

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 11th July 2023 at 7.50pm

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford, Caroline Marfleet, Adrian McDonald & Chris Mobbs

Clerk/Responsible Financial Officer: Sally Chapman

Also Present:

A. Public Forum - For Members of the Public

None present.

B. County & District Councillor Reports

County Councillor Stephen Burroughes and District Councillor Julia Ewart sent apologies.

MINUTES

1. To Approve Apologies for Absence

None

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

None

3. To Approve the Minutes from the Meeting held on 23rd May 2023

The Minutes from the meeting held on 23rd May 2023 were 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. Finance

a) To Consider the Internal Auditor's Report for 2022/23 Recommendations & Comments

Councillors approved the RFOs suggested actions (*attached*) which will be implemented as appropriate this year.

b) Internal Auditor for 2023-24 – update

The RFO advised SALC will be taking internal audit bookings from January 2024 and will book CPCs, as approved at the May meeting.

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

The Chair signed the latest bank statement.

Councillors resolved to Approve the following Receipts and Expenditure:

Signed:

Date:

Cratfield Parish Council

DATE	REF.	DETAILS	INCOME	EXPENDITURE
30/05/2023	S/O	Clerk's Salary - May		£ 216.67
30/06/2023	S/O	Clerk's Salary - June		£ 216.67
11/07/2023	100848	Clerk's Expenses April & May		£ 24.00
11/07/2023	100849	SALC - Internal Audit 2022-23		£ 202.80
		Total	£ -	£ 660.14
		Reserves		
		General Reserves		£ 4,980.34
		Restricted Reserves		£ 4,868.14
		Total		£ 9,848.48

d) To Consider Councillor 'In-house' Training

Cllrs considered the Norfolk Parish Training & Support (NPTS) whole council training offer and noted SALC had not given a quotation as requested.

Councillors resolved to accept Norfolk Parish Training & Support training quotation and asked the Clerk to organise a training event in the autumn and to offer it to other PCs to fill the 15 places. **Action: Clerk**

e) To Consider a Poppy Wreath for Remembrance Sunday

Councillors agreed to re-use last year's wreath if in a good condition and donate £19.99 to the Royal British Legion. If the wreath is not useable the Clerk will order a new one for £19.99. **Action: CM to advise**

f) Village Staging – update

Cllr Ackerley advised he has not purchased the staging and the grant has been refused from HHCFT.

6. Planning Applications and Decisions

Cllrs noted the following:

Applications

a) Reference DC/23/0493/FUL

Proposal: Construction of 1 x No. Single Storey Dwelling

Site address: Silverleys Barn, Silverleys Green, Cratfield, Halesworth, Suffolk, IP19 0QJ

Status: Awaiting decision (*comments closed*)

b) Reference: APP/X3540/W/22/3309813

Appeal for Site at: Bell View Farm, Manse Lane, Cratfield, Suffolk

An appeal has been made to the Secretary of State by Mr and Mrs Sannick against the decision of East Suffolk Council* to refuse planning permission for Outline Application (Some Matters Reserved) - Erection of detached dwelling utilising existing access to Bell View Farm.

Status: Awaiting decision (*comments closed*)

Decisions

a) Prior Notification (Agricultural) - Agricultural Building for storage of crops grown on the holding

Little Town Farm North Green Cratfield Halesworth Suffolk IP19 0DS

Ref. No: DC/23/1760/AGO | Validated: Tue 02 May 2023 | Status: Decided - Prior Approval Not Required

b) Prior Notification - Erection of timber structure

Field Behind The Silver House Silverleys Green Cratfield Halesworth Suffolk IP19 0QJ

Ref. No: DC/23/1790/AGO | Validated: Thu 11 May 2023 | Status: Refused

c) Prior Notification (Agricultural) - Agricultural Storage Building

Holly Tree Farmhouse Bell Green Cratfield Halesworth Suffolk IP19 0DN

Signed:

Date:

Cratfield Parish Council

Ref. No: DC/23/1662/AGO | Validated: Wed 26 Apr 2023 | Status: Refused

d) Reference DC/23/1558/LBC

Address Swan Green Farmhouse Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Proposal Listed Building Consent - Alteration to design of entrance canopy following Listed Building approval ref: DC/21/4695/LBC. Status Permitted

e) Reference DC/23/1483/FUL

Address 9 The Street Cratfield Halesworth Suffolk IP19 0BS

Proposal Front Garage Extension. Status Permitted

7. Village Matters

a) Play Area Maintenance

- Grounds Maintenance

Cllr Mobbs agreed to weed kill around the play equipment and trim the long brambles.

Action: CM

- Picnic Area Bench Concrete Base – not required.

b) Millenium Meadow

- Oak Tree – to be replaced in the autumn.

- Grass to be cut and removed.

Action: TA

c) Village Maintenance

- Cllr Chivers agreed to make a gate out of the village sign fence to aid access and will check if the village pump need any maintenance.

Action: RC

d) SCC Footpath Leaflet/Map – c/f

e) Footpath Issues

- none

f) Village Hall Committee Representative Report

Cllr Marfleet reported several events including the Mexican evening have gone well in the village hall and in August there will be a BBQ, acoustic night and a pie and pub night.

g) Narcissus Offer from East Suffolk Council – update

The Clerk advised unfortunately CPC was not successful in their bid for the ESC Narcissus offer. The Clerk has asked the ESC District Councillor if she would give a grant to purchase the Narcissus, otherwise CPC will purchase a sack for around the village.

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

a) To Consider a Presentation from County Broadband - Full Fibre Broadband

Councillors agreed to invite County Broadband to the next meeting to give a presentation before the meeting and invite parishioners.

Action: Clerk

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

a) Quiet Lane Sign in Cratfield on Huntingfield Road

The Clerk contacted Huntingfield PC and they have now moved their sign into Huntingfield.

b) Defibrillator/ First Aid Training

Cllr Marfleet informed of East Anglian Air Ambulance free CPR and defibrillator training sessions.

Councillors agreed to book a session in the autumn for anyone who would like to attend.

Action: Clerk

10. Items for the Next Agenda

None

Signed:

Date:

Cratfield Parish Council

11. To Confirm the Meeting Dates

- Tuesday 12th September 2023 at 7.30pm
- Tuesday 14th November 2023 at 7.30pm

The meeting ended at 8.35pm

5.a) SALC's Internal Audit Report for Cratfield Parish Council 2023

A review of the Internal Auditor's recommendations and comments made in the Financial Year ending 2023.

Section 2 – Financial Regulation and Standing Orders

Have Standing Orders been adopted, up to date and reviewed annually?

Yes. The Council last reviewed its Standing Orders at its meeting of 14th March 2023. Those viewed are based on the Model Standing Orders as produced by NALC which are based on the Model Standing Orders produced by NALC in 2018 and take into account changes in legislation since those produced in 2013. Annual reviews should ensure that they are adapted (where they are not statutory requirements) to be relevant to the Parish Council.

Responsible Financial Officer (RFO) Comment:

The procurement values will be updated before the next policy review in March 2024 to the latest increase.

Are Financial Regulations up to date and reviewed annually?

Yes. Financial Regulations (FR), as seen on the Council's website also show that they were reviewed at the meeting of 14th March 2023 and are based on the NALC Model Financial Regulations 2019.

Comment: at the next annual review, Council might wish to also review the Procurement Thresholds amendments (SI 2022/139) of the Public Contracts (Amendment) Regulations 2022 which came into force on 21st December 2022 and make the changes to the contract value limits from £25,000 to £30,000 for non-central government authorities. The contract value limits are to be calculated inclusive of VAT (effective from 1st January 2022).

RFO Comment:

The procurement values will be updated before the next policy review in March 2024 to the latest increase.

Has the Council properly tailored the Financial Regulations?

Partly met **Comment:** Council should ensure that its Financial Regulations are tailored to the Parish Council and either complete the sections within or remove the [square] brackets contained within the regulations.

RFO Comment:

The brackets can be easily removed.

Has the Council appointed a Responsible Financial Officer (RFO)?

Yes. In accordance with Section 151 of the Local Government Act 1972(d) (financial administration), the Council appointed a person to be responsible for the administration of the financial affairs of the relevant authority. Whilst the Council's own Financial Regulations 1.8 stated that the Clerk is the RFO, this section is within the [square] brackets and creates ambiguity as to meaning.

Comment: remove the [square] brackets round FR 1.8 to provide clarity on the appointment.

Signed:

Date:

Cratfield Parish Council

RFO Comment:

The brackets can be easily removed.

Section 5 – Budgetary Controls**Verify that the precept amount has been agreed in full Council and clearly minuted**

Yes. The precept was set at £4,000 for 2022/2023, as confirmed at the same meeting with the minutes merely confirming the amount that was set.

Comment: in accordance with guidance, Council might wish to demonstrate best practice by reflecting within the minutes the impact the precept being set will have upon a Band D property, as compared to the previous year.

RFO Comment:

This can be added into the November (precept) meeting.

Section 14 – Additional Information**Is there a list of members' interests held?**

Yes. Evidence was seen on the website of East Suffolk Council for the Register of Interests for all current Parish Councillors.

Comment: Council should ensure that access direct to the East Suffolk page should be gained from the Council's website. Whilst the monitoring officer of the District Council must arrange for the parish council's register of members' interests to be available for inspection in the district which must be published on the district council's website, where the parish council has its own website, its register of members' interests must also be published on that website.

RFO Comment:

This link can be added to CPCs website.

Does the council have official email addresses for correspondence?

Yes. Council has a council email address under a gmail.com account which is not connected to a personal email account.

Comment: Council might wish to consider the use of a secure e-mail system with a gov.uk address thereby identifying that it has local government status and demonstrating authenticity when building trust and credibility with the public. Such an address would be owned by the parish council (section 5.204-5.207 of the Practitioners' Guide to Proper Practices – March 2022) refers.

RFO Comment:

Norfolk ALC has taken the initiative and are now supporting Councils in setting up gov.uk email addresses for Councillors. SALC has confirmed they are considering this, it will be an extra cost onto the precept.

Signed:

Date: