

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 10th January 2023 at 7.30pm

Councillors Present

Lotty Barbour (Chair), Richard Chivers (Vice Chair), Dan Elford, Caroline Marfleet, Adrian McDonald.

Clerk/Responsible Financial Officer: Sally Chapman

Also Present: one parishioner

A. Public Forum – for Members of the Public

The parishioner present reported four large potholes on Spong Lane.

Clerk to report

B. County & District Councillor Reports

Cllr Stephen Burroughes sent apologies and a report on CPC's website:

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

MINUTES

1. To consider Apologies for Absence

Apologies were received and accepted from Cllr Mobbs.

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

None

3. To Approve the Minutes from the Meeting held on 8th November 2022

The Minutes from the meeting held on 8th November 2022 were amended from Councillor Jean Marfleet (incorrect first name) to Councillor Caroline Marfleet and then confirmed unanimously as a true and accurate record and signed by the Chair.

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

None

5. To Consider Co-option to fill the Casual Vacancy

The Clerk informed there were two applications for the Casual Vacancy and the applications were circulated to all Councillors.

Councillors resolved unanimously to co-opt Mr Tim Ackerley onto the Council and gave him a warm welcome.

Mr Ackerley signed the Acceptance of Office document and joined the meeting.

6. Finance

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

Councillors resolved unanimously to approve the following Receipts and Expenditure.

Signed:

Date:

Cratfield Parish Council

DATE	REF.	DETAILS	INCOME	EXPENDITURE
28/11/2022	S/O	Clerk's Salary - November		£ 199.29
05/12/2022	credit	ESC Grant - Swan Green Dog bin	£ 130.00	
28/12/2022	S/O	Clerk's Salary - December		£ 216.67
09/01/2023	BACS	Allotment payment	£ 16.25	
10/01/2023	100841	Clerk's Expenses December & January		£ 20.00
10/01/2022	100842	Advancescape - Dog Bin		£ 130.00
		Total	£ 146.25	£ 565.96

b) To Appoint the Internal Auditor for 2022-23

The Clerk advised the previous Internal Auditor has now retired and she had received a quotation from the Suffolk Association of Local Councils (SALC):

- Turnover £5,001 to £15,000 – internal audit fee £169.00 (last year's cost £150.00)

Councillors agreed unanimously to accept the Suffolk Association of Local Councils quotation of £169.00.

c) New Dog Waste Bin at Swan Green – update

The grant for £130 from County Councillor Stephen Burroughes has been received and the new dog bin ordered. Cllr Chivers agreed to install the dog bin.

Action: Cllr Chivers

d) To Consider becoming Trustees for the Village Staging

Cllr Ackerley advised Cllrs that a grant had been received from Heveningham Hall Country Fair Trust for staging and it has been purchased for village events.

Councillors agreed to add the staging to CPCs asset register and insure it for £2,500 (cost price) but CPC would not be responsible for maintenance, repairs or storage.

7. Planning Applications and Decisions

Applications

Cllrs noted the following:

a) Reference: DC/22/4784/FUL

Construct Entrance Gates at The Site Entrance

Swan Green Farmhouse Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Application Received | Tue 06 Dec 2022

Status: Awaiting decision

b) Reference: DC/22/3204/FUL

Change of Use of Redundant Cart Shed to Single Dwelling and All Associated Works

Holly Tree Barns Bell Green Cratfield Suffolk IP19 0DN

Validated: Thu 11 Aug 2022 | Status: Awaiting decision (comments closed)

c) Reference: DC/21/4022/FUL

Conversion of Redundant Barn to Residential to be used as an Annexe for The Barn

The Barn Town Farm North Green Road Cratfield Suffolk IP19 0QL

Status: Awaiting decision (comments closed)

Decisions

d) Reference: DC/22/3403/FUL - AMENDED PLANS

Erection of 2 Bay Garage, Gym and Studio/Home Working Space in Place of Extant Permission for 2 Bay Garage

The Silver House, Silverleys Green, Cratfield, Halesworth, Suffolk, IP19 0QJ

Status: Permitted

Councillors resolved to **OBJECT** to this planning application at the 27th September 2022 meeting.

Signed:

Date:

Cratfield Parish Council

e) Notice of Confirmation of Public Path Order Highways Act 1980

East Suffolk Council (Cratfield Footpath No 34 (Part) Public Path Diversion Order 2022)

On 15 December 2022 East Suffolk Council confirmed the above order made under Section 119 of the Highways Act 1980

The effect of the order as confirmed is to divert the entire width of that part of Cratfield Public Footpath No 34 commencing at Ordnance Survey Grid Reference (OSGR) TM29687457 and proceeding in a south westerly direction for approximately 95 metres from the boundary with Rose Farm to Laxfield Road (C516) at OSGR TM29607454 to a new line commencing from OSGR TM29687457 and proceeding in a west north westerly direction along the northern side of the field boundary with Rose Farm and Rose Farm Barn for approximately 211.5 metres to Laxfield Road (C516) at OSGR TM29497466

f) Reference: DC/22/1664/CLE

Certificate of Lawful Use (Existing) - Use of Building as a Single Dwelling House
Barn Studio Larters Farm Spong Lane Cratfield Halesworth Suffolk IP19 0DP
Validated: Mon 25 Apr 2022 | Status: Permitted

8. To Elect a Village Hall Committee Representative

Councillors resolved unanimously to elect Cllr Marfleet as the Village Hall Committee Representative.

9. Village Matters

a) Play Area Maintenance

- Rubber Chippings – still to be put in the play area.

Action: Cllr Mobbs

b) Village Maintenance

- Church Road

The crumbling road at the bottom of Church Road heading towards Huntingfield has been reported, but ESC has not made any repairs.

Action: Clerk to chase

- Litter

Cllrs spoke of litter in the lanes around Cratfield and discussed holding an Easter Litterpick on Friday 7th April 2023 from 4-6pm with Easter Eggs for any children taking part. Clerk to make a poster and Cllrs to organise.

Action: Clerk/Cllrs

c) Village Matters

- Neighbourhood Watch – *no update*

d) SCC Footpath Leaflet/Map – c/f

e) Footpath Issues

Cllrs noted ESC has advised Cratfield's Footpath 21 ends in a dead end and does not connect to Ubbeston's Footpath 3.

f) Defibrillator Training – c/f

g) Handbells Photographs

Cllr Marfleet has agreed to take photographs and forward to the Clerk for insurance purposes.

Action: Cllr Marfleet

h) Parishioner's Co-option Complaint

Cllr Chivers informed he had visited the parishioner who made the complaint and resolved the issue.

i) Minutes Archiving

The Clerk advised she would like to send the old minutes to Suffolk County Council's Archives for safe keeping, as they should be kept indefinitely. The minutes going back to 2014 are on CPC's website.

Signed:

Date:

Cratfield Parish Council

Councillors agreed unanimously for the Clerk to send the old minutes to Suffolk County Council's Archives.

Action: Clerk

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

Cllrs noted the following correspondence:

- a) Heveningham Hall Country Fair Trust Grant Applications
- b) Police Locality Meetings Halesworth Meeting - 20th of January 10am-12pm
- c) Quiet Lanes Scheme – Parishioner Enquiry

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

- a) A Cllr complained of dog mess along Tongs Lane, although there is a dog waste bin both ends.
- b) It was reported the dog bin lid at the Cratfield end of Tong's Lane needs repair. Action: Cllr Elford

12. Items for the Next Agenda

- a) To Consider Grants
- b) Policies Review

13. To Confirm the Meeting Dates

- Tuesday 14th March 2023 at 7.30pm
- Tuesday 23rd May 2023 at 7.30pm – Annual Parish Meeting & Annual Parish Council Meeting
- Tuesday 11th July 2023 at 7.30pm
- Tuesday 12th September 2023 at 7.30pm
- Tuesday 14th November 2023 at 7.30pm

The meeting ended at 8.35pm

Signed:

Date: