

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 30 March 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Derek Southgate (Chairman), Cllr Carl Brinkley, Cllr Joe Brinkley, Cllr Andy Golding, Cllr Ian Levett, Cllr Robin Morley, Cllr Ralph Turner and Cllr Mark Webster.

In Attendance: District Cllr Clive Arthey, 4 members of the public and the Clerk, S Ball.

2022/169 Apologies for Absence: Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury and Cllr Jane Cutting-Keyton.

2022/170 Declarations of Interest:
Cllr Morley declared a pecuniary interest in Agenda Item 7.2 Payments (as a recipient of reimbursement) and a non-pecuniary interest in Agenda Item 8.1 (Planning Application DC/23/01145). Cllr C Brinkly declared a non-pecuniary interest in Agenda Item 8.1 (Planning Appeal AP/D3505/W/22/3306364).

2022/171 Minutes of the Last Parish Council Meeting: It was proposed by Cllr Levett and seconded by Cllr Webster that the minutes of the Ordinary Parish Council Meeting, held on 23 February 2023, be signed as a true record. The proposal was carried.

2022/172 Outstanding Actions:

2021/189: BMSDC Public Realm Land:

SCC Highways Enforcement representative has returned from leave, is retrieving the legal forms and will set up a conference call with Cllr Lindsay and SCC Highways.

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 will get the application for 'Granting of a new right of common and application for registration of a right in the commons register' witnessed by our Solicitor, when discussing a new commission to act for the PC on the transfer of land from SCC to the PC. This will be done once SCC provide Heads of Terms.

2021/195.2: Highways & Emergencies:

Cllr Morley advised that he is still 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.

Cllr Morley and the Clerk met with APL on 29/03/23 to finalise options.
(Action Closed)

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2022/108.2; Highways & Emergencies:

The letter "D" has been painted onto the Cockfield sign. **(Action Closed)**

2022/122.7: Parish Paths:

Cllr Webster has again pursued SCC regarding the unsafe condition of the Abbey footpath bridge and SCC have confirmed that it is now scheduled for replacement, subject to confirmation of ownership. No timescales were provided for the replacement.

2022/122.9: Other Assets:

Julie Goodsman (Chair of the CC) has confirmed that a notice board is no longer required at the Pavilion as Cllr Turner had offered them a site at the Post Office. **(Action Closed)**

2022/136.2: Purchase of Mower:

The Clerk confirmed that the mower has been delivered. **(Action Closed).**

2022/136.4: Cross Green:

The Clerk confirmed that the Fertilizer and Lime to treat the grass at Cross Green had been delivered and has been spread by Anthony Creasy (a volunteer from Cross Green). The Parish Council would like to thank Anthony Creasy. **(Action Closed).**

2022/138.1: Bus Stop Project:

The Clerk and Cllr Cutting-Keyton met Dawn Edwards (Orwell Housing Association) on 24/02/23 to inspect the shelter and balustrade. The Balustrade has been realigned and refixed. The signwriting on the road has deteriorated and will be redone. **(Action Closed)**

2022/139.2.2: Glebe Land:

Cllr Webster confirmed that all allotments have been taken and we have a waiting list. Completed tenancy agreements and annual rental payments for 9 of the 10 allotments have been returned to the Clerk. **(Action Closed)**

2022/139.8: Pavilion:

Cllr Golding confirmed that he has rehung the kitchen door. **(Action Closed)**

2022/173 Public Participation Session:

SCC Cllr Lindsay had issued his report to the Clerk who circulated after the meeting. In SCC Cllr Lindsay's absence, there was nothing further to add.

District Cllr Maybury circulated her report that in advance of the meeting. In District Cllr Maybury's absence, there was nothing further to add.

District Cllr Arthey advised that Housing inspection figures continue to fall. Asbestos and carbon monoxide detector checks are all done. He added that earlier this month BMSDC Cabinet approved the Culture, Leisure and Visitor Economy Strategy. The sale of Belle Vue House in Sudbury was

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also agreed. The week before last BMSDC published the Joint Local Plan (Part 1) Modifications document which is now out to consultation. Last week he presented his final reports to Council which included the CIL Framework review and the Joint Local Planning Enforcement Plan. District Cllr Arthey expressed thanks to Cockfield and stated it had been a pleasure to represent you for the last 20 years.

David Simpson raised strong concerns about the state of the Great Green, Grass Verges and Triangular Island, due to the damage caused by Contractor's vehicles and asked Cllrs to escalate the matter. Cllr Morley explained that the PC have limited powers, but have already spoken twice to the Developer, raised formal complaints with both BMSDC Planning Enforcement team and SCC Highways, and spoken to Head of Enforcement, however there has been limited progress to date. District Cllr Arthey explained that although BMSDC Enforcement have visited the site several times the Contractor has not breached any planning conditions. It was agreed by all parties that the mud and ruts were a safety hazard for vehicles and pedestrians and that the Clerk should write again to SCC Highways with photographic evidence to get them to address the problem.

Brenda Dwyer requested a Cllr to attend the virtual Planning Appeal Hearing on 10/05/23. Cllr Levett agreed to attend and advise that he was attending in the capacity of an individual and not as a Parish Cllr. The Clerk advised that the time and date of the Hearing would be published in GL and that he had posted the process for registering interest in attending the Hearing onto the Website.

2022/174 Planning:

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

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 Appeal Start Date: 29/12/2022 Further to the appeal hearing that took place on 15 February 2023, a second day has been arranged to complete the proceedings which will be held on Thursday 9th March 2023 on MS Teams. Hearing abandoned by the Inspector for procedural reasons and will be reconvened on 10/05/23.

DC/23/00920: Application for a Lawful Development Certificate for an Existing Use, Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990 (as amended) - Confirmation of commencement for 5no dwellings approved under DC/18/02911. Hope House, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **The Parish Council has no comment on this Application, as it is a procedural issue for BMSDC to determine.**

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DC/23/01145: Householder Application - Render to front and side elevations.: Hardwick View, Bury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LB. **The Parish Council has no objections to this Application.**

DC/23/00766: Householder Application - Erection of detached garage with home office over (following demolition of existing garage). Water Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **The Parish Council Supports this Application**

DC/23/00176: Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 2No. Dwellings.: The Abbey Cottage, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY **The Parish Council Objects to this Application.**

174.2 Decisions Received:

DC/22/06366: Submission of Details (Reserved Matters in Part) and Discharge of Condition 6 (ground floor levels in Part) Condition 13 (Highway Provision of Parking and Turning in Part), Condition 14 (Refuse Bins and Collection Areas in Part), Condition 15 (Screen Walls and Fences in Part) under Outline Planning Permission DC/21/03681 for the Access, Appearance, Landscaping, Layout and Scale of 1No. dwelling (Plot 23) 22 Old Stone Pit Way, (Land Adjacent To Mackenzie Place), Cockfield, Bury St Edmunds Suffolk IP30 0BW **(Decision: Reserved Matters have been Approved)**

DC/23/00284: Discharge of Conditions Application for DC/22/01835 - Conditions 3 (Materials) 4 (Brick and Flint Panelling) and 7 (Agreement of Levels): Plot 2, Bury Road, Cross Green, Cockfield Suffolk **(Decision: Reserved Matters have been Approved)**

2022/175 Finance:

175.1: Financial Report: The Financial Reconciliation report to 28 February 2023 was received. It was proposed by Cllr Southgate and seconded by Cllr Levett that the Report be approved. The proposal was carried

175.2: Payments & Income: It was proposed by Cllr Southgate and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 30 March 2023 schedule comprised the following:

To:	Reason	Payment (£s)	VAT (£s)	Total (£s)
WAVE Direct Debit	Pavilion Water: Monthly Direct Debit (12/03/23).	9.17	1.83	11.00

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Octopus Energy Direct Debit	Pavilion Electricity: Monthly Direct Debit (11/01/23) for period. 02/01/23-31/01/23	195.05	9.80	204.85
Steve Ball Cheque No.101974	Clerk Salary March 2023 (40 hours @ £13.75) Gross: £550.00 Net £330.00 [PAYE: £220.00].	330.00	N/A	330.00
Steve Ball Cheque No.101974	Clerk Salary March 2023 (12 months x 40 hours @ £1.00) Gross: £480.00 Net £288.00 [PAYE: £192.00].	288.00	N/A	288.00
Steve Ball Cheque No.101974	Clerk's Expenses: March 2023 see below *	24.53	N/A	24.53
HMRC Cheque No.101975	PAYE March 2023: £220.00	220.00	N/A	220.00
HMRC Cheque No.101976	PAYE Backpay for pay increase for 2023: £192.00	192.00	N/A	192.00
Keith Mount Liming Ltd Cheque No.101977	Purchase of 2 No. bags Lime & 1 No. bag Fertiliser for Cross Green.	82.50	16.49	98.99
Robin Morley Cheque No.101978	Purchase of King Charles III Coronation Oak Tree, stake, ties and delivery from Mail Order Trees	62.44	12.50	74.94
BMSDC Cheque No.101979	Cemetery Rates 01/04/23-31/03/24	249.50	N/A	249.50
BMSDC Cheque No.101980	Emptying new dog poo bin (Jan – March 2023)	10.86	2.17	13.03
Dean Harradine Cheque No. 101981	Pre-payment to purchase paint & materials to Refurbish Bandstand, Pavilion & Shed	500.00	N/A	500.00
Rod Williams Cheque No.101982	Purchase of Petrol for Earls Meadow mowers £28	28.00	N/A	28.00
TOTAL		£2,192.05	£42.79	£2,234.84

*Expenses for March Represented by:	Unit Cost	Total Cost
Instant Ink Printing Plan 05/02/23 – 05/03/23, (07/03/23)	9.99	9.99
Book 8 x 1 st Class Stamps	7.60	7.60
Book 8 x 2 nd Class Stamps	5.44	5.44
Get Well Soon card	1.50	1.50
	TOTAL	£24.53

Councillors to note the following Income received:

From:	Reason	Payment (£s)	VAT (£s)	Total (£s)
3 No. Cockfield	Cheques for Annal Rental of	60.00	N/A	60.00

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Residents	Allotment Plot for 2023/24			
6 No. Cockfield Residents	Cash for Annal Rental of Allotment Plot for 2023/24	120.00	N/A	120.00
Hanchets Monumental Masons	Payment for a new memorial in Cemetery	125.00	N/A	125.00
	TOTAL	£305.00	N/A	£305.00

175.3: Refurbishment of the Bandstand/Pavilion/Shed: It was proposed by Cllr Morley and seconded by Cllr Levett that a pre-payment budget of up to £1,000 be authorised, of which a cheque of £500 be paid to Dean Harradine to enable materials to be procured for the refurbishment of the Bandstand, Pavilion and shed. The proposal was carried.

175.4: VH Car Park Maintenance: It was proposed by Cllr Golding and seconded by Cllr Southgate to accept the quotation of £100.00 from R Williams to de-silt the gutters, clear out fallen leaves around the perimeter of the VH and remove grass and weeds from the paths. The proposal was carried.

175.5: SALC Payscales: It was proposed by Cllr Levett and seconded by Cllr Golding that the new SALC Payscales (effective from 01/04/23) agreed in November 2022 be adopted. The proposal was carried.

2022/176 Neighbourhood CIL:

176.1: Bus Stop Project: The Clerk confirmed that the lease had been received and has been forwarded to BMSDC CIL Team, to enable them to issue a Funding Offer Letter to the Parish Council. Once received, the Clerk would submit a claim for the CIL payment. The Clerk is awaiting a final invoice from Orwell Housing Association. The Clerk was asked to write a Thank You Letter to Dawn Edwards, Orwell Housing Association.

176.2: Playground Equipment: It was proposed by Cllr Morley and seconded by Cllr J Brinkley that the quotations from Action, Play & Leisure be accepted for:

176.2.1: A 3m long Picnic Table on a Gravel bed and artificial grass base be accepted for £1,830.00 + VAT, and

176.2.2: A 2.4m high Cone Climber, on 300mm woodchip base with geotextile membrane and timber edging for £10,227.57 + VAT.

The proposal was carried subject to the equipment being funded by Neighbourhood CIL payments and that the above figures be regarded as a maximum cost (The Clerk and Cllr Morley to attempt to negotiate a further reduction).

2022/177 Parish Charity Donations (Section 137):

It was proposed by Cllr Webster and seconded by Cllr Southgate, that donations should be made to

1. The Kernos Centre (£100),
2. SARS (£200) and

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3. Sudbury Citizens Advice Bureau (£200).
The proposal was carried.

2022/178 Pavilion Repairs:

178.1: Balustrade: The Clerk has requested an estimate from a local contractor to completely replace the balustrade at the Pavilion which would be funded from Neighbourhood CIL. The estimate will be submitted in advance of the April PC Meeting. An estimate is being requested from a second contractor.

178.2: Shower Flooring: Cllr Golding has made safe the raised floor in the away changing room showers and will ascertain whether one of the football team could replace the raised timber floor. The Parish Council would fund the cost of replacing the Altro Safety Flooring.

2022/179 Maintenance Schedule and Asset Management:

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

179.2 Maintenance Matters by exception:

179.2.1 Greens Management: None.

179.2.2 Glebe Land: Cllr Webster confirmed that the hard standings and track had now been completed satisfactory.

179.2.3 Earls Meadow: None.

179.4 Cemetery: Cllr Turner advised that he had treated the decaying entrance gate post with wood hardener which should preserve its life for a further 3-4 years.

179.5 Playground: None.

179.6 Village Hall Car Park: Cllr Cutting-Keyton's report advised that the school had terminated their maintenance contract, so their contractor has not undertaken any of the Carpark maintenance schedule for the PC. Cllr Cutting-Keyton's attempts to obtain alternative estimates had not proved successful, so R Williams would be employed in the interim.

179.7 Parish Paths: None.

179.8 Pavilion: The Clerk has terminated the Klargestor and Pumping Station Maintenance contract with Binder Ltd as instructed. Cllrs Golding and J Brinkley requested a letter from the PC confirming security of tenure for Cockfield FC, to enable them to submit an Expression of Interest in procuring a grant towards and Energy Survey and Energy Saving Improvement Works. The Clerk to draft a letter for Cllr Southgate to sign.

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179.9: Other Assets: None.

2022/180 Third Party Liaison:

180.1 Suffolk Association of Local Councils (SALC): None.

180.2 Highways and Emergencies: Cllr Cutting-Keyton report confirmed that she has requested Police Speed Checks and Number Plate Recognition at Great Green.

180.3 Police/Fire: None.

2022/181 King Charles Coronation: Cllr Cutting-Keyton's report confirmed arrangement are in hand for the beacon lighting, that invites and application forms for Children's Goodie Bags had been delivered to all addresses in Cockfield, thanks to the help of David Simpson and his GL distributor team. Cllr Morley confirmed that he had planted the King Charles III Coronation Oak Tree on Great Green and commissioned a metal tree guard and ordered a commemorative plaque. A new 1.8m Iroko Coronation Bench had been delivered and a concrete base will be constructed for it at Great Green.

2022/182 Cockfield Litter Pick:

Cllr Cutting-Keyton's report thanked R Williams & T Turner for providing litter picking equipment, Hodge Farms for hosting the event and the numerous volunteers for keeping Cockfield Clean.

2022/183 Cockfield Welcome Pack:

Cllr Cutting-Keyton's report advised that the 2023 Version of the Cockfield Welcome Pack is now available on the Website.

2022/184 Correspondence:

184.1: Email 27/02/23 from Jeffreys Green resident complaining of cars speeding in excess of 40-mph and requesting a 30-mph limit. It was agreed that following a serious accident at Mill Corner the Parish Council should lobby SCC Highways, SCC Cabinet Member Cllr West and SCC Cllr Lindsay to review the speed limits in the area. Cllrs to attempt to arrange a site meeting. Clerk to update resident on proposed action.

184.2: Email 27/02/23 from SCC confirming that Milestone Infrastructure (part of M Group Services) has been awarded Suffolk's new highways services contract, which will begin on 1 October 2023.

184.3: Email 01/03/23 from BMSDC Communications monthly update.

184.4: Email 11/03/23 from Green Lane resident reporting near miss (of child running out from playground towards the road) and requesting that the playground be fenced. Clerk has written to resident explaining all the

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safety mitigation measures that the PC have implemented, but should explain that a fence will not be erected around the playground.

184.5: Email from Brenda Dwyer to Cross Green residents and Parish Council requesting Cllr attendance at the Factory Appeal Hearing on 10/05/23.

184.6: Email 14/03/23 from BMSDC enclosing the Notice of Election. The Clerk has posted the Election Notice on the website and PC notice boards.

184.7: Email 14/03/23 from Cllr Levett (in his capacity of School Governor), outlining the School Consultation Time Lines and Consultation Address.

184.8: Email 21/03/23 from District Cllr Maybury submitting her DC Report for February/March.

184.9: Email 24/03/23 from BMSDC - Notification of Planning Appeal providing details of how to register to attend on-line MS Teams Hearing. The Clerk has posted on the Website.

2022/185 **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Review of the Clerk's Salary

2022/186 **Next Meetings:**

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

The meeting closed at 10.20 pm.