

# Cratfield Parish Council

## PARISH COUNCIL MEETING

*Cratfield Village Hall*

**Tuesday 10th March 2026 at 7.30 pm**

**Councillors Present:** Lotty Barbour (Chair), Tim Ackerley (*from 8.05 pm*), Dan Elford, Adrian McDonald, Chris Mobbs and Helen Torrance

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

**Also Present:**

**A. Public Forum - For Members of the Public**

**B. County & District Councillor Reports**

County Councillor Stephen Burroughes sent a report on [website](#)

District Councillor Julia Ewart sent apologies.

### MINUTES

**1. To Approve Apologies for Absence**

Apologies were received from Cllr Chiver's.

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

None

**3. To Approve the Minutes from the Meeting held on 13th January 2026**

The Minutes from the Meeting held on 13th January 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.

**4. Finance**

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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
28/01/2026	S/O	Clerk's Salary - January		£ 252.89
30/01/2026	D/D	Bank Service Charge		£ 6.00
28/02/2026	S/O	Clerk's Salary - February		£ 252.89
28/02/2026	D/D	Bank Service Charge		£ 6.00
10/03/2026	21	Village Hall Invoice - May 2025-March 2026		£ 83.25
10/03/2026	22	Clerk's Expenses February-March		£ 24.00
10/03/2026	23	Stewart Cable Handyman - Play Area Maint.		£ 40.00
10/03/2026	24	Suffolk Accident Rescue Service - Grant		£ 100.00
10/03/2026	25	East Anglian Air Ambulance - Grant		£ 100.00
10/03/2026	26	Pear Tree Fund Halesworth - Grant		£ 100.00
		<b>Total</b>	<b>£ -</b>	<b>£ 965.03</b>
		<b>Reserves</b>		
		General Reserves		£ 2,872.05
		Restricted Reserves		£ 5,340.61
		<b>Total Funds</b>		<b>£ 8,212.66</b>

Signed:

Date:

# Cratfield Parish Council

## b) To Consider Grant Requests

Councillors Agreed to give the following Grants to Local Charities:

Suffolk Accident Rescue Service - £100.00

East Anglian Air Ambulance - £100.00

Pear Tree Fund Halesworth - £100.00

## c) To Consider the General Reserves

Councillors reviewed the General Reserve and Approved that any amount exceeding 50% of the precept be transferred to a Legal Fees Restricted Reserve.

## d) To Note the Internal Audit Date – 20th April 2026

Councillors noted the internal audit date above.

## e) Millenium Meadow Picnic Bench Grant Request – update

The Clerk informed Cllrs that the Heveningham Hall Country Fair Trust (HHCFT) grant request had been refused as the picnic table requested was made of recyclable materials rather than wood. HHCFT advised that a revised application could be submitted for a wooden picnic table.

The Clerk also advised Councillors that an application has recently been submitted to the District Councillor for grant funding towards recycled picnic table and a response is awaited. Cllrs agreed that if this application is not successful, they will reconsider the HHCFT offer at the May meeting.

## 5. Planning Applications and Decisions

To review the listed Planning Applications and any additional Applications received after the Agenda is published.

### Applications

#### a) DC/26/0614/LBC - [Link](#)

Proposal: To install shower room and en-suite on second floor and associated works

Site address: Rookery Farm, Swan Green Lane, Cratfield, Halesworth, Suffolk IP19 0QE

Consultation letter expiry date: 13 March 2026 | Status: Awaiting decision

Councillors Resolved to submit a Neutral response with no comments.

#### b) DC/26/0322/FUL - [Link](#)

Proposal: Add a new garden room extension onto the existing property, along with a new 'infill' extension to provide a new utility room.

Site address: School Farm, Church Road, Cratfield, Halesworth, Suffolk IP19 0BU

Consultation letter expiry date: 13 March 2026 | Status: Awaiting decision

Councillors Resolved to submit a Neutral response with no comments.

#### c) DC/26/0071/LBC

Listed Building Consent - Retention of works previously undertaken - Alterations to existing attic bedrooms to include a shared family bathroom

Poplar Farm Silverleys Green Cratfield Suffolk IP19 0QJ

Validated: Wed 28 Jan 2026 | Status: Awaiting decision (*comments closed*)

#### d) DC/25/4873/FUL

Construction of a Garden Building with Small Workshop - containing garden machinery and toilet.

Town House Church Road Cratfield Halesworth Suffolk IP19 0BU

Validated: Tue 03 Feb 2026 | Status: Awaiting decision (*comments closed*)

#### e) DC/25/4554/FUL

Renovation and Alternations to Grade II Listed Farmhouse. Replacement entrance porch and lean-to extensions. Single storey modern extension to West Gable. Erection of ancillary Cart lodge and Annexe Buildings.

The Gables Silverleys Green Cratfield Suffolk IP19 0QJ | Status: Awaiting decision

At the January meeting: Councillors Resolved to submit a Neutral response with no comments

Signed:

Date:

# Cratfield Parish Council

**f) DC/25/4555/LBC**

Listed Building Consent - Renovation and Alternations to Grade II Listed Farmhouse. Replacement entrance porch and lean-to extensions. Single storey modern extension to West Gable. Erection of ancillary Cart lodge and Annexe Buildings.

The Gables Silverleys Green Cratfield Suffolk IP19 0QJ

Validated: Mon 05 Jan 2026 | Status: Awaiting decision

At the January meeting: [Councillors Resolved to submit a Neutral response with no comments](#)

## Decisions

**g) DC/25/4346/FUL**

Erection of Agricultural Storage Building and all associated works

Holly Tree Farmhouse Bell Green Cratfield Halesworth Suffolk IP19 0DN

Validated: Wed 03 Dec 2025 | Status: Refused

**h) DC/25/4172/FUL**

Construction of a single storey extension to existing courtyard garage with a pantile pitched roof over both, including provide door access to courtyard from existing converted barn and install solar panels to courtyard and cart lodge rooves.

Old Hall Farm North Green Cratfield Halesworth Suffolk IP19 0DS

Validated: Tue 18 Nov 2025 | Status: Permitted

## 6. Annual Review of Policies and Statutory Documents

An amendment was made to the Allotment Policy and clarification requested for the Asset Register and the Planning Applications Policy.

[Councillors then Approved all Policies and Statutory Documents.](#)

**a) Allotment Policy**

**b) Asset Register - *updated***

**c) Biodiversity Policy**

**d) Councillor Code of Conduct**

**e) Data Retention and Disposal Policy**

**f) Financial Regulations**

**g) Financial Reserves Policy**

**h) Freedom Of Information Policy and Publication Scheme**

**i) General Data Protection Regulations Policy, Privacy Notice & Data Information Audit**

**j) Health and Safety Code of Practice - *new***

**k) Information Technology Policy - *new***

**l) Internal Control Statement**

**m) Online Banking Policy**

**n) Planning Applications Policy and Scheme of Delegation – *new***

**o) Play Area and Millennium Meadow Policy**

**p) Risk Assessment**

**q) Standing Orders**

**r) Subject Access Request and Procedure Policy**

Signed:

Date:

# Cratfield Parish Council

## 7. Village Matters

### a) Manse Lane Flooding

The Clerk advised that Manse Lane flooding had been reported to the County Councillor. A Cllr also informed that the area had been marked where the pipe outlet is blocked and it is hoped that Suffolk County Council will clear the blockage in due course.

### b) Defibrillator Pads

Cllr Elford confirmed had received new defibrillator pads, which have been fitted to the defibrillator. The Clerk updated The Circuit (National Defibrillator Network) and recorded the new expiry date of August 2028.

### c) Tong's Lane

Cllr McDonald provided an update on Tongs Lane regarding possible change to its status. It is currently classed as an unclassified road used as a public path (RUPP) rather than a by-way open to all traffic (BOAT). There are potentially two ways of changing the status from an unclassified road to a bridleway - one requires a Magistrates' Order under section 116 of the Highways Act 1980; alternatively, if there is actual evidence of the status being lower, Suffolk County Council may be able to update their records to reflect this. Cllr McDonald will liaise further with Suffolk County Council over the procedure for such a change. Action: AM

### d) The Street Parking

Cllrs discussed parking on The Street and the difficulties arising from Number 1, which has been sold, meaning occupiers of Number 2 can no longer park on the land in front of their house. Cllrs instructed the Clerk to write to Flagship Housing to request a dropped curb, which would enable the occupiers to park on this land and improve safety, as they are currently forced to park on a bend in the road. A Cllr also agreed to speak to the occupiers of Number 2.

### e) Play Area

#### - Handyman – update

The Handyman has returned to trim the hedge around the play area, which he was unable to do previously due to bad weather. Cllrs have agreed that in autumn/winter, the tree leaning into the play area, should be removed. However, this work cannot be carried out at present due to bird nesting.

### f) Millenium Meadow

#### - Millenium Meadow Madness Event – 11th July 2026 – update

Cllr Ackerley provided a brief update on the event plans. The date has now been changed to 11th July, and he requested the Clerk to forward a risk assessment, which she will submit to the insurance company prior to the event. Action: Clerk

### g) Village Maintenance

#### - Fly-tipping at Huntingfield Road – update

Cllrs confirmed that the fly-tipping has been cleared by East Suffolk Council.

### h) Footpath Issues

None reported

### i) Allotments – update

No issues reported

### j) SCC Footpath Leaflet/Map – update

The leaflet/map is still with Suffolk County Council awaiting.

Signed:

Date:

# Cratfield Parish Council

## k) Cratfield Neighbourhood Plan/Vision

Cllr Torrance has placed a notice in Cratfield News, the Parish magazine, and has received some interest. In due course, a meeting of all interested parties will be arranged. The Clerk stated that she will also publish a notice on CPC's website.

Action: Clerk

## 8. Correspondence

### a) Free Wildflower Seeds

East Suffolk Council has kindly sent the Clerk some seeds.

Councillors Agreed to donate them to Laxfield Primary School.

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

### a) Silverleys Green Sharp Bend Sign – update

County Councillor Burroughes informed that he had prepared a locality budget for a sign from his new allocation, available from April. However, as elections in May will now proceed, his budget will not be available and he will be standing down in April. The Clerk will contact his successor after 7 May regarding the request.

Action: Clerk

### b) Website Statistics 2025-26

The statistics for 2025/26 show 2,051 views and 412 active users. In 2024/25 there were 1,377 views and 338 active users, representing an increase of 674 views and 74 active users.

### c) Village Pump

Cllr Elford informed that he had been reviewing the old minutes and noted that the Village Pump was mentioned in November 1982. He will pass this information on to the new owners of the property where the pump stands.

## 10. Items for the Next Agenda

None

## 11. To Confirm the Meeting Dates

- Tuesday 12<sup>th</sup> May 2026 at 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Tuesday 14<sup>th</sup> July 2026 at 7.30 pm
- Tuesday 8<sup>th</sup> September 2026 at 7.30 pm
- Tuesday 10<sup>th</sup> November 2026 at 7.30 pm

*The meeting ended at 9.00 pm*

Signed:

Date: