

# COCKFIELD PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council held on 19 January 2023 at 7.30pm held in the Village Hall, Cockfield.**

**Present:** Cllr Derek Southgate (Chairman), Cllr Carl Brinkley, Cllr Jane Cutting-Keyton, Cllr Andy Golding, Cllr Ian Levett, Cllr Robin Morley and Cllr Mark Webster.

**In Attendance:** Suffolk County Cllr Robert Lindsay, District Cllr Clive Arthey and the Clerk, S Ball.

**2022/130 Apologies for Absence:** District Cllr Margaret Maybury, Cllr Joe Brinkley and Cllr Ralph Turner.

**2022/131 Declarations of Interest:**  
Cllr Carl Brinkley declared a non-pecuniary interest in Agenda Item 6.1 Planning. - Planning Application DC/22/06241.

**2022/132 Minutes of the Last Parish Council Meeting:** It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the minutes of the Ordinary Parish Council Meeting, held on 24 November 2022, be signed as a true record. The proposal was carried.

**2022/133 Outstanding Actions:**

**2021/189: BMSDC Public Realm Land:**

SCC Cllr Lindsay has advised that SCC Highways Enforcement team are meeting with BMSDC to ascertain boundaries of the land and if theirs, will ask the land owner to relocate the fence line further away from the junction. Cllr Southgate to write further letter of complaint to BMSDC highlighting BMSDC's responsibility for any future accidents at this junction.

**2021/194: Local Needs Housing:**

The Clerk has completed the application for 'Granting of a new right of common and application for registration of a right in the commons register', which needs to be signed by a JP or practising Solicitor, however the application is on hold until the additional plot of land is transferred from SCC to Cockfield Parish Council, as this will need to be incorporated into the application.

**2021/195.2: Highways & Emergencies:**

Cllr Morley advised that he is awaiting a proposal from land owners on possible route options for footpath in Howe Lane but will be meeting with them again shortly.

**2022/092.2.5: Playground:**

Cllr Golding confirmed that he had been unable to fill the hollows under the slides of the multi-activity centres due to adverse weather conditions. The Clerk and Cllr Morley met APL Ltd who have adjusted the tension on the Zip Wire and tightened some fixings on the see-saw. **(Action Closed).**

# COCKFIELD PARISH COUNCIL

APL Ltd have provided a quote for a new Picnic Table and Bench on an AstroTurf, but are still outstanding to provide their quote for additional play equipment.

## **2022/108.2; Highways & Emergencies:**

Cllr Brinkley to provide a signwriter to paint the letter "D" onto the Cockfield sign.

## **2022/111; EV Charging Point at the VH Car Park:**

Cllr Cutting-Keyton advised that the Village Hall Management Committee rejected the proposal for a feasibility study on the installation of an EV Charging Facility. **(Action Closed)**.

## **2022/122.7: Parish Paths:**

Cllr Webster had not received any response from SCC to his email raising the Parish Council's safety concerns about the footpath bridge. Cllr Webster to forward his correspondence to SC Cllr Lindsay to enable him to pursue the matter internally with SCC.

## **2022/122.9: Other Assets:**

Cllr Cutting-Keyton to ascertain the CC's proposals for a notice board at the Pavilion at the next CC Meeting.

## **2022/123: Local Needs Housing:**

Cllr Morley and the Clerk met with SCC today (19/01/23) to discuss the transfer of SCC land to Cockfield Parish Council.

## **2022/124.3: Police/Fire:**

Cllr Morley confirmed that the police speed checks requested by Cllr Cutting-Keyton were in operation last week in the Cross Green area. **(Action Closed)**.

## **2022/127: Parish Council Reports:**

The Clerk to post the minutes onto the Village Website once approved.

## **2022/134 Public Participation Session:**

The Clerk had circulated SCC Cllr Lindsay's report in advance of the meeting. SCC Cllr Lindsay's highlighted several items from the report, namely that SCC would be increasing their precept by 4%, that skirting back the footpaths between the Horseshoes and Cross Green was in progress and that SCC had completed 17 drainage schemes and that SCC Highways have visited the development site behind Mortimer Rd about the mud on the road and verge damage.

The Parish Council's Chairman, Cllr Southgate was asked to write to BMSDC and SCC Enforcement teams about the breaches of conditions, extended working hours and damage to the Great Green.

District Cllr Arthey's sought confirmation that the Parish Council had received the BMSDC District Cllrs Briefing Note. Cllr Arthey advised that

# COCKFIELD PARISH COUNCIL

his Locality Budget donation towards the Parish Council's purchase of the mower had been approved.

## 2022/135 Planning:

**135.1 Applications Received:** It was noted that the following applications had been referred to the Parish Council:

**DC/22/06014:** Planning Application - Erection of 3no dwellings with associated parking and landscaping: Land at Junction of Bury Road and Felsham Road, Great Green, Cockfield, IP30 0HJ. **(The Parish Council strongly Opposed this Application).**

**DC/22/06228:** Householder Application - Construction of solar panels and insertion of roof lights in conjunction with loft conversion: Medlar House, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HQ. **(The Parish Council raised No Objections to this Application).**

**DC/22/06241:** Application under S73 for the Removal or Variation of a Condition following refusal of DC/21/00124 and subsequent appeal APP/D3505/W/21/3277336 dated 14/02/2022 - Erection of 2No detached five- bedroom dwellings, rearranging the car parking relating to the public house. Creation of vehicular access drive to serve the two dwellings (following demolition of the existing double garage together with additional landscaping) Town and Country Planning Act 1990 (as amended)- To vary Condition 2 (approved plans and documents) reduced plot sizes and improved parking layout/separation from public house. Three Horseshoes, Stows Hill, Cockfield, Bury St Edmunds Suffolk IP30 0JB. **(The Parish Council highlighted some concerns to the Planning Officer).**

**DC/23/00036:** Notification of Works to Trees in a Conservation Area - Crown reduce 1No. Silver Birch (T1) by 3-4 meters in height and reduce aides by 1-2 meters. Fell 1No. Walnut (T2). Reduce 1No. Holly by 3m and reduce sides by 1m. Reduce side branches of 1No. Beech by 1-2 meters. Old Mill House, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(The Parish Council raised No Objections to this Application).**

**APP/D3505/W/22/3306364:** Appeal by: Firstgrade Recycling Systems Limited: Planning Application - Erection of new workshop building with the existing access to the site from the A1141 upgraded. Land to The East Of, Sudbury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LN. **(The Parish Council reiterated its previous Objections to the Planning Inspector)**

## 135.2 Decisions Received:

**DC/22/05406:** Discharge of Conditions Application for DC/21/05382 - Condition 5 (Eaves and Verges), Condition 6 (Roof Materials), Condition 7 (Windows and Doors), Condition 8 (Rooflight), Condition 9 (Guttering) and Condition 10 (Vents) Location: Sussex Cottage, Chapel Road, Cockfield, Bury St Edmunds Suffolk IP30 0HE. **Decision: Conditions Approved.**

# COCKFIELD PARISH COUNCIL

**DC/22/05407:** Discharge of Conditions Application for DC/21/05381 - Condition 3 (Boundary Treatment) Location: Sussex Cottage, Chapel Road, Cockfield, Bury St Edmunds Suffolk IP30 0HE. **Decision: Conditions Approved.**

**DC/22/05023:** Construction of a field access Field West Of Corner Farm, Lawshall Road, Cockfield, IP30 0JP. **Decision: Planning Permission has been Granted.**

**DC/22/05644:** Discharge of Conditions Application for DC/20/05222 - Condition 3 (Contamination and Final Verification) (Part Discharge for Plot 8 only): The Former Garage, Great Green, Cockfield, Suffolk. **Decision: Conditions Approved.**

**DC/22/04803:** Erection of a single storey side extension and relocation of oil tank Water End Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **Decision: Planning Permission has been Granted.**

**DC/22/04804:** Erection of a single storey side extension and relocation of oil tank Water End Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **Decision: Listed Building Consent has been Granted.**

**DC/22/06051:** Notification of Works to Trees in a Conservation Area - Reduce crown of 1No. Cherry (T1) by 3m overall Conifers, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **Decision: Babergh do not wish to Object.**

**2022/136 Finance:**

**136.1: Payments & Income:** It was proposed by Cllr Levett and seconded by Cllr Webster that the schedule of payments be approved. The proposal was carried. The 19 January 2023 schedule comprised the following:

**Councillors are recommended to authorise the following payments covering December 2022 and January 2023.**

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
<b>WAVE Direct Debit</b>	Pavilion Water: Monthly Direct Debit (12/12/22).	9.17	1.83	11.00
<b>WAVE Direct Debit</b>	Pavilion Water: Monthly Direct Debit (12/01/23).	9.17	1.83	11.00
<b>Octopus Energy Direct Debit</b>	Pavilion Electricity: Monthly Direct Debit (11/12/22) for period. 01/11/22-30/11/22	222.71	11.14	233.85
<b>Octopus Energy Direct Debit</b>	Pavilion Electricity: Monthly Direct Debit (11/11/22) for period. 01/12/22-31/12/22	80.21	4.01	84.22

# COCKFIELD PARISH COUNCIL

<b>Steve Ball</b> Cheque No.101949	Clerk Salary: December 2022 (40 hours @ £13.75) Gross: £550.00 Net £330.00 [PAYE: £220.00].	330.00	N/A	330.00
<b>Steve Ball</b> Cheque No.101949	Clerk Salary: January 2023 (40 hours @ £13.75) Gross: £550.00 Net £330.00 [PAYE: £220.00].	330.00	N/A	330.00
<b>Steve Ball</b> Cheque No.101949	Clerk's Expenses: (December 2022 and January 2023), see below *	19.98	N/A	19.98
<b>HMRC</b> Cheque No.101950	PAYE December 2022: £220.00	220.00	N/A	220.00
<b>HMRC</b> Cheque No.101951	PAYE January 2023: £220.00	220.00	N/A	220.00
<b>The National Allotment Society</b> Cheque No. 101952	Renewal of Membership for 2023, £55.00 + £11.00 VAT, Total £66.00.	55.00	11.00	66.00
<b>Keith Mount Liming</b> Cheque No.101933	Broad soil ample analysis at Cross Green on 29/11/22	50.00	10.00	60.00
<b>Rod Williams</b> Cheque No.101954	Cemetery Cut (£120), Clear Up Leaves and general tidy up at Cemetery (£190), Total £310	310.00	N/A	310.00
<b>Rod Williams</b> Cheque No.101954	Installing Dog Litter Bin at Jeffreys Green, Labour and Postcrete (£45), 50% contribution to repair of Village Hall entrance path (£85) agreed at 24/11/22 Parish Council Meeting, Total £130	130.00	N/A	130.00
<b>A Vernon</b> Cheque No.101955	Fabrication of powder coated support post for Dog Litter Bin at Jeffreys Green (Cost includes order for minimum quantity of post material which the PC now own)	210.00	42.00	252.00
<b>Vertas Group Ltd</b> Cheque No. 101956	Quarterly Grounds Management at Great Green 01/01/23 – 31/03/23	586.92	117.38	704.30
<b>TOTAL</b>		<b>£2,783.16</b>	<b>£199.19</b>	<b>£2,982.35</b>

*Expenses for December 2022 & January 2023 Represented by:	Unit Cost	Total Cost
Instant Ink Printing Plan 05/11/22 – 05/12/22, (07/12/22)	9.99	9.99
Instant Ink Printing Plan 05/12/22 – 05/01/23, (07/01/23)	9.99	9.99
	<b>TOTAL</b>	<b>£19.98</b>

**Councillors to note the following Income received:**

# COCKFIELD PARISH COUNCIL

From:	Reason	Payment (£s)	VAT (£s)	Total (£s)
	<b>TOTAL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

**136.2: Purchase of Mower:** It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton to purchase a SCAG Ride-on Mower for use at Earls Meadow, Bruffs Line and Jeffreys Green at a maximum cost of £11,034.00 + VAT. The proposal was carried.

Note 1: Exact model/specification to be agreed after on-site trial of two mowers on 21 January.

Note 2: Maximum Cost to Parish Council is £9,034.00 (funded from its Neighbourhood CIL income), following grant of £2,000 from District Cllr Arthey's Locality Budget. The Parish Council will reclaim the VAT.

**136.3: Playground Equipment:** The Proposal to purchase a picnic table and bench (£450 + VAT) on a prepared base 4m x 3m for and including Astro turf (£1,380 + VAT) to be installed at the Children's Play Area, Great Green, total £1,830 + VAT. (to be funded with Neighbourhood CIL income) was deferred until the February Parish Council Meeting.

**136.4: Cross Green:** It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton to purchase of 1 bag fertilizer (£39.99) and 2 No. bags Ground Chalk (£29.50/bag), to treat the grass/soil at Cross Green, total £98.99. The proposal was carried.

## 2022.137 Budget & Precept:

**137.1: Budget:** It was proposed by Cllr Cutting-Keyton and seconded by Cllr Webster that the Budget discussed in detail at the November Parish Council Meeting be approved. The proposal was carried.

**137.2 Precept:** It was proposed by Cllr Cutting-Keyton and seconded by Cllr Webster that the Precept of £50,780 be approved and that the Parish Council would not increase its element of the Cockfield Council Tax (for the 3<sup>rd</sup> year running). The proposal was approved and the Chairman and Clerk signed the Precept Application Form to allow the Clerk time to meet the Precept submission deadlines.

## 2022.138 Neighbourhood CIL:

**138.1: Bus Stop Project:** The Clerk provided Cllrs with a progress update on the lease, funding, the project installation programme. The Clerk has issued a Village Community Broadcast confirming the traffic management arrangements. It was proposed by Cllr Morley and seconded by Cllr C Brinkley that the increased cost of £800 + VAT, for the additional safety Balustrading be approved. The proposal was carried.

**138.2: Neighbourhood CIL Expenditure:** The Clerk explained the Neighbourhood CIL Expenditure report, including the forecast expenditure up to 31 March and the future projects allocated for Neighbourhood CIL

# COCKFIELD PARISH COUNCIL

funding. It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the report be approved. The proposal was carried.

## **2022.139 Maintenance Schedule and Asset Management:**

**139.1 Maintenance Calendar:** (Full review, February, June, October only)

**139.2 Maintenance Matters by exception:**

**139.2.1 Greens Management:** None.

**139.2.2 Glebe Land:** Cllr Webster confirmed that he was meeting the seven applicants who had now expressed an interest in renting an allotment on 29 January. The hard standings had been laid but further work was required by the contractor to complete the work to the Parish Council's satisfaction.

**139.2.3 Earls Meadow:** None.

**139.4 Cemetery:** None.

**139.5 Playground:** None.

**139.6 Village Hall Car Park:** None.

**139.7 Parish Paths:** None.

**139.8 Pavilion:** It was proposed by Cllr Golding and seconded by Cllr Southgate that the Football Club be allowed to rehang the kitchen door to provide a better layout. The proposal was carried.

**139.9: Other Assets:** Cllr Webster had observed that the notice board on the corner of Great Green was getting discoloured due to water under the varnish. It was proposed by Cllr Webster and seconded by Cllr Levett that this be added to the 2023 Maintenance Schedule. The proposal was carried.

**2022/140 Local Needs Housing:** Cllr Morley confirmed that 3 of the 4 smaller self-build plots on the Jeffreys Green Housing development had been sold.

## **2022/141 Third Party Liaison:**

**141.1 Suffolk Association of Local Councils (SALC):** Cllr Cutting-Keyton confirmed her attendance at the Babergh Area meeting on 2 February.

**141.2 Highways and Emergencies:** Cllr Cutting-Keyton confirmed that the Keep Cockfield Tidy Litter Pick would be on 18 & 19 March.

# COCKFIELD PARISH COUNCIL

**141.3 Police/Fire:** Cllr Cutting-Keyton advised of the Police Commissioner's proposal to increase the Police Precept by £15 per Band D property.

- 2022/142 King Charles Coronation:**  
Cllr Cutting-Keyton advised that she had met with Cllr Morley and the Chair of the Community Council to discuss Parish Council considerations for the Coronation, which she outlined to Cllrs.
- 2022/143 Allotment Tenancy Agreement:**  
It was proposed by Cllr Webster and seconded by Cllr Morley that the draft Allotment Tenancy Agreement circulated to Cllrs in advance of the meeting be approved and that Cllr Webster and the Clerk be authorised to sign it on behalf of the Parish Council. The proposals were carried.
- 2022/144 Parish Council Elections;**  
The Clerk advised Cllrs of the key dates, but will provide a full briefing at the February Parish Council Meeting.
- 2022/145 Correspondence:**  
**145.1:** 02/12/22 – **SAAA:** Appointment of PKF Littlejohn as our External Auditors for the next 5 years.  
**145.2** 02/12/22 - **BMSDC Elections:** Provision of Electoral Register for Cockfield  
**145.3** 07/12/22 – Cockfield Resident: Request for the PC to install Basketball Hoop facility at the Playground, Great Green  
**145.4** 07/12/22 - **Lavenham Parish Council:** Invitation to consult on the Lavenham Draft Neighbourhood Plan  
**145.5** 09/12/22 – **BMSDC:** Formal consultation of revisions to the BMS Planning Validation List  
**145.6** 21/12/22 – **Headway Suffolk Charity:** Request permission for their mobile shop to visit Cockfield on a weekly or monthly basis  
**145.7** 05/01/23 – **BMSDC:** Confirmation of Tax Base details  
**145.8** 05/01/23 – **PCC:** Consultation on proposal to increase Police element of the Precept by £15.00.
- 2022/146 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**  
Updated Welcome Pack  
Parish Council Elections
- 2022/147 Next Meetings:**  
The next Ordinary Meeting of the Parish Council will be held on Thursday 23 February 2023 at 7.30pm, in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held on 30 March, 27 April, 25 May, 29 June, 27 July, 28 September, 26 October and 30 November 2023. The Annual Parish Meeting will be held on either the 11 May or 18 May 2023.

**The meeting closed at 10.32 pm.**