

Cratfield Parish Council

ANNUAL PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 12th May 2026 at 8.00 pm

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford, Adrian McDonald, Chris Mobbs and Helen Torrance

Clerk & Responsible Financial Officer: Sally Chapman

Also Present: one parishioner

A. Public Forum - For Members of the Public

A parishioner proposed that the Parish Council explore options for supporting Dark Sky initiatives or recognised Dark Sky status to help protect the village's naturally dark environment. Potential benefits highlighted included preserving rural character, reducing light pollution, supporting wildlife and biodiversity, enhancing enjoyment of the night sky, and encouraging appropriate future lighting standards. No immediate commitments or expenditure were proposed at this stage, only an initial review of possible options for the village. Cllrs asked several questions and expressed interest in the potential status designation.

B. County & District Councillor Reports

Cllrs noted that Annette Dunning was elected as the new County Councillor for the Halesworth Division at the elections held on Thursday 7th May 2026.

District Councillor Julia Ewart sent a report: [CPC's website](#)

MINUTES

1. To Appoint a Chair

[Lotty Barbour was Proposed and Elected as Chair and signed the Declaration of Acceptance of Office form.](#)

2. To Appoint a Vice Chair

[Richard Chiver's was Proposed and Elected as Vice Chair and signed the Declaration of Acceptance of Office form.](#)

3. To Approve Apologies for Absence

[Apologies were Accepted and Approved from Cllr Mobb's.](#)

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

Cllr Torrance declared a Declarations of Interest in point 7.a) as the homeowner.

5. To Approve the Minutes from the Meeting held on 10th March 2026

[The Minutes from the Meeting held on 10th March 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

6. Finance

All documents can be found on [CPC's website](#)

a) To Approve the End of Year Accounts 2025-2026

[Councillors unanimously Approved the End of Year Accounts 2025/26](#)

b) To Approve the Internal Auditor's Report for 2025-2026

[Councillors Approved the Internal Auditor's Report 2025/26](#)

Signed:

Date:

Cratfield Parish Council

c) To Approve the Annual Audit Return Sections 1 & 2

Councillors unanimously Approved the Annual Audit Return and the Chair and RFO signed the Annual Audit Return Sections 1 & 2.

d) To Agree to a Certificate of Exemption from a Limited Assurance Review

Councillors Agreed unanimously to certify themselves as Exempt from a Limited Assurance Review and the Chair and RFO signed the Certificate of Exemption.

e) To Appoint the Internal Auditor for 2026-2027

Councillors Resolved to Appoint the Internal Auditor Trevor Brown for 2026-27.

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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
01/04/2026	-	Opening Balance c/f		
07/04/2026	credit	East Suffolk Council Grant - Picnic table	£ 573.00	
28/04/2026	S/O	Clerk's Salary - April		£ 252.89
29/04/2026	credit	East Suffolk Council Precept Payment	£ 4,600.00	
30/04/2026	transfer	Bank - Service Charge		£ 7.00
12/05/2026	1	SALC - Subscription		£ 197.60
12/05/2026	2	Clerk's Expenses		£ 31.59
12/05/2026	3	Trevor Brown - Internal Auditor		£ 205.20
		Total	£ 5,173.00	£ 694.28
		Reserves		
		General Reserves		£ 6,728.72
		Restricted Reserves		£ 6,005.29
		Total Funds		£ 12,734.01

g) Millenium Meadow Picnic Bench Grant – update

The Clerk informed Councillors that, with the assistance of District Councillor Ewart, the Parish Council had been successful in securing a £573.00 East Suffolk Council grant for the purchase of a picnic bench for Millennium Meadow. Cllr Ackerley to arrange delivery. **Action: TA**

7. Planning Applications and Decisions

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

Applications

a) DC/26/1257/FUL - [Link](#)

Cllr Torrance declared a Declarations of Interest as the homeowner and did not comment.

Proposal: Rear conservatory.

Site address: Yew Trees, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DL

Consultation letter expiry date: 11 May 2026

Status: Awaiting decision

[CPC Resolved to submit a Support response with no comments.](#)

b) DC/25/4873/FUL - [Link](#)

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*)

Signed:

Date:

Cratfield Parish Council

- c) **DC/25/4554/FUL** – [Link](#)
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: [CPC Resolved to submit a Neutral response with no comments](#)
- d) **DC/25/4555/LBC** - [Link](#)
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: [CPC Resolved to submit a Neutral response with no comments](#)

Decisions

- e) **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: Status: Permitted
- f) **DC/26/0071/LBC** - [Link](#)
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: Permitted
- g) **DC/26/0608/DRC** - [Link](#)
Discharge of Condition No.3 of DC/25/2880/FUL - To demolish existing garage, build a two-storey side extension, single-storey rear extension, front porch, detached single garage with attached car port and greenhouse. - Details of Proposed red brick material submitted.
Poachers Farm Bell Green Cratfield Halesworth Suffolk IP19 0DN
Validated: Mon 16 Feb 2026 | Status: Permitted
- h) **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: Permitted
- h) **DC/26/1006/CON** - [Link](#)
Consultation - Installation of a 11m medium wooden pole.
O/S Whipple Tree Cottage Bell Green Cottage Bell Green Cratfield Suffolk
Validated: Mon 09 Mar 2026
Status: Objections
- i) **DC/26/0865/CON** - [Link](#)
Consultation - Installation of a 11m medium wooden pole.
Land Adjacent Bell Green Cottage Bell Green Cratfield Suffolk
Validated: Wed 04 Mar 2026
Status: Objections

Signed:

Date:

Cratfield Parish Council

8. Village Matters

a) Manse Lane Flooding – update

Cllr Elford informed Councillors that three years ago Suffolk County Council cleared the ditch which had caused flooding at Manse Lane and advised adjoining property owners that they were responsible for maintaining the ditch in front of their properties. Recently, the ditch in front of West Hinder, Field Cottage and The Willows had been cleared by a contractor at the homeowners' expense. The Council hoped that other homeowners would also ensure that ditches adjoining their properties are kept clear and properly maintained to help avoid future flooding.

b) Tong's Lane – update

Cllr McDonald is drafting a letter to Suffolk County Council regarding the status of Tong's Lane.

Action: AM

c) The Street Parking – update

The Clerk is in discussion with Flagship Housing regarding parking issues in front of No. 2 The Street.

d) Play Area

The Clerk informed Councillors that the recent Play Area Inspection Report had been received and was pleased to report that all items identified were considered low risk.

e) Millenium Meadow

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

Cllr Ackerley provided an update on the event.

f) Village Maintenance

Cllrs agreed that the notice board outside the play area was no longer fit for purpose and that quotations and potential grant funding opportunities should be explored for its replacement.

Action: Clerk

g) Footpath Issues

None reported

h) Allotments – update

Cllrs agreed to carry out an allotment inspection. The Clerk would supply an allotment plan.

Action: Clerk

i) SCC Footpath Leaflet/Map – update

The Chair was pleased to circulate the new footpath leaflet and informed Councillors that 1,000 copies had been printed. A notice would be placed in the village magazine and copies made available in the church, village hall and local holiday accommodation. The Clerk will place a copy on CPC's website with a downloadable link.

Action: Clerk

j) Cratfield Neighbourhood Plan/Vision – update

Cllr Torrance reported that a recent meeting had been held with nine parishioners to gather initial thoughts and suggestions for a new plan, which could include village assets, biodiversity and buildings. Further groundwork would continue before any formal proposal is brought forward.

9. Correspondence

a) Grant Thank You Letters

Letters of thanks had been received from East Anglian Air Ambulance and Suffolk Accident Rescue Service for the recent grants awarded by the Council.

b) Church Lane

An email had been received regarding fly tipping in a ditch along Church Lane. The Clerk had reported the matter to Suffolk County Council.

Signed:

Date:

Cratfield Parish Council

c) Open Farm Event

Cllrs were informed that an Open Farm Day was being planned at Abel's Farm, date to be confirmed, including a farm walk at 2.30 pm and an opportunity to hear about the farm's environmental work.

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

a) Dark Skies for Cratfield

Councillors resolved to support the initial Dark Skies status initiative for Cratfield.

b) Website Statistics 2025-26

The Clerk informed Councillors that the Cratfield Parish Council website had received an additional 781 visits and 84 more users in the last year compared to the previous year. Total views 2,294 and 452 users.

c) Silverleys Green Sharp Bend Sign – c/f

The Clerk informed Councillors that she would contact the new County Councillor regarding the requested sharp bend warning sign at Silverleys Green.

Action: Clerk

11. Items for the Next Agenda

None

12. To Confirm the Meeting Dates

- Tuesday 14th July 2026 at 7.30 pm
- Tuesday 8th September 2026 at 7.30 pm
- Tuesday 10th November 2026 at 7.30 pm

The meeting ended at 8.55 pm

Signed:

Date: