

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 14th January 2025 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present:

A. Public Forum - For Members of the Public

None present

B. County & District Councillor Reports

District Councillor Julia Ewart sent apologies and a report:

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

MINUTES

1. To Approve Apologies for Absence

[Apologies were Accepted and Approved from Cllr Elford.](#)

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

None

3. To Approve the Minutes from the Meeting held on Tuesday 12th November 2024

[The Minutes from the Meeting held on Tuesday 12th November 2024 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 |
|------------|----------|---|------------|-------------------|
| 12/11/2024 | Transfer | From Saver Account (£500) | | |
| 28/11/2024 | S/O | Clerk's Salary - November | | £ 244.92 |
| 30/11/2024 | D/D | Bank Service Charge | | £ 6.00 |
| 28/12/2024 | S/O | Clerk's Salary - December | | £ 244.92 |
| 31/12/2024 | D/D | Bank Service Charge | | £ 6.00 |
| 14/01/2025 | 12 | CAS - gov.uk Domain Name and Mailbox | | £ 42.00 |
| 14/01/2025 | 13 | S. Cable Handyman - Play Area Maintenance | | £ 150.00 |
| 14/01/2025 | 14 | Play Area - padlock | | £ 11.66 |
| 14/01/2024 | 15 | Clerk's Expenses December & January | | £ 24.00 |
| 14/01/2025 | Transfer | From Saver Account (£500) | | |
| | | Total | £ - | £ 729.50 |
| | | Reserves | | |
| | | General Reserves | | £ 3,625.54 |
| | | Restricted Reserves | | £ 4,806.70 |
| | | Total Funds | | £ 8,432.24 |

Signed:

Date:

Cratfield Parish Council

b) Gov.uk Email Address and Website Domain – update

The Clerk reported that the new gov.uk mailbox and website domain have been successfully installed and are working well.

c) To Consider Swings & Play Area Rubber Chippings Quotations & Grants – update

The Clerk reported that a £9,600 grant had been offered to install a safer surface under the play equipment at Cratfield Play Area. However, a site survey revealed an unexpected additional cost of £6,200 for a base to support the bonded mulch.

Following discussion, the Clerk proposed to ask ESC for an alternative use of the grant funds:

- Purchase of two 500 kg sacks of rubber chippings to top up the existing surface (£500.00 ex VAT).
- Replacement of swing seats and chains reported as in poor condition (£544.00 ex VAT).

The total cost would be £1,044.00 ex VAT. All other issues identified in the report have been addressed.

Councillors Agreed to proceed with the above action.

Action: Clerk

5. Planning Applications and Decisions

Cllrs noted the following:

Applications

None

Decisions

a) Reference DC/24/3806/FUL

Address: Holly Tree Farmhouse Bell Green Cratfield Halesworth Suffolk IP19 0DN

Proposal: Construction of Agricultural Storage Building and all associated works.

Status: Refused

6. Village Matters

a) Play Area

- Hedge & Grounds Maintenance – update

The handyman has recently spent a day at the play area, trimming the front hedge, cutting back the main hedge, strimming under the play equipment, weeding, and tidying. Councillors were pleased with his work and suggested that he undertake a day or two of maintenance annually to keep the area in good condition.

- Play Equipment Annual Inspection Report – update

The Play Equipment Annual Inspection Report has been received, and all issues raised are being addressed.

b) Millenium Meadow Maintenance

No issues

c) Village Maintenance

- Hedges

It was reported that Suffolk County Council had been sending letters to parishioners regarding overgrown hedges. This action was not requested by the Parish Council.

A Cllr offered to send the Parish Magazine an informative piece about hedges, highlighting that winter is the traditional time for many forms of woodland/tree management, such as hedge trimming, hedge laying, pollarding, and coppicing.

d) Footpath Issues

The footpath signs and bridge have been reinstated at The Gables, Spong Lane, near Silverley's Green.

e) Allotment Vacancy – update

The Clerk advised that one allotment is currently available.

Signed:

Date:

Cratfield Parish Council

f) SCC Footpath Leaflet/Map – c/f

7. Correspondence

a) Fly-tipping in Church Lane – update

East Suffolk Council has visited the fly-tipping site and spoken with the property owner.

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

a) Planning Forum

Cllr Ackerley expressed an interest in attending the Planning Forum for Town and Parish Councils on Monday 3 February at East Suffolk House, Melton and the Clerk on Thursday 30 January at Riverside, Lowestoft.

Action: Clerk to book

b) Mid-Summer Madness

Cllr Ackerley mentioned that he may plan another Mid-Summer Event at Cratfield Millennium Meadow this year, also commemorating VE Day (Victory in Europe Day, 8th May) and VJ Day (Victory over Japan Day, 15th August). He was advised that he could apply for a grant from CPC to support the event.

Action: TA

c) Bike Tool Store

A Councillor informed the meeting about a bike tool store recently installed in a nearby village and requested that the Clerk investigate the possibility for a similar installation in Cratfield.

Action: Clerk

d) Defibrillator

A Cllr reported to the Clerk that the defibrillator's battery had gone dead. The supplier has been contacted and it has since been returned to them for investigation. The defibrillator has been listed as 'Out of Action' on 'The Circuit' the official defibrillator website linked to emergency services and on the village Facebook page. The Clerk is currently trying to obtain a substitute until the defibrillator is returned.

Action: Clerk

9. Items for the Next Agenda

a) Councillor Co-option

b) Grants

c) Policies Review

10. To Confirm the Meeting Dates

- Tuesday 11th March 2025 at 7.30 pm
- Tuesday 13th May 2025 at 7.30 pm – *Annual Parish Meeting & Annual Parish Council Meeting*
- Tuesday 8th July 2025 at 7.30 pm
- Tuesday 9th September 2025 at 7.30 pm
- Tuesday 11th November 2025 at 7.30 pm

The meeting ended at 8.10 pm

Signed:

Date: