Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 14th July 2026 at 7.30 pm

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford, Adrian McDonald, Chris Mobbs and Helen Torrance
Clerk & Responsible Financial Officer: Sally Chapman
Also Present: County Councillor Annette Dunning

A. Public Forum - For Members of the Public
None

B. County Councillor Annette Dunning & District Councillor Julia Ewart Reports
County Councillor Annette Dunning introduced herself and provided an update on her report. Councillors discussed the ongoing issues at Tongs Lane with the County Councillor. She requested that the relevant details be sent to her for further consideration. Action: AM
District Councillor Julia Ewart sent apologies and a report.
All reports are on *CPC's website*

MINUTES

1. To Approve Apologies for Absence
None

2. To Record Declarations of Interests and to Consider Requests for Dispensation
None

3. To Approve the Minutes from the Meeting held on 12th May 2026
The Minutes from the Meeting held on 12th May 2026 were confirmed unanimously as a true and accurate record and signed by the Chair.

4. Finance

a) To Note the Certificate of Exemption from a Limited Assurance Review was submitted on 13th May 2026
Councillors noted that the Certificate of Exemption had been submitted on 13th May 2026, well before the deadline at the end of June.

b) To Appoint the Internal Auditor for 2026-2027 – *update*
Councillors noted that Trevor Brown had agreed to undertake the Internal Audit for the 2026/27 financial year in April 2027.

c) To Receive the Financial & Budget Reports and Approve Income & Expenditure
Councillors Resolved to Approve the following Receipts and Expenditure:

DATE	REF.	DETAILS	RECEIPTS	EXPENDITURE
28/06/2026	S/O	Clerk's Salary - June		£ 252.89
30/06/2026	transfer	Bank - Service Charge		£ 7.00
14/07/2026	4	Clerk's Expenses - June-July		£ 24.00
		Total	**£ -**	**£ 283.89**
		Reserves		
		General Reserves		£ 2,092.72
		Restricted Reserves		£ 6,578.29
		Total Funds		**£ 8,671.01**

Signed: Date:

d) To Consider a Bell Green Noticeboard Replacement
Councillors approved the purchase of a replacement noticeboard for Bell Green from Office Furniture Online with a cork backing at a cost of £405.00.
The Clerk was requested to apply for grant funding towards the purchase. Action: Clerk

e) To Consider a Poppy Wreath or Donation for Remembrance Sunday
Councillors agreed to purchase a new poppy Wreath for Remembrance Sunday at a cost of £27.00 if the existing wreath is found to be no longer in a useable condition. Action: HT/Clerk

f) Millenium Meadow Picnic Bench Order – *update*
The Clerk confirmed that the picnic bench for the Millennium Meadow had been ordered and was due to be delivered in August.

5. Planning Applications and Decisions
To review the listed Planning Applications and any Applications received after the Agenda is published. Click the application number to view.

Local Plan Call for Sites – *click for further details*
To Note three sites submitted during the Local Plan call for sites for Cratfield
Councillors discussed the three sites submitted for Cratfield as part of the Local Plan Call for Sites consultation. The submission period closes on 29 July 2026.

Councillors noted the following:
Applications

a) DC/26/2043/FUL & DC/26/2044/LBC
Proposal: Listed Building Consent - Demolition of existing single storey lean-to extension and construction of replacement single storey addition to create an enlarged kitchen/dining area and ancillary utility and cloakroom accommodation.
Site address: Turkey Hall, Cratfield Lane, Cratfield, Halesworth, Suffolk IP19 0DD
CPC Decision: CPC Resolved a NEUTRAL Decision on this application with no comments.
ESC Status: Awaiting decision

b) DC/25/4873/FUL
Construction of a Garden Building with Small Workshop - containing garden machinery and toilet.
Town House Church Road Cratfield Halesworth Suffolk IP19 0BU
CPC Decision: None submitted. ESC Status: Awaiting decision *(comments closed)*

Decisions

c) DC/25/4554/FUL & DC/25/4555/LBC
Renovation/Alternations to Grade II Listed Farmhouse. Replacement entrance porch & lean-to extensions. Single storey extension to West Gable. Erection of ancillary Cart lodge and Annexe Buildings. The Gables Silverleys Green Cratfield Suffolk IP19 0QJ
CPC Decision: CPC Resolved to submit a Neutral response with no comments.
ESC Status: Permitted

d) DC/26/1257/FUL
Proposal: Rear conservatory.
Site address: Yew Trees, Bell Green, Cratfield, Halesworth, Suffolk IP19 0DL
Consultation letter expiry date: 11 May 2026
Status: Permitted

Signed: Date:

6. **Cratfield Town Estate Charity Trust - To Appoint Two Trustees**
   Councillors nominated Chris Mobbs and Tim Ackerley to be appointed as Trustees of the Cratfield Town Estate Charity Trust. Action: Clerk

7. **Village Matters**
   a) **Manse Lane Flooding** - *update*
   The Clerk confirmed that she is still awaiting a response from Suffolk County Council and is continuing to pursue the matter.
   b) **Church Lane Fly Tipping** – *update*
   The Clerk confirmed that she is still awaiting a response from Suffolk County Council and is continuing to pursue the matter.
   c) **Tong's Lane** – *update*
   Cllr McDonald will update the County Councillor on the issues with Tong's Lane. Action: AM
   d) **The Street Parking** – *update*
   Cllr McDonald agreed to write a follow-up email to Flagship Housing. Action: AM
   e) **Play Area**
   Cllr McDonald reported that he had recently completed the play equipment inspection. He noted that there were a few weeds in the bark surfacing and in the front hedge, which he had started to remove. A more thorough tidy-up of the play area will be carried out in the autumn. Action: Clerk
   f) **Millenium Meadow**
   Cllr Ackerley provided an update on the Millennium Meadow. Prior to the recent event, the meadow was mown and the bushes were cut back, trimmed and tidied.
   He advised that deadwood should be removed from the trees in the autumn. Cllr Ackerley will also place a notice in the Cratfield News parish magazine once the new picnic bench has been installed, advising residents that the apples are free for anyone who wishes to pick them. Action: TA
   Millenium Meadow Madness Event – 11th July 2026 – *update*
   Cllr Ackerley reported that the event had been a success, with approximately 250 people in attendance. Three singing groups performed and a bar and barbecue were available throughout the event. He commented that the event had gone well and had been helped by the good weather. He also felt that the event finished earlier than expected as many people left to watch the football match later that evening. Councillors thanked Cllr Ackerley for organising the event.
   g) **Village Maintenance**
   None reported**.**
   h) **Footpath Issues**
   None reported.
   i) **Allotments** – *update*
   Councillors discussed the allotments. The Clerk confirmed that there were currently two people on the waiting list. Cllr Ackerley advised that he would be willing to give-up one of his allotments should someone on the waiting list wish to take it on. The Clerk was asked to write to those on the waiting list to establish whether they were still interested. Action: Clerk
   Cllr McDonald advised that he would update the allotment map and forward a copy to the Clerk. Action: AM
   j) **SCC Footpath Leaflet/Map** – *update*
   Cllr Mobbs agreed to email a copy of the footpath map to the Clerk so that it could be uploaded to the Parish Council website with a downloadable link. Action: CM/Clerk

Signed: Date:

k) Cratfield Neighbourhood Plan/Vision – *update*
Cllr Torrance reported that a summary of the Cratfield Neighbourhood Vision had been published in the Cratfield News parish magazine. She advised that a further meeting would be held shortly and encouraged anyone interested to get involved.

8. Correspondence
None

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

a) Silverleys Green Sharp Bend Sign
Clerk to email the Country Councillor and ask for support. Action: Clerk

b) Tong's Lane
Cllr Chivers reported that the bridge approximately halfway along Tongs Lane was in a rotten condition. He agreed to report the matter to Suffolk County Council. Action: RC

10. Items for the Next Agenda
None

11. To Confirm the Meeting Dates

- Tuesday 8th September 2026 at 7.30 pm
- Tuesday 10th November 2026 at 7.30 pm

The meeting ended at 8.40 pm

Signed: Date: