

# Cratfield Parish Council

137

## PARISH COUNCIL MEETING

*held by Zoom on*

**Tuesday 9<sup>th</sup> March 2021 at 7.30pm**

**Attended:** Lotty Barbour (Chair), Peter Baker, Chris Mobbs, Michael Oliver, Amy Pritchard, Gloria Steward

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:**

## PUBLIC FORUM

### A. Public Forum – for Members of the Public

None

### B. County & District Councillor Reports

Cllr Stephen Burroughes sent a report, full details on CPC's website:

<http://cratfield.onesuffolk.net/cratfield-parish-council/district-councillor-s-reports>

## MINUTES

### 1. To consider Apologies for Absence

Cllr Chivers – apologies accepted and Cllr Stephen Burroughes

### 2. To record Declarations of Interests and to consider Requests for Dispensation

None

### 3. To Approve the Minutes and Decisions from the last Meeting

**The Minutes from the meeting held on 12th January 2021 were confirmed unanimously as a true and accurate record.**

### 4. Matters Arising from the Minutes above and not on the Agenda

None

### 5. Finance

#### a) To receive the current Financial & Budget Reports & Approve Accounts

**Councillors agreed unanimously the Reports and the following Income & Expenditure**

Date	Details	Income	Amount
26/02/2021	Credit	ESC Grant - Bus Shelter Landscaping	£ 1,586.00
		<b>Total</b>	<b>£ 1,586.00</b>
		<b>Expenditure</b>	
28/01/2021	S/O	Clerk's Salary - January	£ 185.14
28/02/2021	S/O	Clerk's Salary - February	£ 185.14
09/03/2021	100807	Clerk's Expenses February-March & Salary adjustment	£ 48.66
09/03/2021	100808	CAS - Website Hosting	£ 60.00
09/03/2021	100809	Suffolk Accident Rescue Service	£ 100.00
28/03/2021	S/O	Clerk's Salary - March	£ 185.14
		<b>Total</b>	<b>£ 764.08</b>

Signed:

Date:

**b) To consider Grants and Donations**

**Cllrs discussed and resolved unanimously to grant Suffolk Accident Rescue Service £100 and place the remaining £200 in a Grants Reserve.**

**c) Restricted Reserves**

Cllrs considered the next election in May 2023 and noted a contested election would cost approximately £1,000 and adequate reserves should be set aside.

**Cllrs resolved unanimously to place the unspent £50 Miscellaneous budget into an Election Reserve and the VAT reclaim of £250 when received.**

**d) Bus/Play Area Shelter Landscaping**

Cllrs noted the landscaper will be commencing work soon and a ground anchor for the proposed bench has been added to the plan. The Clerk has secured a grant of £1,586 to pay for all the landscaping. The Clerk to obtain quotes for a recycled bench and flowerbox. Cllrs gave thanks to Cllr Stephen Burroughes for the ESC Grant.

**Action: Clerk**

**e) Internal Audit – 20th April 2021**

Cllrs noted the above date.

**6. Annual Review of Policies and Documents**

**Cllrs resolved unanimously to adopt the following Policies and Documents.**

- a) Allotment Policy and Rent
- b) Agriculture Allotments Rent
- c) Asset Register (updated)
- d) Financial Regulations Policy (*updated as NALC's guidance Section 11 footnote*)
- e) Freedom of Information & Publication Scheme Policy (*updated costs*)
- f) General Data Protection Regulations Policy
- g) Internal Control Statement
- h) Planning Procedure Policy (*procedure not changed but re-written*)
- i) Play Area & Millennium Meadow Policy
- j) Play Area Risk Assessment - Covid-19
- k) Risk Assessment
- l) Standing Orders Policy (*updated as NALC's guidance Section 18f & 18g*)

**7. Planning Applications and Decisions**

Cllr noted the following:

**Applications**

- a) The subject building and immediate parking areas are associated with a piggery. It is intended to convert this piggery into a builder's workshop with associated parking and movement aprons.**

Cratfield Lodge Farm Laxfield Road Cratfield Suffolk IP19 0QG

Ref. No: DC/20/3146/FUL | Validated: Wed 26 Aug 2020 | Status: Awaiting decision  
(*comments closed*)

- b) Erection of detached garage building**

9 The Street Cratfield Suffolk IP19 0BS

Ref. No: DC/20/2751/FUL | Validated: Thu 23 Jul 2020 | Status: Awaiting decision  
(*comments closed*)

**Decisions**

- a) Replace the existing 2 x 6ft fence panels & damaged hedge with 6 x 5 ft fence panels & replant a natural hedge in front**

The Brambles Silverleys Green Cratfield Suffolk IP19 0QJ

Signed:

Date:

Ref. No: DC/20/4736/FUL | Received: Fri 20 Nov 2020 | Validated: Fri 04 Dec 2020

Status: Permitted

**b) Visitor Attraction**

Change of use of two thirds of an existing agricultural building to use provide visitor amenities for a new visitor attraction called Fire and Feast.

Ref. No: DC/20/4359/FUL | White House Farm Swan Green Lane Cratfield Suffolk IP19 0QF. Status: Permitted

**8. Village Matters**

**a) Play Area Maintenance**

- Bus/Play Area Shelter Landscaping – work to commence soon.

**b) Village Maintenance**

- Signposts and footpath signs. The Clerk has forwarded a map to Cllrs to mark any signs that need replacing and reporting to SSC.

**c) Village Matters**

- Neighbourhood Watch. No update.

**d) Millennium Meadow Management Plan update**

The new boundary signs are now in place and cuttings and debris from the tidy-up will be removed and placed into pallet enclosures. The wildlife is now increasing.

**e) Flooding Manse Lane – update**

ESC has dug out the ditches exposing the pipework and will return to jet out the pipes down to West Hinder which will hopefully stop the flooding issues. Cllrs were very pleased with the progress so far.

**f) Village Sign Maintenance – No update.**

Cllr Steward and Cllr Baker offered to inspect the sign to see if any maintenance is required.

Action: Cllr Steward & Cllr Baker

**g) Defibrillator**

Cllr Pritchard offered to inspect and check the expiry dates on the pads and battery.

Action: Cllr Pritchard

**9. Correspondence (emails are circulated as received)**

The Clerk has received an email re garden clippings blocking ditches in Church Road which causes flooding and washing mud on the road. Clerk to report after receiving photographs.

Action: Clerk

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

a) Cllrs noted the Clerk attended a Clerks' Networking Zoom event on 24<sup>th</sup> February 2021.

b) Cllrs reported parishioners walking dogs through the Play Area and through the hedge at the bottom. A fence was considered. The Play Area has several signs state No Dogs.

**11. Items for next Agenda**

None

**12. To confirm the Next Meeting Dates:**

- Tuesday 11th May 2021 at 7.30pm – APM & AGM
- Tuesday 13th July 2021 at 7.30pm
- Tuesday 14th September 2021 at 7.30pm
- Tuesday 9th November 2021 at 7.30pm

*The meeting ended at 8.22pm*

Signed:

Date: