

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 14th November 2023 at 7.30 pm

Councillors Present: Lotty Barbour (Chair), Tim Ackerley, 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

The County & District Councillors were unable to attend but sent reports:

<http://cratfield.onesuffolk.net/cratfield-parish-council/minutes/2023>

MINUTES

1. To Approve Apologies for Absence

[Apologies were Received and Accepted from Cllr Chivers, Cllr Elford & Cllr Marfleet.](#)

2. To Approve the Minutes from the Meeting held on 12th September 2023

[The Minutes from the Meeting held on 12th September 2023 were Confirmed unanimously as a True and Accurate record and signed by the Chair.](#)

3. 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	INCOME	EXPENDITURE
28/09/2023	S/O	Clerk's Salary - September		£ 216.67
September	credit	Allotment Payments	£ 65.00	
October	credit	Allotment Payments	£ 691.85	
28/10/2023	S/O	Clerk's Salary - October		£ 216.67
12/11/2023	100856	Allotment Refund - paid twice in error		£ 16.25
12/11/2023	100857	BHIB Councils Insurance - 2nd year annual increase		£ 38.00
12/11/2023	100858	CAS Website Hosting		£ 60.00
12/11/2023	100859	David Bracey Play Safety Inspections - Annual Report		£ 114.00
12/11/2023	100860	Clerk's Expenses October & November & Backpay		£ 162.64
		Total	£ 756.85	£ 824.23
		Reserves		
		General Reserves		£ 4,129.61
		Restricted Reserves		£ 4,789.60
		Total Funds		£ 8,919.21

Signed:

Date:

Cratfield Parish Council

b) To Consider and Approve the Budget & Precept 2024/25

Councillors Resolved to Approve the Draft Budget and a Precept of £4,500 an increase of £400 (Band property an increase of £1.70 per annum) for 2024/25 (copy attached).

c) To Note the Clerk's National Association Local Councils (NALC) Pay Award from 1st April 2023

Cllrs noted the Clerk's Pay Award for 2023.

d) To Review the Bank Accounts

The Clerk informed of the difficulties experienced with Barclays Bank and informed Cllrs of Unity Trust Bank, an online bank account and her positive experience of using this account for another PC for over a year.

Councillors Resolved unanimously to Open a Unity Trust Bank Account.

e) Bungay First Responders Grant Request

Councillors Agreed unanimously to donate a Grant of £200.00.

f) Insurance Renewal – Year 2 (3-Year Long Term Agreement) – update

The Clerk advised there had been an underpayment of £38.00 of the original payment.

Councillors Approved the additional payment of £38.00.

4. Planning Applications and Decisions

Cllrs noted the following:

Applications

a) 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: Pending Consideration

Councillors Resolved to SUPPORT this planning application.

Decisions

b) Variation of Condition(s) 3 of DC/21/4695/FUL

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 and 10. Demolish outbuildings and construct new studio and guest accommodation - 3.

Materials & Finishes

Swan Green Farmhouse Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Ref. No: DC/23/2210/VOC | Received: Mon 05 Jun 2023 | Validated: Tue 15 Aug 2023

Status: Permitted

Councillors Resolved NEUTRAL to this planning application after the Clerk checked some details.

c) Listed Building Consent - Replacement Windows

Appletree Cottage, North Green, Cratfield, Halesworth, Suffolk IP19 0DS

Planning reference: DC/23/3625/LBC

Status: Permitted

d) Install 2 x Air Source Heat Pumps

Swan Green Farmhouse Swan Green Cratfield Halesworth Suffolk IP19 0QQ

Ref. No: DC/23/2987/FUL | Received: Fri 28 Jul 2023 | Validated: Tue 15 Aug 2023

Status: Permitted

Councillors Resolved NEUTRAL to this planning application.

Signed:

Date:

Cratfield Parish Council

e) 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: Appeal Dismissed

5. Village Matters

a) Play Area Maintenance

- Hedge & Grounds Maintenance

Councillors Approved unanimously a quotation of 3 days work at £150 per day to cut the hedge in the Play Area and remove the weeds from around the play equipment.

- Annual Play Area Inspection Report 2023

Cllrs discussed the Play Area Report and Agreed to order more Rubber Chippings in Spring 2024.

b) Millenium Meadow

- Oak Tree – c/f

c) Village Maintenance

- Village Sign Access Gate – c/f

d) SCC Footpath Leaflet/Map – c/f

e) Footpath Issues – none reported

f) Village Hall Committee Representative Report – c/f

g) Narcissus Planting— update

500 Narcissus bulbs have now been planted throughout the village by Councillors.

h) Village Flooding

Cllrs reported in the recent storms there was flooding at the white railings at Bell Green/North Green, a flood near Baltic Farm and on Huntingfield Road, which cleared within a few hours.

6. Correspondence (emails are circulated as received)

a) Royal British Legion – Grant Thank You Letter

b) Parishioner's Email – re Allotment Track

Cllrs discussed the parishioner's email and will investigate further.

c) 1379 (Leiston Squadron) Royal Air Force Air Cadets Presentation Evening Invitation

The Clerk informed Cllr Chivers will attend the above presentation.

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

a) Defibrillator/ First Aid Training – 25th October 2023 – update

Cllrs advised sadly only three people attended the above training.

b) Councillor 'In-House' Training - cancelled

8. Items for the Next Agenda

a) Biodiversity Policy

b) Millenium Meadow Tree Survey

9. To Confirm the Meeting Dates

a) Tuesday 9th January 2024 at 7.30 pm

b) Tuesday 12th March 2024 at 7.30 pm

Signed:

Date:

Cratfield Parish Council

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

The meeting ended at 8.45 pm

Signed:

Date:

Cratfield Parish Council

Cratfield Parish Council - Budget 2024/25	
INCOME	
	Budget
	2024/25
Precept	4500
Allotment & Land Rents	741
Total Budgeted Income	5241
Non-Budgeted Income	
East Suffolk Grant	0
Business Saver Interest	54
VAT Reclaim	95
Total Income	5389
EXPENDITURE	
Clerk's Salary	2808
Clerk's Office Costs	132
Clerk's Expenses	60
Hall Rent	84
ICO - Data Protection Registration	35
Insurance - 3 years 2022- 2025	400
Internal Audit Fee	190
Village Maintenance	150
Miscellaneous	50
Play Area Maintenance	400
Play Area Inspection Fee	110
S137 Grants/Donations	300
Subscriptions	200
Training	50
Website Fee	50
Total Budgeted Expenditure	5019
Budget Variance	370
Non-Budgeted Expenditure	
ESC - Uncontested Election Fee	0
Play Area - Rubber Chippings	321
Jubilee/Coronation Plaque & Mugs	0
Vat to Reclaim	0
Total Expenditure	5340
Overall Variance	49