barn Silverleys Green Cratfield Halesworth Suffolk IP19 0QJ

Ref. No: DC/25/1955/VOC | Validated: Thu 15 May 2025

Status: Awaiting decision

c) DC/25/1888/CLP

Proposal: Certificate of Lawful Use (Proposed) - Rear Dormer

9 The Street Cratfield Halesworth Suffolk IP19 0BS

Ref. No: | Validated: Fri 09 May 2025

Status: Awaiting decision

d) DC/25/1343/FUL

Proposal: Repair the Old Dairy Barn

Site address: Proposed Barn Conversion, Town Farm, North Green Road, Cratfield, Suffolk

Consultation letter expiry date: 23 June 2025

Status: Pending

e) DC/24/3806/FUL

Holly Tree Farmhouse, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DN

An appeal has been made to the Secretary of State against the decision of East Suffolk Council to refuse planning permission for Construction of Agricultural Storage Building and all associated works.

Status: Appealed

Decisions

None

Signed:

Date:

Cratfield Parish Council

6. Cratfield Town Estate Charity Trust

- a) To Appoint Two Trustees – c/f

7. Village Matters

- a) Tong's Lane – c/f

- b) Play Area – update

Councillors Agreed that the Play Area required the brambles, ivy, and nettles to be cut back, especially along the front hedge and around the shelter. Councillor Ackerley kindly volunteered to carry out this work.

Action: TA

- c) Millenium Meadow Maintenance

The grass at Millennium Meadow has been cut, the bushes trimmed back, and the walkways are now looking tidy. Cllr Ackerley expressed appreciation to the parishioners who helped prepare the site ahead of the Millennium Meadow event.

- d) Village Maintenance – c/f

- e) Footpath Issues

A parishioner reported a serious incident involving footpaths 71 and 36 near Chippenhall Common. His wife fell into an overgrown six-foot ditch, sustaining cuts from briars and brambles. Their dog also suffered an eye injury and required veterinary care. The parishioner was able to assist his wife following a phone call. East Suffolk Council responded promptly the following day by cutting back the footpath and installing new signage.

- f) Allotment Vacancy – update

The Clerk reminded Councillors of a vacant allotment and asked them to inform any interested parishioners. The vacant allotment is being advertised in the parish magazine.

- g) SCC Footpath Leaflet/Map – c/f

8. Correspondence

None

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

- a) East Suffolk Council Free Packs of Daffodil Bulbs Offer

The Clerk has submitted an application to East Suffolk Council for the free Daffodil bulb packs offer.

- b) Local Government Reorganisation

The Clerk has updated CPC's website with information regarding item The Local Government Reorganisation and details of a resident's survey.

- c) Mid-Summer Madness update

Cllr Ackerly reported the Midsummer Madness event last weekend was a great success, with a high proportion of villagers attending. The site looked lovely, the performing groups were well received and a good time was had by those who attended.

Donations of £100 were received at the event and Councils Approved that this be put towards a picnic table for Millennium Meadow. The Clerk was requested to obtain quotations for consideration at the next meeting.

Action: Clerk

- d) Councillor Training - update

Cllr Torrance has undertaken some Councillor training in June, with the second part scheduled for December.

Signed:

Date:

Cratfield Parish Council

e) Church Road

Church Road has been resurfaced, but Councillors are not satisfied with the quality of the work. A request will be made to contact the County Councillor for his comments. **Action: Clerk**

10. Items for the Next Agenda

None

11. To Confirm the Meeting Dates

- Tuesday 9th September 2025 at 7.30 pm
- Tuesday 11th November 2025 at 7.30 pm

The meeting ended at 8:32 pm

Signed:

Date: