

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 12th March 2024 at 7.30 pm

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 were unable to attend but sent reports:

<http://cratfield.onesuffolk.net/cratfield-parish-council/minutes/2024>

MINUTES

1. To Approve Apologies for Absence

None

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

Point 8. f) Cllr Ackerley and Cllr McDonald declared a non-pecuniary interest as allotment holders.

3. To Approve the Minutes from the Meeting held on 9th January 2024

[The Minutes from the Meeting held on 9th January 2024 were Approved 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

The Chair signed the latest bank statement.

[Councillors Resolved to approve the following Receipts and Expenditure:](#)

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
12/03/2024	2	Clerk's Expenses February & March		24.00
12/03/2024	3	SALC Training - DE		72.00
12/03/2024	4	Village Hall Rent		74.25
12/03/2024	5	Stewart Cable - Play Area Hedge Cutting		400.00
12/03/2024	6	Hattens Farm Nurseries - Oak Tree & Planting		35.00
12/03/2024	7	EAAA - S137 Grant		80.00
		Total	£ -	£ 685.25
		Reserves		
		General Reserves		£ 2,050.00
		Restricted Reserves		£ 4,806.70
		Total Funds		£ 6,856.70

Signed:

Date:

Cratfield Parish Council

b) To Consider Grant Requests

Councillors considered the grant requests and Resolved to award East Anglian Air Ambulance £80.00.

c) To Consider General Reserves

The General Reserve should be approximately 50% of the annual precept, which is in accordance with the Government's proper practices for smaller authorities.

Councillors reviewed the General Reserve and Agreed to top-up the Election Reserve.

d) Unity Trust Bank Instant Access Savings Account – update

Councillors Resolved to open an Unity Trust Bank Instant Access Savings Account.

5. Internal Audit Report 2022-23 – update

The Clerk read out the action points and recommendations from the SALC Internal Audit Report 2022/24 and confirmed that they had been actioned this year.

Cllrs asked the Clerk to find out the cost of having gov.uk domain and email addresses for the Council.

Action: Clerk

6. Planning Applications and Decisions

Applications

Cllrs noted the following Planning Applications and Decisions

a) Reference: DC/23/0493/FUL

Town and Country Planning Act 1990 - Appeal Under Section 78

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

An appeal has been made to the Secretary of State against the decision of East Suffolk Council* to refuse planning permission for Construction of 1 x No. Single Storey Dwelling.

Status: Pending

b) Reference: DC/23/4759/CLE

Holly Tree Farmhouse, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DN

Lawful Development Certificate (Existing) - Use of land for the siting of two metal storage containers at Holly Tree Farm, Bell Green, Cratfield, Suffolk, IP19 0DN.

At the January 2024 Meeting:

Councillors resolved to OBJECT to this planning application with comments.

Status: Awaiting decision

Decisions

c) Conversion of Barn to Dwelling

Town Farm North Green Road Cratfield Halesworth Suffolk IP19 0QL

Ref. No: DC/23/4399/FUL | Validated: Mon 13 Nov 2023

Status: Withdrawn

d) Demolition of Existing 1.5 Storey and Construction of a Two-Storey Extension to Rear

Swan House Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Ref. No: DC/23/3259/FUL | Received: Fri 18 Aug 2023 | Validated: Fri 18 Aug 2023

Status: Permitted

Councillors resolved to SUPPORT this planning application.

Signed:

Date:

Cratfield Parish Council

7. Annual Review of Policies and Statutory Documents

Councillors unanimously Approved the following Policies and Statutory Documents.

- a) Allotment Tenancy Policy
- b) Asset Register
- c) Code of Conduct Policy
- d) Data Retention and Disposal Policy - *New*
- e) Financial Regulations Policy – *updated*
- f) Financial Reserves Policy - *New*
- g) Freedom of Information & Publication Scheme Policy
- h) General Data Protection Regulations Policy
- i) Internal Control Statement
- j) Online Banking Policy - *New*
- k) Parish Council Risk Assessment
- l) Planning Procedure Policy
- m) Play Area and Millennium Meadow Policy
- n) Standing Orders – *updated*
- o) Subject Access Request and Procedure Policy – *New*

8. Village Matters

- a) **Play Area Maintenance**
 - Hedge & Grounds Maintenance – *update*
The hedge has now been cut in the play area and Cllrs were pleased with the work completed.
- b) **Millenium Meadow**
 - Oak Tree
The dead Jubilee Oak Tree has now been replaced.
 - Millenium Meadow Tree Survey
The Millenium Meadow has had a Tree Survey and the Clerk is waiting for a report.
- c) **Village Maintenance**
 - Village Sign Access Gate and Sign
Cllr Chivers suggested replacing the fence and adding a gate at a cost of approximately £120. The village sign also needs some attention which Cllr Elford agreed to do. Action: RC/DE
Councillors Approved unanimously the above work on the fence and sign.
 - Church Layby
Cllr Mobbs reported a hole in the church layby and agreed to repair. Action: CM
- d) **SCC Footpath Leaflet/Map – c/f**
- e) **Footpath Issues**
Cllrs reported hedges encroaching on the footpaths and cuttings left on the ground.
- f) **Allotment Track**
Cllr Ackerley and Cllr McDonald declared a non-pecuniary interest as allotment holders and did not vote.
Councillors Resolved to leave the Allotment Track issues in the hands of the owners, Flagship Housing.
Cllr Chivers left the meeting at 8.30 pm
- g) **Village Hall Committee Representative Report**
Cllr Marfleet gave a round-up of the village hall activities and informed that they were seeking grants to repair the shed, purchase new chairs, install heating in the toilets, and acquire new window blinds.

Signed:

Date:

Cratfield Parish Council

9. Correspondence

None

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

a) Website Statistics 2024

Cllrs noted the following website statistics:

- 2022/23 – 2,606 page views/954 users
- 2023/24 – 2,395 page views/719 users

11. Items for the Next Agenda

a) Gov.uk domain and Email Addresses

12. To Confirm the Meeting Dates

- a) Tuesday 14th May 2024 at 7.30 pm – Annual Parish Meeting & Annual Parish Council Meeting
- b) Tuesday 9th July 2024 at 7.30 pm
- c) Tuesday 10th September 2024 at 7.30 pm
- d) Tuesday 12th November 2024 at 7.30 pm

The meeting ended at 8.39 pm

Signed:

Date: