

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 23 February 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Derek Southgate (Chairman), Cllr Jane Cutting-Keyton, Cllr Andy Golding, Cllr Ian Levett, Cllr Ralph Turner and Cllr Mark Webster.

In Attendance: District Cllr Margaret Maybury, District Cllr Clive Arthey, 7 members of the public and the Clerk, S Ball.

2022/148 Apologies for Absence: Suffolk County Cllr Robert Lindsay Cllr Carl Brinkley, Cllr Robin Morley and Cllr Joe Brinkley.

2022/149 Declarations of Interest:
Cllr Cutting-Keyton and Cllr Webster declared a pecuniary interest in Agenda Item 7.2 Payments (as chair of the Village Hall) and (reimbursement for allotment purchases) respectively.

2022/150 Minutes of the Last Parish Council Meeting: It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the minutes of the Ordinary Parish Council Meeting, held on 19 January 2023, be signed as a true record. The proposal was carried.

2022/151 Outstanding Actions:

2021/189: BMSDC Public Realm Land:

No further progress as SCC Highways Enforcement representative is on bereavement leave.

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 received a recommendation from Cllr Morley that the application for 'Granting of a new right of common and application for registration of a right in the commons register' should proceed, subject to being witnessed by a JP or practising Solicitor, without the inclusion of the additional land (to be transferred from SCC to Cockfield Parish Council).

It was proposed by Cllr Southgate and seconded by Cllr Cutting-Keyton, that the Clerk submits the application, The proposal was carried.

2021/195.2: Highways & Emergencies:

The Clerk advised that he and Cllr Morley had met with representatives of Hodge Farms and are awaiting a costed proposal from for footpath on their land down Howe Lane.

2022/092.2.5: Playground:

Cllr Golding confirmed that he will fill the hollows under the slides of the multi-activity centres when weather conditions improve.

APL Ltd have provided quotes for a new Picnic Table/Bench on Astroturf, and for two options for additional play equipment. Cllr Morley and the Clerk to meet with APL to finalise options.

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2022/108.2: Highways & Emergencies:

In Cllr Brinkley's absence, there was no update on the provision of a signwriter to paint the letter "D" onto the Cockfield sign.

2022/122.7: Parish Paths:

Cllr Webster advised that SCC have inspected the Abbey footpath bridge and consider it safe, but will continue to inspect it regularly. Cllr Webster to escalate the Parish Council's concerns to SC Cllr Lindsay to enable him to pursue the matter internally within SCC.

2022/122.9: Other Assets:

Cllr Cutting-Keyton has requested the CC to confirm whether a notice board is still required at the Pavilion. CC Chair attended meeting and will provide confirmation.

2022/127: Parish Council Reports:

The Clerk is meeting Neil Ashton on 27/02/23 to post approved minutes onto the Village Website. **(Action Closed)**.

2022/136.2: Purchase of Mower:

The Clerk confirmed that the mower should be delivered next week. **(Action Closed)**.

2022/136.4: Cross Green:

The Clerk confirmed that an order was placed for Fertilizer and Lime to treat the grass at Cross Green and it had been delivered and would be spread by volunteers from Cross Green. **(Action Closed)**.

2022/137.2: Precept:

The Clerk confirmed that the Precept had been submitted to BMSDC. **(Action Closed)**.

2022/138.1: Bus Stop Project:

The Clerk confirmed that he and Cllr Cutting-Keyton were meeting Dawn Edwards (Orwell Housing Association) on 24/02/23 to inspect the shelter and balustrade.

2022/139.2.2: Glebe Land:

Cllr Webster confirmed that the track and hardstanding were now complete, that he had met potential allotment holders and tenancy agreements had been issued. Completed tenancy agreements and annual rental payments to be returned to the Clerk.

2022/139.8: Pavilion:

Cllr Golding confirmed that he has not yet rehung the kitchen door.

2022/139.9: Other Assets:

Cllr Levett has updated the Maintenance schedule to include new assets. **(Action Closed)**.

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2022/145.6: Headway Suffolk Charity:

The Clerk has provided permission for the Headway Mobile Shop to visit Cockfield. **(Action Closed)**.

2022/152: Damage to Great Green:

Cllr Southgate to write to BMSDC and SCC Enforcement teams about the breaches of conditions, extended working hours and damage to the Great Green.

2022/152 Public Participation Session:

SCC Cllr Lindsay had circulated his report in advance of the meeting. In SCC Cllr Lindsay's absence, there was nothing further to add.

District Cllr Maybury highlighted issues from her report that she had circulated in advance of the meeting.

District Cllr Arthey asked when Orwell Housing would be erecting a 'Jeffreys Green' sign at the entrance to the housing development, confirmed that the Factory Site Appeal hearing decision is outstanding and suggested that the LC Whip scheme might support footpath funding for Howe Lane.

Julie Goodsman introduced herself as the new chair of the Community Council and was hopeful that the Community Council could work with the Parish Council on village projects such as the Kings Coronation. Cllr Southgate thanked her for attending.

2022/153 Planning:

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

DC/23/00384: Erection of workshop building following demolition and removal of existing buildings. Land At Corner Farm, Lawshall Road, Cockfield, IP30 0JP. **(The Parish Council feel that it is not appropriate to comment as this application is not within Cockfield).**

DC/22/06142: Planning Application. Erection of stables and two-storey outbuilding. Refurbishment of existing outbuilding. Stationing of temporary outbuilding for storage. Additional detail as per Design Access and Heritage Statement. The Hermitage, Bury Road, Shimpling. IP30 0JL **(The Parish Council feel that it is not appropriate to comment as this application is not within Cockfield).**

153.2 Decisions Received:

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

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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. **(Decision: BMSDC Does NOT wish to object)**

DC/23/00037: Application for Works to Trees subject to Tree Preservation Order WS200/T4 - Reduce low lateral branches of 1No. Sycamore (T1) by 3m back to boundary wall. Old Mill House, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(Decision: Consent has been Granted)**

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 **(Decision: Planning Permission has been Granted)**

DC/23/00163: Discharge of Conditions Application for DC/20/05222 - Condition 3 (Contamination and Final Verification) (Part Discharge for Plots 1 and 9 Only): The Former Garage, Great Green, Cockfield, Suffolk. **Decision: Conditions Approved.**

2022/154 Finance:

154.1: Financial Report: The Budget v Expenditure v Forecast report to 31 January 2023 was received. It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Report be approved. The proposal was carried

154.2: Payments & Income: It was proposed by Cllr Southgate and seconded by Cllr Levett that the schedule of payments be approved. The proposal was carried. The 23 February 2023 schedule comprised the following:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
WAVE Direct Debit	Pavilion Water: Monthly Direct Debit (12/02/23).	9.17	1.83	11.00
Octopus Energy Direct Debit	Pavilion Electricity: Monthly Direct Debit (11/01/23) for period. 02/01/23-31/01/23	218.37	10.92	229.29
Steve Ball Cheque No.101957	Clerk Salary February 2023 (40 hours @ £13.75) Gross: £550.00 Net £330.00 [PAYE: £220.00].	330.00	N/A	330.00

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Steve Ball Cheque No.101957	Clerk's Expenses: February 2023 see below *	32.64	N/A	32.64
HMRC Cheque No.101958	PAYE February 2023: £220.00	220.00	N/A	220.00
BL Colson Cheque No.101959	Balance of outstanding payment for allotment hardstanding and hedge cutting (less £34.80p deduction for damaged padlock)	211.00	42.20	253.20
M Webster Cheque No.101960	Purchase of replacement padlock (£34.80), Steel Pegs (£41.40 & £43.20), High Density Membrane (£30.00), Wooden Stakes (£60.00), Wooden Batten (£31.10), Total £240.50	240.50	N/A	240.50
Littlethorpe Ltd Cheque No.101961	Manufacture and supply of Snowdon Bus Shelter, toughened glass & delivery	13,387.00	2,677.40	16,064.40
Rod Williams Cheque No.101962	Clear branches of overhanging fir tree from grave and re-site fallen gravestone in Cemetery	70.00	N/A	70.00
A Golding Cheque No.101963	Replacement cheque (original time expired) as refund for Funeral Directors overcharge of PC Grave Plot	50.00	N/A	50.00
Excello Law Cheque No.101964	Final Fees & disbursements in drafting & executing Lease for Bus Shelter. £723.00 + £135.60 VAT = £858.60 less £250.00 Deposit paid on account	473.00	135.60	608.60
Ashtons Legal Cheque No.N/A	Legal Services (on behalf of the Landowner granting the Lease for the Bus Shelter .Final invoice £1,500 + £300 VAT previously paid as a deposit	0.00	0.00	0.00
Saxon Fire Ltd Cheque No.101965	Annual Inspection & Testing of Pavilion Fire Extinguishers	61.45	12.29	73.74
Village Hall Management Group Cheque No.101966	Hire of VH for 11 No. Parish Council Meetings & 1 No. Annual Parish Meeting in 2022/23.	300.00	N/A	300.00
Gipping Press Ltd Cheque No.101967	Cheque Cancelled	00.00	.0.00	00.00
Neil Ashton Cheque No.101968	PC Contribution to Web Site maintenance & licencing Costs for 2021-23	192.29	N/A	192.29
Cockfield Community Council Cheque No.101969	Repayment of the PC's contribution to the web site costs charged to and paid by the Community Council by	265.86	N/A	265.86

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	mistake			
STM Company Ltd Cheque No.101970	Supply & delivery of a Scag Tiger-Cat 52" Sit-on mower, with side discharge mower deck.	11,034.00	2,206.80	13,240.80
Orwell Housing Association Cheque No.101971	Demolition of existing bus shelter & base & construction of new bus shelter base & handrail.	23,068.81	4,613.76	27,682.57
Gipping Press Ltd Cheque No.101972	Printing 500 copies A5 Flyers for King Charles Coronation	38.00	N/A	38.00
Orwell Mencap Cheque No.101973	Purchase of Iroko 1.8m bench inscribed for King Charles III Coronation 2023	584.17	116.83	701.00
	TOTAL	£50,724.81	£9,805.34	£60,530.15

*Expenses for February Represented by:	Unit Cost	Total Cost
Instant Ink Printing Plan 05/01/23 – 05/02/23, (07/02/23)	9.99	9.99
Two Reams A4 Printing Paper	7.50	15.00
1 st Class Post Special Delivery (Bus Shelter Leases)	7.65	7.65
	TOTAL	£32.64

Councillors to note the following Income received:

From:	Reason	Payment (£s)	VAT (£s)	Total (£s)
BMSDC	Locality Budget Donation towards Mower	2,000.00	N/A	2,000.00
Cockfield Community Council	Donation towards Mower	2,000.00	N/A	2,000.00
	TOTAL	£4,000.00	N/A	£4,000.00

154.3: King Charles Coronation: It was proposed by Cllr Levett and seconded by Cllr Golding that Cllr Cutting-Keyton be authorised to purchase the following items for the Kings Coronation:

3.1: 1.8m Brandon Iroko Bench from Orwell Mencap £584.17 + £116.83 VAT, Total £701.00;

3.2: Labour & materials to construct a base for the bench on Great Green by R Williams for £75.00;

3.3: Commemorative Oak Tree at the Great Green for £60.00;

3.4: Metal Tree Guard to be fabricated by A Vernon for £120.00;

3.5: Commemorative Plaque for £70.00;

3.6: Printing 500 A5 Leaflets advertising the Coronation event at Great Green by Gipping Press Ltd for £38.00.

The proposal was carried.

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154.4: Grounds Management: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the contract with Vertas Group Ltd be extended for another 12 months. The proposal was carried.

2022/155 Neighbourhood CIL:

155.1: Bus Stop Project: The Clerk provided Cllrs with a progress update on the lease, final expenditure v funding and snagging items.

155.2: Playground Equipment: In Cllr Morley's absence, this was deferred until the March Parish Council meeting.

2022/156 Community Council Summer Fete:

It was proposed by Cllr Southgate and seconded by Cllr Levett that approval be given for the Community Council to use the Pavilion and Great Green for the Summer Fete on 16th July 2023. The Clerk to write to the CC.

2022/157 Parish Council Elections:

The Clerk highlighted the key dates in the Election process, detailed in the briefing note circulated in advance of the meeting.

2022/158 King Charles Coronation:

Cllr Cutting-Keyton updated Cllrs on the Parish Council's proposals & timetable for the Coronation Event on Great Green on 6th May 2023.

2022/159 Rural Coffee Caravan:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Webster that the Rural Coffee Caravan be invited to add Cockfield to its route. The proposal was carried. The Clerk was asked to notify Rural Coffee Caravan.

2022/160 Pavilion Repairs:

160.1: Balustrade: The Clerk was asked to obtain estimates to completely replace the balustrade at the Pavilion which would be funded from Neighbourhood CIL.

160.2: Shower Flooring: Cllr Golding agreed to ascertain whether one of the football team could replace the timber raised floor in the Away Changing Room showers. The Parish Council would fund the cost of replacing the Altro Safety Flooring.

2022/161 Damage to Great Green/Verges:

Cllr Morley has raised the issue with Simon Bailey, BMSDC Head of Enforcement who agreed to visit Great Green, straight after the Planning Appeal Hearing on 9th March 2023. District Cllr Arthey advised that the Parish Council should await Simon Bailey's response before escalating.

2022/162 Maintenance Schedule and Asset Management:

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

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162.2 Maintenance Matters by exception:

162.2.1 Greens Management: None.

162.2.2 Glebe Land: Cllr Webster confirmed that the hard standings and track were now complete, the central path had been laid and all 10 allotment plots had been reserved.

162.2.3 Earls Meadow: None.

162.4 Cemetery: None.

162.5 Playground: None.

162.6 Village Hall Car Park: Cllr Cutting-Keyton advised that the school's maintenance contractor had not undertaken any of the car park maintenance on the Parish Council's agreed annual maintenance schedule. Cllr Levett agreed to contact the contractor.

162.7 Parish Paths: None.

162.8 Pavilion: None.

162.9: Other Assets: None.

2022/163

School Requests:

The Clerk was asked to send a simple response to the school council on behalf of the Parish Council.

2022/164

Local Needs Housing: In Cllr Morley's absence, there was no update.

2022/165

Third Party Liaison:

165.1 Suffolk Association of Local Councils (SALC): Cllr Cutting-Keyton confirmed that she will be attending the next SALC Babergh Area meeting.

165.2 Highways and Emergencies: None.

165.3 Police/Fire: None.

2022/166

Correspondence:

166.1: Email 25/01/23: Request to publish a 'Walking in England' report in GL – forwarded to J C-K.

166.2: Emails 31/01/23, 10/02/23, 17/02/23: Vertas uplift letters and contract renewal – Agenda item 7.4.

166.3: Email 01/02/23: BMSDC District Cllr Briefing Document for February – Circulated to Cllrs.

166.4: Email 02/02/23: SALC Election briefing presentation for Clerks.

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166.5: Email 10/02/23: Loss Adjusters Pavilion Monitoring Report – forwarded to Cllr Southgate.

166.6: Letter 14/02/23: Solicitor forwarded leases for signature – Signed by Cllr Morley and Clerk and returned to solicitor.

166.7: Email 15/02/23: Copy of Cockfield VG letter to BMSDC Planning Officer relating to the Plough & Fleece development, seeking Parish Council's support – circulated to Planning Consultation Group.

2022/167 **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
Village Litter Pick

2022/168 **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 30 March 2023 at 7.30pm in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held on 11 May, 29 June, 27 July, 28 September, 26 October and 30 November 2023. The Annual Parish Meeting will be held on 25 May 2023.

The meeting closed at 9.55 pm.