

# Cratfield Parish Council

## PARISH COUNCIL MEETING

*Cratfield Village Hall*

**Tuesday 9<sup>th</sup> November 2021 – 7.30pm**

**Present Councillors:** Lotty Barbour (Chair), Richard Chivers (Vice Chair), Peter Baker, Chris Mobbs, Michael Oliver and Gloria Steward

**Clerk/Responsible Financial Officer:** Sally Chapman

**Also Present:**

**A. Public Forum – for Members of the Public**

**B. County & District Councillor Reports**

Cllr Stephen Burroughes sent apologies and a report:

Full details CPC's website: <http://cratfield.onesuffolk.net/cratfield-parish-council/district-councillor-s-reports6>

## MINUTES

**1. To consider Apologies for Absence**

Cllr Pritchard – apologies accepted.

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

Cllr Barbour declared a pecuniary interest in Scoones Annual Rent – partner.

**3. To Approve the Minutes from the Last Meeting**

*The Minutes from the meeting held on 14th September 2021 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 receive the Financial & Budget Reports and Approve Income & Expenditure**

*Cllr Barbour declared a pecuniary interest in Scoones Annual Rent – partner.*

*Councillors resolved unanimously to approve the Reports, the following Income and Expenditure and move the HHCFT £800 Restricted Reserve to General Reserves.*

Signed:

Date:

# Cratfield Parish Council

Date	Details	Income	Amount
16/09/2021	credit	Allotment Rent	£ 16.25
20/09/2021	S/O	Allotment Rent	£ 32.50
16/09/2021	credit	Allotment Rent	£ 16.25
05/10/2021	credit	Allotment Rents	£ 16.25
07/10/2021	credit	Allotment Rents	£ 16.25
12/10/2021	credit	Scoones Annual Rent	£ 545.60
12/10/2021	credit	Allotment Rents	£ 65.00
18/10/2021	credit	CIL Receipt 1 April 2021 - 30 September 2021	£ 54.40
		<b>Total</b>	<b>£ 762.50</b>
Date	Details	Expenditure	Amount
28/09/2021	S/O	Clerk's Salary - September	£ 185.14
28/10/2021	S/O	Clerk's Salary - October	£ 185.14
09/11/2021	100819	David Bracey - Play Area Inspection	£ 102.00
09/11/2021	100820	CAS Website Hosting	£ 60.00
09/11/2021	100821	Clerk's Expenses October & November	£ 48.26
		<b>Total</b>	<b>£ 580.54</b>

**b) To Approve the Budget and Precept for 2022/23**

[Councillors agreed the Budget as attached and a Precept 2022/23 rise from £3,500 to £4,000.](#)

**6. Planning Applications and Decisions**

CLLrs noted the following:

**Applications**

**a) Reference DC/21/4694/FUL**

Application Received Tue 12 Oct 2021

Application Validated Mon 18 Oct 2021

Address Swan Green Farmhouse Swan Green Cratfield Suffolk IP19 0QQ

Proposal: 1. Extension to existing C20 extension, 2. Remove partition between Dining room and Hall, 3.

Alterations to cross partition, 4. Raise first floor landing, 5. Cover second floor staircase and move bedroom

door, 6. Remove attic cupboard, 7. Install under floor heating system, 8. Replace external windows

9. Replace external render, 10. Demolish outbuildings and construct new studio and guest accommodation

Status Awaiting decision

[Councillors Approved the above Application.](#)

**b) Reference DC/21/4022/FUL**

Application Received Fri 27 Aug 2021

Application Validated Mon 11 Oct 2021

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

Proposal Conversion of redundant barn to residential to be used as an annexe for the The Barn

Status Awaiting decision

[Councillors Approved the above Application.](#)

Signed:

Date:

# Cratfield Parish Council

**c) Outline Application (All Matters Reserved) - Construction of bungalow and garage**

Elder Farm Bungalow, Spong Lane, Cratfield, IP19 0DP

Ref. DC/21/4092/OUT | Status: Awaiting decision (*comments closed*)

**d) Erection of Agricultural Building**

Rookery Farm Swan Green Lane Cratfield IP19 0QE

Ref. No: DC/21/1959/FUL | Validated: Thu 22 Apr 2021 | Status: Awaiting decision (*comments closed*)

## Decisions

**e) Listed Building Consent - To replace existing rear ground floor window with French doors with side lights**

Appletree Cottage North Green Cratfield Suffolk IP19 0DS

Ref. No: DC/21/3826/LBC | Validated: Tue 17 Aug 2021 | Status: Permitted

**7. The Queen's Platinum Jubilee – 2-5th June 2022**

*Cllrs considered the following and agreed a decision would be made at the March 2022 meeting.*

**a) Village Sign Plaque**

**b) Tree Planting**

**c) Event**

**8. Mid-Summer Madness 2022**

Cllrs discussed various places to hold the event as the Millennium Meadow is now a wildlife area. Cllr Barbour agreed to ask a parishioner if an alternative venue would be available.

Action: Chair

**9. Village Matters**

**a) Play Area Maintenance**

**- Play Equipment Inspection October 2021 Report**

Cllrs discussed the report and noted the low level of the rubber chippings around the swing and activity cube was set at Medium Risk. This has now been rectified with a new delivery of rubber chippings and another delivery to be ordered in the spring. Cllr Oliver agreed to spray the weeds.

Action: MO

**- Play Area (Dogs Allowed on Concrete)**

The Clerk has placed a notice in the Parish magazine stating dogs were allowed on the play area concrete so their owners could use the bench.

**b) Village Maintenance**

No issues

**c) Village Matters**

**- Neighbourhood Watch**

No issues

**d) Millennium Meadow Management Plan – update**

A new enclosure has been made at Millennium Meadow for cuttings by Mr David Steward constructed out of old pallets. Mr Ed Stearn spent two hours moving the cuttings with his machinery on Sunday 7th November into the enclosure. It is large enough to contain more cuttings in the future and includes a hedgehog access point. Cllrs gave thanks to Mr Steward and Mr Stearn for all their hard work and help.

**e) SCC Footpath Leaflet/Map**

Cllrs discussed and asked the Clerk to resend the SCC email and they will forward her the old Cratfield footpath map.

Action: Clerk/Cllrs

Signed:

Date:

# Cratfield Parish Council

**f) Cratfield's Damaged Signposts**

The Clerk has reported the damaged signposts around the village to the County Councillor and is waiting to hear if they will be repaired.

**g) Remembrance Wreath**

Cllrs asked the Clerk to order a Poppy Wreath for Remembrance Sunday.

Action: Clerk

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

None

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

None

**12. Items for next Agenda**

None

**13. To Note the Meeting Dates:**

- Tuesday 11<sup>th</sup> January 2022 at 7.30pm
- Tuesday 8<sup>th</sup> March 2022 at 7.30pm
- Tuesday 10<sup>th</sup> May 2022 at 7.30pm
- Tuesday 12<sup>th</sup> July 2022 at 7.30pm
- Tuesday 13<sup>th</sup> September 2022 at 7.30pm
- Tuesday 8<sup>th</sup> November 2022 at 7.30pm

*Planning Meetings are arranged as required and an agenda will be placed on the noticeboards and website.*

*The meeting ended at 8.45pm*

Signed:

Date:

# Cratfield Parish Council

## Approved Budget & Precept 2022-23

<b>INCOME</b>	<b>Approved</b>
	<b>Budget</b>
	<b>2022/23</b>
Precept	4000.00
Allotment & Land Rents	741.00
<b>Total Budgeted Income</b>	<b>4741.00</b>
<b>Non-Budgeted Income</b>	
CIL Receipt	0.00
VAT Reclaim	0.00
HHCFT Grant	0.00
ESC Grant - Rubber Chippings	0.00
ESC Grant - Bus Shelter Landscaping	0.00
Business Saver Interest	0.00
Petty Cash	0.00
<b>Total Income</b>	<b>4741.00</b>
<b>EXPENDITURE</b>	
Clerk's Salary	2494.00
Clerk's Office Costs	120.00
Clerk's Expenses	60.00
Hall Rent & Zoom	84.00
ICO - Data Protection Registration	35.00
Insurance - 3 years 2019-21	450.00
Internal Audit Fee	150.00
Maintenance	150.00
Miscellaneous	50.00
Play Area Maintenance	200.00
Play Area Inspection Fee	80.00
S137 Grants/Donations	300.00
Subscriptions	200.00
Training	50.00
Website Fee	50.00
<b>Total Budgeted Expenditure</b>	<b>4,473.00</b>
<b>Budget Variance</b>	<b>268.00</b>
<b>Non-Budgeted Expenditure</b>	
Vat to reclaim	0.00
HHCFT Grant	0.00
Play Area - Rubber Chippings	0.00
Play Area/Bus Shelter	0.00
ESC Election Fees	0.00
<b>Total Expenditure</b>	<b>4,473.00</b>
<b>Overall Variance</b>	<b>268.00</b>

Signed:

Date: