

Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 12th November 2024 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:

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 and reports:

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

MINUTES

1. To Approve Apologies for Absence

None. The Chair advised that Cllr Marfleet has now resigned, and Councillors expressed their gratitude for her service on the council.

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

None

3. To Approve the Minutes from the Meeting held on Tuesday 10th September 2024

The Minutes from the Meeting held on Tuesday 10th September 2024 were confirmed 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

Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
30/09/2024	S/O	Clerk's Salary - September		£ 234.00
30/09/2024	D/D	Bank Service Charge		£ 18.00
30/09/2024	credit	Allotment Payments	£ 594.35	
30/09/2024	cheque	Allotment Payments	£ 65.00	
28/10/2024	S/O	Clerk's Salary - October		£ 234.00
30/10/2024	credit	Allotment Payments	£ 65.00	
31/10/2024	D/D	Bank Service Charge		£ 5.40
12/11/2024	9	CAS - Website Hosting		£ 60.00
12/11/2024	10	Clerk's Expenses October & November and Backpay		£ 102.12
12/11/2024	11	Sovereign Play Equipment Inspectors - 5 year package		£ 478.80
		Total	£ 724.35	£ 1,132.32
		Reserves		
		General Reserves		£ 5,248.82
		Restricted Reserves		£ 4,806.70
		Total Funds		£ 10,055.52

Signed:

Date:

Cratfield Parish Council

b) To Consider Gov.UK Email Addresses and Website Domain

Councillors Approved the change to a gov.uk website domain and a gov.uk email address for the Clerk only. They also agreed to claim the government grant of £120 to support this change.

c) To Note the Clerk's National Association Local Councils (NALC) Pay Award from 1st April 2024

Cllrs noted the Clerk's Annual Pay Award negotiated by NALC.

d) To Approve the Budget and Precept 2025/26

Councillors Resolved to approve the Draft Budget and set a Precept of £4,500 for 2025/26, unchanged from last year (estimated at £29.22 per annum for a Band D property) - *copy attached*.

e) To Consider Play Area Rubber Chippings and Safer Surfaces Quotations & Grants

The Clerk advised that she is pursuing grants to fund a safer surface beneath the play cube as an alternative to rubber chippings.

5. Planning Applications and Decisions

Applications

a) Planning reference: DC/24/3806/FUL

Proposal: Construction of Agricultural Storage Building and all associated works.

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

Consultation letter expiry date: 29 November 2024

Status: Pending

Councillors Resolved to Object to this Planning Application with the following Comments:

- **Transition from Farming to Hospitality:** Holly Tree Farmhouse and its associated buildings have not operated as a traditional farm for many years. The site has been gradually repurposed into holiday cottages and glamping pods, with the change of use from agriculture to holiday accommodation formalised through several East Suffolk Council (ESC) planning applications. This documented transition reflects the property's evolution toward a hospitality-focused use, rather than agricultural.
- **No Farm Equipment On-Site:** There is no farm machinery or equipment present, emphasising that agricultural activities have ceased.
- **Contractor-Managed Maintenance:** Grass and field upkeep is carried out by external contractors, not by on-site agricultural staff, further indicating the shift from farming operations.
- **Non-Operational Farm:** Holly Tree Farmhouse no longer functions as a working farm and is now exclusively a holiday accommodation site, a transition well-documented in planning applications.
- **The same application DC/23/1662/AGO, submitted on April 24, 2023, was a prior notification request for the construction of an agricultural storage building. This application was initially refused by East Suffolk Council. Following this, an appeal was filed under Appeal Reference APP/X3540/W/23/3323933, but the appeal was ultimately dismissed. This decision confirms that the request for the agricultural storage building did not meet the necessary criteria for approval as assessed by both the local planning authority and the Planning Inspectorate upon appeal.**

Decisions

None

6. Cratfield Town Estate Charity Trust

a) To Appoint Two Trustees

Councillors Agreed to appoint Cllr Mobbs and Cllr Elford to the Cratfield Town Estate Charity Trust.

Signed:

Date:

Cratfield Parish Council

7. Village Matters

a) Play Area

- Hedge & Grounds Maintenance

The handyman has been scheduled to spend a day tidying the play area in November. Councillors noted that Mr. Eade will no longer be maintaining the front hedge and expressed their gratitude for his years of service.

- Play Equipment Annual Inspection

The annual inspection will be undertaken in November.

b) Millenium Meadow Maintenance

Cllrs advised that the brambles will be cut back over the winter, with tree pruning scheduled for the spring.

c) Village Maintenance

None noted.

d) Tongs Lane

The District Councillor has reported the issue of motorcycles riding up and down Tong's Lane to the police.

e) Footpath Issues

A Cllr reported an overgrown footpath off Spong's Lane.

Action: Clerk

f) Allotment Vacancy

Cllrs noted that one allotment is available for rent and is being advertised in the parish magazine. The Clerk will inquire about posting the advertisement on the village Facebook page.

g) Village Paths & Hedges – c/f

h) SCC Footpath Leaflet/Map – c/f

i) Village Hall Committee Representative Report

Councillors discussed the Village Hall Committee Representative vacancy and Agreed not to appoint a Councillor to the position at this time.

8. Correspondence

a) Fly-tipping in Church Lane – update

The Clerk reported that the fly-tipping incident has been reported and is now being handled by the ESC Environment Protection Team.

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

a) Defibrillator/ First Aid Training

Cllrs discussed the lack of interest in last year's Defibrillator and First Aid course and agreed not to organise another course.

10. Items for the Next Agenda

None

11. To Confirm the Meeting Dates

- | | |
|--|---|
| • Tuesday 14 th January 2025 at 7.30 pm | • Tuesday 8 th July 2025 at 7.30 pm |
| • Tuesday 11 th March 2025 at 7.30 pm | • Tuesday 9 th September 2025 at 7.30 pm |
| • Tuesday 13 th May 2025 at 7.30 pm | • Tuesday 11 th November 2025 at 7.30 pm |

The meeting ended at 8.25 pm

Signed:

Date:

Cratfield Parish Council

Cratfield Parish Council - Budget 2025/26	
INCOME	<i>Approved</i>
	<i>Budget</i>
	<i>2025/26</i>
Precept	<i>4500.00</i>
Allotment & Land Rents	<i>741.00</i>
Total Budgeted Income	<i>5241.00</i>
Non-Budgeted Income	
East Suffolk Grant	<i>0.00</i>
Barclays Balance (now closed)	<i>0.00</i>
Business Saver Interest	<i>200.00</i>
VAT Reclaim	<i>120.00</i>
Total Income	<i>5561.00</i>
EXPENDITURE	
Clerk's Salary	<i>3072.00</i>
Clerk's Office Costs	<i>132.00</i>
General Expenses	<i>60.00</i>
ICO - Data Protection Registration	<i>35.00</i>
Insurance - 3 years LTA ends 2025	<i>450.00</i>
Internal Audit Fee	<i>125.00</i>
Village Maintenance	<i>150.00</i>
Miscellaneous	<i>50.00</i>
Play Area Maintenance	<i>400.00</i>
Play Area Inspection Fee	<i>80.00</i>
S137 Grants/Donations	<i>300.00</i>
Subscriptions	<i>210.00</i>
Training	<i>50.00</i>
Website Fee	<i>50.00</i>
Gov.UK Emails & Domain	<i>192.00</i>
Total Budgeted Expenditure	<i>5,356.00</i>
Non-Budgeted Expenditure	
Bank Charges	<i>72.00</i>
ESC - Uncontested Election Fee	<i>0.00</i>
Play Area - Rubber Chippings	<i>0.00</i>
Jubilee/Coronation Plaque & Mugs	<i>0.00</i>
Vat to Reclaim	<i>120.00</i>
Total Expenditure	<i>5,548.00</i>
Overall Variance	<i>13.00</i>