Cratfield Parish Council

PARISH COUNCIL MEETING

Cratfield Village Hall

Tuesday 8th September 2026 at 7.30 pm

Councillors Present: Lotty Barbour (Chair), Richard Chivers (Vice Chair), Tim Ackerley, Dan Elford and Chris Mobbs
Clerk & Responsible Financial Officer: Sally Chapman
Also Present: District Councillor Julia Ewart

A. Public Forum - For Members of the Public
None

B. County Councillor & District Councillor Reports - *All reports are on CPC's website*

- **County Councillor Annette Dunning** sent apologies and a report.
- **District Councillor Julia Ewart** gave an update on her report and kindly offered a £500 grant towards the production of Cratfield's Neighbourhood Plan. Councillors thanked District Councillor Ewart for her kind offer.

MINUTES

1. To Approve Apologies for Absence
Apologies were Approved from Councillor Torrance and Councillor McDonald.

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

3. To Approve the Minutes from the Meeting held on 14th July 2026
The Minutes from the Meeting held on 14th July 2026 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
28/07/2026	S/O	Clerk's Salary - July		£ 252.89
30/07/2026	DD	Bank - Service Charge		£ 7.00
26/08/2026	BACS	SCC Grant - Bell Green Noticeboard	£ 406.00	
28/08/2026	S/O	Clerk's Salary - August		£ 252.89
31/08/2026	DD	Bank - Service Charge		£ 7.00
08/09/2026	5	Earth Anchors - MM Picnic Table		£ 870.00
08/09/2026	6	SCC - Footpath Leaflet		£ 487.50
08/09/2026	7	Clerk's Expenses & Salary Increase		£ 67.33
08/09/2026	8	Zurich Insurance		£ 351.00
08/09/2026	9	Office Furniture Online - Bell Green Noticeboard		£ 487.20
08/09/2026	10	RBL - Fressingfield Branch - Grant		£ 25.00
		Total	**£ 406.00**	**£ 2,807.81**
		Reserves		
		General Reserves		£ 210.69
		Restricted Reserves		£ 6,578.29
		Total Funds		**£ 6,788.98**

Signed: Date:

b) To Consider and Review the Insurance Quotations
Councillors reviewed the four insurance quotations received and agreed to continue with Zurich Insurance at a cost of £351.00, which provides the same insurance cover and premium as last year.

c) To Approve the Clerk's NALC Contract Salary Award from 1st April 2026
Councillors noted and Approved the contractual salary award, backdated to 1 April 2026.

d) Bell Green Noticeboard Grant & Replacement – *update*
Councillors noted that the Council had received a £406 grant towards the cost of a new noticeboard from County Councillor Annette Dunning.
Councillors Agreed that the Clerk should order the new noticeboard. Action: Clerk

e) To Consider a Poppy Wreath or Donation for Remembrance Sunday
Councillors Resolved that last year's poppy wreath remained in good condition and could be used again this year. Councillors Approved to make a £25 donation to the Royal British Legion, Fressingfield Branch.

f) Millenium Meadow Picnic Bench Order – *update*
Councillors reported that the Millennium Meadow picnic bench had been received and was now in use in the Meadow.

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

Local Plan Call for Sites

a) To Note three sites submitted during the Local Plan call for sites for Cratfield – *update*
Councillors noted that No decision has been made on which sites will be included in the new Local Plan, as yet.

Applications

b) DC/26/2865/FUL & DC/26/2866/LBC
Conversion of an existing agricultural barn to a residential annexe.
Site address: Poplar Farm, Silverleys Green, Cratfield, Suffolk, IP19 0QJ
Consultation letter expiry date: 14 September 2026
CPC Decision: Approval – no comments. ESC Status: Awaiting decision

c) 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

d) 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: Permitted

6. Village Matters

a) Manse Lane Flooding - *update*

Signed: Date:

Suffolk County Council (SCC) advised that they had requested ditch clearance and maintenance at two properties in Manse Lane. This work has now been completed and all culverts have been fully exposed.
SCC has advised Cratfield Parish Council to report directly any evidence of future surface water flooding impacting the public highway.

b) Church Lane Fly Tipping – *update*
SCC has requested that the Highway Assessment Officer attend to assess the situation.

c) Tong's Lane – *update*
The County Councillor has asked SCC's Community Engineer to attend Cratfield to assess the issue first-hand and discuss the situation directly with Cratfield Parish Council.

d) The Street Parking – *update*
Flagship Housing was asked to provide a dropped kerb outside No. 2 The Street to enable the resident to park off the road. Flagship Housing has advised that this is not something they would undertake or finance directly.

e) Play Area
Councillors Approved a list of works to be completed over the winter in the play area for the Handyman to undertake. Action: Clerk

f) Millenium Meadow - Winter Maintenance
Councillors reported that the Millennium Meadow has been tidied. Overwinter tree pruning will be carried out and it was suggested that variety labels be added to the trees.

g) Village Maintenance
None requested

h) Footpath Issues
None reported.

i) Allotments – *update*
- **Inspections** – Councillors reported that some allotments had been tidied.
- **Vacancy** – *c/f*
- **Allotment Renewal Invoices** would shortly be sent out, as renewals are due on 1st October.

j) SCC Footpath Map – *update*
The Cratfield Footpath Map is now available to download from the Cratfield Parish Council website.
The Clerk was asked to advertise the map in the Parish Magazine. Action: Clerk

k) Cratfield Neighbourhood Plan – *update*
- **Village Character Assessment**
  Councillors discussed that an assessment of aspects of Cratfield would be undertaken to form the basis of a Parish Plan and identify what parishioners value about their local environment. Councillors noted that District Councillor Ewart had kindly offered a £500 grant towards the production of the Neighbourhood Plan.

7. Correspondence
None

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

a) Millenium Meadow Bottle Bank
The bottle bank is managed by Country Style Recycling, based in Thetford, with collections undertaken on behalf of East Suffolk Council. Cratfield Parish Council will not receive a payment when the bottle bank is emptied. If the bottle bank is not sufficiently used, it may be removed in the future.

Signed: Date:

b) Silverleys Green Sharp Bend Sign – *update*
SCC's Community Engineer will review the sign request when he attends the Tongs Lane meeting.

9. Items for the Next Agenda

a) Budget & Precept

10. To Confirm the Meeting Dates

- Tuesday 10th November 2026 at 7.30 pm

The meeting ended at 8.50 pm

Signed: Date: