

**PARISH COUNCIL MEETING**  
*held by Zoom on*  
**10<sup>th</sup> November 2020 at 7.30pm**

**Attended:** Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker, Chris Mobbs, Amy Pritchard

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

**Also Present:** County & District Councillor Stephen Burroughes

## PUBLIC FORUM

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

No questions

**B. County & District Councillor Reports**

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

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

- **Manse Lane** - Cllrs discussed the excessive yearly flooding in Manse Lane and Cllr Burroughes agreed to arrange a SCC Engineer to visit as soon as possible and meet with Cllrs.

- **Silverleys Green/Tongs Lane** – Cllr Chivers reported he had not received a satisfactory response or any action from SCC re flooding at Silverleys Green/Tongs Lane and reported blocked road gullies which had not been cleared for many years. Cllr Burroughes agreed to chase this issue.

## MINUTES

**1. To consider Apologies for Absence**

Cllr Oliver and Cllr Stewart – apologies accepted

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

None

**3. To Approve the Minutes from the meeting held on 8<sup>th</sup> September 2020**

[The Minutes from the meeting held on 8<sup>th</sup> September 2020 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) Clerk's Salary**

*At NALC's recent salary increase the Clerk noted she was not being paid the correct hourly rate. The Internal Auditor advised (email circulated) the pay scale changed in 2018 and the Clerk asked him to calculate the correct increase from 1<sup>st</sup> April 2020 (foregoing 2018 and 2019), which is £10.75pcm/£2.48pw.*

[Councillors agreed unanimously to correct the Clerk's salary as stated above from 1<sup>st</sup> April 2020.](#)

Signed:

Date:

**b) To receive the current Financial and Budget Report & Approve Payments**

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

Date	Details	Income	Amount
24/09/2020	Credit	Allotment Rent	£ 32.50
30/09/2020	Credit	ESC Precept - 2nd Instalment	£ 1,750.00
02/10/2020	Credit	Allotment Rent	£ 16.25
05/10/2020	Credit	Land Rent	£ 545.62
05/10/2020	Credit	Allotment Rent	£ 16.25
20/10/2020	Credit	Allotment Rent	£ 32.50
23/10/2020	Credit	Allotment Rent	£ 16.25
27/10/2020	Credit	Allotment Rent	£ 16.25
30/10/2020	Credit	Allotment Rent	£ 65.00
		<b>Total</b>	<b>£ 2,490.62</b>
		<b>Expenditure</b>	
28/09/2020	S/O	Clerk's Salary - September	£ 185.14
28/10/2020	S/O	Clerk's Salary - October	£ 185.14
10/11/2020	100801	Annual Play Inspection	£ 96.00
10/11/2020	100802	Clerk's Expenses October-November	£ 27.20
10/11/2020	100803	Clerk's backpay from April-September 2020	£ 64.48
		<b>Total</b>	<b>£ 557.96</b>

**c) To agree the Budget and Precept 2021-22**

*Councillors discussed the Budget and Precept for 2021-22 and agreed unanimously the Budget and to keep the Precept at £3,500 the same as the previous year.*

**d) Bus Shelter Timetable Case**

*No payment made as yet.*

**6. Planning Applications and Decisions**

Cllrs noted the following:

**Applications**

**a) Non-Material Amendment of DC/19/4432/FUL**

Conversion of outbuilding to outdoor kitchen, conversion of outbuilding to annexe and erection of greenhouse. New carport to front. Replacement windows - Reduction in size and alterations to greenhouse.

Old Hall Farm North Green Cratfield Suffolk IP19 0DS

Ref. No: DC/20/4240/AME | Validated: Tue 27 Oct 2020 | Status: Awaiting decision

*Councillors discussed and agreed to support his application.*

**b) Proposed porch and window replacement**

School View Cottage School Corner Cratfield Halesworth Suffolk IP19 0BN

Ref. No: DC/20/3395/FUL | Validated: Mon 07 Sep 2020 | Status: Awaiting decision

(comments closed)

**c) Listed Building Consent - Proposed porch and window replacement**

School View Cottage School Corner Cratfield Halesworth Suffolk IP19 0BN

Ref. No: DC/20/3396/LBC | Validated: Mon 07 Sep 2020 | Status: Awaiting decision

(comments closed)

Signed:

Date:

- d) **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)

- e) **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**

None

## **7. Village Matters**

- a) **Play Area Maintenance**

### **- New Bus/Play Area Shelter – update**

The Clerk informed the contractor has advised he is now starting work on the frame of the new building in his workshop and it should be in place before Christmas.

- Landscaping around the new building still to be decided on and the Clerk to have an on-site meeting with Cllr Peter Baker. County Councillor Stephen Burroughes kindly informed he has grant money up to March the Council could apply for landscaping.

### **- Play Equipment Annual Inspection – update**

The Play Equipment Annual Report has been circulated and only one advisory:

*Repair/Maintenance recommended Loose fill levels are too low to provide adequate protection. Recommend fork over and top up (with Loose Fill that complies with EN1176 recommendations) as required to maintain minimum depth (usually 300mm) currently 200mm - Low risk.*

Cllr Baker informed he has more chippings and they will be put down and weeds removed.

### **- Chestnut Tree**

Cllr Baker advised the lower branches have been removed to ease grass cutting and to make it safer for playing children. Cllrs thanked Cllr Baker for his work.

- b) **Village Maintenance**

None

- c) **Village Matters**

- Neighbourhood Watch no issues.

- Flooding in Silverleys Green/Tongs Lane as discussed in the public forum.

- d) **Allotments – update**

All twelve allotments are let and the annual payments received.

- e) **Millennium Meadow**

Management Plan no update

- f) **Flooding Manse Lane – c/f**

As discussed in the public forum.

- g) **Village Sign Maintenance - update**

The Clerk has been advised a parishioner has agreed to maintain the sign and the Council will support with any required materials.

## **8. Correspondence (emails are circulated as received)**

None

Signed:

Date:

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

The Clerk advised she will be attending a SALC's Clerks Networking event via zoom in December.

**10. Items for next Agenda**

None

**11. To confirm the Next Year's Meeting Dates:**

- Tuesday 12th January 2021 at 7.30pm
- Tuesday 9th March 2021 at 7.30pm
- 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 8.20pm***

Signed:

Date: