

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 11th March 2025 at 7.30 pm

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

Clerk/Responsible Financial Officer (RFO): Sally Chapman

Also Present: District Councillor Julia Ewart and a parishioner

A. Public Forum - For Members of the Public

No questions

B. County & District Councillor Reports

County Councillor Stephen Burroughes sent apologies and a report:

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

District Councillor Julia Ewart gave an update, main points:

- **Elections** – No County or District Council elections in Suffolk this year, but new unitary authorities elsewhere will elect mayors.
- **Local Government Reorganisation** – Suffolk could move to a single unitary authority, potentially reducing councillors to 92, each covering around 40 parishes.
- **Housing Development** – Plans for 14,000 new homes could impact infrastructure, services, and local communities. Parish councils should engage in planning discussions.
- **Sizewell & NSIPs** – Large-scale projects like Sizewell continue to shape Suffolk, with significant environmental and economic implications. Local councils must stay involved in consultations.

MINUTES

1. To Approve Apologies for Absence

None.

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

Cllr Mobbs declared a pecuniary interest in item 8(f) – SCC Footpath Leaflet/Map – his wife is producing the leaflet and advertising their business in exchange for a grant.

3. To Approve the Minutes from the Meeting held on Tuesday 14th January 2025

[The Minutes from the Meeting held on Tuesday 14th January 2025 were confirmed unanimously as a true and accurate record and signed by the Chair.](#)

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

Helen Torrance submitted a résumé to the Council for co-option.

[Councillors Approved Mrs Torrance's Application unanimously to be co-opted onto the Council.](#)

5. Finance

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

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

Signed:

Date: 13th May 2025

Cratfield Parish Council

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
28/01/2025	S/O	Clerk's Salary - January		£ 244.92
31/01/2025	D/D	Bank Service Charge		£ 6.00
28/02/2025	S/O	Clerk's Salary - February		£ 244.92
28/02/2025	D/D	Bank Service Charge		£ 6.00
11/03/2025	16	Village Hall - Annual Hire		£ 60.75
11/03/2025	17	Clerk's Expenses February & March		£ 24.00
11/03/2025	Transfer	From Saver Account (£500)		
		Total	£ -	£ 8,131.32
		Reserves		
		General Reserves		£ 2,738.03
		Restricted Reserves		£ 4,806.70
		Total Funds		£ 7,544.73

b) To Consider Grant Requests

Councillors consider the Grant Requests received and resolved to donate:

- Suffolk Accident & Rescue £75.00
- East Anglian Air Ambulance £125.00
- The Pear Tree Fund Halesworth £75.00

c) To Consider the General Reserves

Councillors Approved the Clerk's authority to vire funds between General Reserves and Restricted Reserves as part of the year-end accounts process.

d) To Note the Internal Audit Date – 23rd April 2025

Cllrs noted the above date for the end of year accounts audit.

e) Play Area Swings & Rubber Chippings Grant - update

The Clerk informed she had to apply for a new grant.

6. Planning Applications and Decisions

Applications

None

Decisions

None

7. Annual Review of Policies and Statutory Documents

Councillors have Reviewed the following Policies and Statutory Documents since the last meeting and Resolved unanimously to Approve them all.

- Allotment Tenancy Policy
- Asset Register
- Code of Conduct Policy
- Data Retention and Disposal Policy
- Financial Regulations Policy – updated regulations April 2024
- Financial Reserves Policy
- Freedom of Information & Publication Scheme Policy
- General Data Protection Regulations Policy
- Internal Control Statement

Signed:

Date: 13th May 2025

Cratfield Parish Council

- j) Online Banking Policy
- k) Parish Council Risk Assessment
- l) Planning Procedure Policy
- m) Play Area and Millennium Meadow Policy
- n) Standing Orders
- o) Subject Access Request and Procedure Policy

8. Village Matters

a) Play Area

Cllr McDonald reported there were not issues at the Play Area and agreed to email the Clerk the Play Inspection reports. Action: AM

b) Millenium Meadow Maintenance

- **Hedge Maintenance:** A parishioner has informed the council that she will be cutting back any hedges encroaching onto her property.

c) Village Maintenance

- **Village Pump:** A Cllr reported the Village Pump will soon need some maintenance. Action: DE
- **Village Sign:** A Cllrs informed the Village Sign could do with a clean and an oil. Action: DE

d) Footpath Issues

None reported

e) Allotment Vacancy – update

The Clerk reminded Councillors of a vacant allotment and asked them to inform any interested parishioners.

f) SCC Footpath Leaflet/Map – update

Cllr Mobbs declared a pecuniary interest and did not comment or vote.

Parishioner Judith Mobbs provided an update on the SCC footpath leaflet. SCC will cover 50% of the £1,000 printing costs and provide an online PDF. Fire & Feast offered a £250 donation in exchange for adding their logo. Cllr Mobbs and Paul Marfleet contributed photographs. The Chair thanked Mrs Mobbs for her work on the leaflet.

Councillors Agreed to use £250 from the Grant Reserve to cover the remaining cost of £250.00.

9. Correspondence

None

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

a) ESC Town & Parish Planning Forum – TA update

Cllr Ackerley provided an update on the forum, highlighting details of the Devolution Programme and major building projects planned for Laxfield, Fressingfield, and Halesworth. He noted that when Parish Councils submit planning comments, ESC appreciates clear reasoning behind their decisions.

b) Mid-Summer Madness – TA update

Cllr Ackerley confirmed that the event is scheduled for Saturday, 5th July, and planning is underway. He requested the Clerk to provide a Risk Assessment and notify the insurance company. Action: Clerk

c) Bike Tool Store Information

The Councillors reviewed the information regarding the Bike Tool Store and agreed that it would be a valuable addition to the play area. They have asked the Clerk to look for grant opportunities to fund the project. Action: Clerk

Signed:

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d) Defibrillator – update

The Clerk informed the meeting that the defibrillator has now at last been returned after being sent to Berlin for repair, where a new battery was also fitted. The Chair and Clerk thanked Cllr Elford for his support in arranging the collection and return of the loan defibrillator.

e) Clerk's Laptop – Purchased 10th January 2017

The Clerk advised that CPC's laptop will not upgrade to Windows 11 and that one of her other PCs will be supplying a new laptop.

f) Website Statistics 2025

Cllrs noted the following website statistics:

- 2023/24 – 2,395 page views/719 users
- 2024/25 – 924 page views/364 users

11. Items for the Next Agenda

a) End of Year Accounts

12. To Confirm the Meeting Dates

- 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 8.50 pm

Signed:

Date: 13th May 2025