

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 9th September 2025 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: County Councillor Stephen Burroughes & District Councillor Julia Ewart

A. Public Forum - For Members of the Public

None

B. County & District Councillor Reports

District Councillor Julia Ewart gave a summary on:

- The new Suffolk Coastal Local Plan statutory five-year review assessment and the update to the Interim Housing Position Statement to incorporate the Local Plan. She advised that the document requires scrutiny and that a Cabinet Meeting for Planning will be held in the near future to approve the new policy.
- She confirmed that she is aware of the issues with Tongs Lane and is working with a Community Officer.
- The Chair thanked the District Councillor for her valuable input in the recent Planning Meeting.

County Councillor Stephen Burroughes reported:

- One new Unitary Council for Suffolk is considered the best option for the County. The One Suffolk Business Case proposal includes the development of regional satellite offices around the County. If Suffolk does not submit its own Business Case, Government may impose an alternative structure, which could include the appointment of one Mayor for Suffolk and Norfolk. The Business Case will be presented next Tuesday.
- The Councillor also referred to the Government White Paper on Special Educational Needs, noting the increasing number of children placed in unsuitable schools.
- Regarding the proposed pylons for the National Grid Norwich to Tilbury project, Suffolk and Norfolk residents are objecting due to the potential impact on the landscape. Local input from Parish Councils is considered essential and Suffolk County Council emphasises the importance of personal input.
- Cllrs were informed there may be funding opportunities to install Wi-Fi provision for villages.
- Full report: <https://cratfield-pc.gov.uk/cratfield-parish-council/minutes/2025>

MINUTES

1. To Approve Apologies for Absence

[Apologies were received and accepted from Councillor Chivers.](#) Cllr Mobbs – absent

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

None

3. To Approve the Minutes from the Meeting held on Tuesday 8th July 2025 & Wednesday 23rd July 2025

[The Minutes from the Meetings held on Tuesday 8th July 2025 & Wednesday 23rd July 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

Signed:

Date:

Cratfield Parish Council

4. Finance

a) Certificate of Exemption for 2024/25

Cllrs noted the External Auditors Notification of Exempt Status 2024/25 - No Review to be Performed.

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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
28/07/2025	S/O	Clerk's Salary - July		£ 244.92
29/07/2025	9	Clrk's Salary Backpay - Apr-July		£ 31.88
31/07/2025	D/D	Bank Service Charge		£ 6.00
05/08/2025	transfer	ESC Grant - Play Area	£ 1,150.00	
07/08/2025	transfer	VAT Reclaim 01.04.2025-31.07.2025	£ 244.14	
28/08/2025	S/O	Clerk's Salary - August		£ 252.89
31/08/2025	D/D	Bank Service Charge		£ 6.00
09/08/2025	10	RBL Fressingfield - Grant		£ 20.00
09/08/2025	11	Clerk's Expenses August & September		£ 24.00
09/08/2025	12	Zurich Insurance		£ 351.00
		Total	£ 1,394.14	£ 936.69
		Reserves		
		General Reserves		£ 4,671.81
		Restricted Reserves		£ 5,148.18
		Total Funds		£ 9,819.99

c) To Consider and Review the Insurance Quotations

Councillors Considered and Reviewed the Insurance Quotations and Agreed unanimously to Approved the Zurich Insurance quotation.

d) To Consider the Millenium Meadow Picnic Bench Quotations

Councillors reviewed the three quotations and approved the quotation from Earth Anchors for £673 exluding VAT. Councillor Ackerley informed the Council that the Millennium Meadow Event would donate £100 towards the cost. The Clerk was requested to contact Hevingham Hall Country Fair Trust to apply for a grant.

Action: Clerk

e) To Note the Clerk's NALC Contract Salary Award

Councillors noted the Clerk's NALC Contract Salary Award.

f) Royal British Legion Donation – Fressingfield Branch – update

The Clerk informed the Council that she had now received the Royal British Legion Fressingfield Branch bank details.

g) Play Area Swings & Rubber Chippings Grant – update

The Clerk informed the Council that CPC had now received the grant of £1,150 from East Suffolk Council for the new play swing seats and the bark chippings for the play area.

5. Planning Applications and Decisions

Cllrs noted the following:

Applications

a) DC/25/2880/FUL

Poachers Farm, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DN

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.

Signed:

Date:

Cratfield Parish Council

Comments closed: 28th August 2025

Status: Awaiting Decision

b) 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: Appeal

[Councillors Resolved to OBJECT to this planning application with comments at the 23rd July 2025 Meeting.](#)

Decisions

c) 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: Permitted

d) DC/25/1888/CLP

Certificate of Lawful Use (Proposed) - Rear Dormer

9 The Street Cratfield Halesworth Suffolk IP19 0BS

Status: Permitted

e) 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: Permitted

6. Cratfield Town Estate Charity Trust

a) To Appoint Two Trustees

[Councillors Resolved to Appoint Lotty Barbour and David Sillet to the Cratfield Town Estate Charity Trust.](#)

7. Village Matters

a) Tong's Lane

Councillor McDonald informed he would contact the Suffolk County Council Public Rights of Way

Officer to discuss Tongs Lane.

b) Play Area

- Rubber Chippings

The new chippings will be laid as soon as possible.

- Front Hedge

Cllrs agreed the front hedge is in a poor state and asked the Clerk to obtain some quotations to replace with a hedge.

Action: Clerk

- Autumn Tidy

[Councillors discussed and requested the Handyman to carry out an autumn tidy of the play area, including cutting the hedges, strimming around the borders and underneath the play equipment, and completing a general autumn tidy.](#)

Action: Clerk

Signed:

Date:

Cratfield Parish Council

c) Millenium Meadow

Cllrs informed the Millennium Meadow will receive an autumn tidy before winter.

d) Village Maintenance

None

e) Village Pump at Potters Roost

The village pump was discussed, and two Councillors agreed to visit the homeowner to discuss the matter.

f) Footpath Issues

None reported

g) Allotment Vacancy – update

The Clerk reminded Councillors that there is still one allotment available and that invoices for the annual rent will be distributed this month to the allotment holders.

h) SCC Footpath Leaflet/Map – c/f

8. Correspondence

a) Tree

A parishioner has reported that there is a large dying ash tree at Bell Green, next to the road, with concerns regarding utility cables and the risk of it falling on buildings. The Clerk has reported the matter to Suffolk County Council.

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 – c/f

b) Church Road – Resurfacing

The Clerk reported the poor resurfacing of Church Road to Suffolk County Council, who have advised that they will not be taking any further action.

10. Items for the Next Agenda

a) Budget & Precept Setting

11. To Confirm the Meeting Dates

- Tuesday 11th November 2025 at 7.30 pm

The meeting ended at 8:50 pm

Signed:

Date: