

COCKFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the full Council held on 11 May 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Derek Southgate, Chairman (part meeting), Cllr Joe Brinkley, Cllr Janne Cutting-Keyton, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Ian Levett, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: District Cllr Margaret Maybury, District Cllr Paul Clover, 3 members of the public and the Clerk, S Ball.

2023/017 Election of Chairman

The election of the new Chairman was presided over by the outgoing Chairman, Cllr Derek Southgate. It was proposed by Cllr Turner and seconded by Cllr Knight, that Cllr Levett be elected Chairman for the coming year. The proposal was carried.
Cllr Levett thanked Cllr Southgate, Cllr C Brinkley and Cllr Webster for their service on the Parish Council.

2023/018 Declaration of Acceptance of Office

Cllr Levett duly signed the Declaration of Acceptance of Office of Chairman, after the Parish Council Meeting.

2023/019 Chairman's Election of Vice-Chairman

It was proposed by Cllr Morley and seconded by Cllr Turner, that Cllr Cutting-Keyton be elected Vice-Chairman for the coming year. The proposal was carried.

2023/020 Vice-Chairman's Declaration of Acceptance of Office

Cllr Cutting Keyton duly signed the Declaration of Acceptance of Office of Vice-Chairman, after the Parish Council Meeting.

2023/021 Cllrs Acceptance of Office

All Cllrs in attendance, duly signed their Declarations of Acceptance of Office of Cllr after the Parish Council Meeting. All Cllrs signed their agreement to be summonsed electronically.
It was proposed by Cllr Levett and seconded by Cllr Fletcher that Cllr Baber be allowed to sign his Declaration of Acceptance at a later date, due to a pre-arranged holiday. The proposal was carried.

2023/022 Apologies for Absence: Suffolk County Cllr Robert Lindsay and Cllr Dale Baber.

2023/023 Declarations of Interest

Cllr Fletcher declared a non-pecuniary interest in Agenda Item 18 – Planning, as a member of the Cockfield Village Group who are interested in purchasing the Plough & Fleece.
Cllr Turner declared a non-pecuniary interest in Agenda Item 18 – Planning, as a the current owner of the Post Office & Store, which could become a future part of the Plough & Fleece Hub.

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- 2023/024 Minutes of the Last Parish Council Meeting**
It was proposed by Cllr Turner and seconded by Cllr Brinkley that the minutes of the Ordinary Parish Council Meeting, held on 27 April 2023, be signed as a true record. The proposal was carried.
- 2023/025 Council Committees, Sub-Committees and Working Groups**
Council Committees, Sub-Committees and Working Groups were confirmed and members elected unopposed (see Appendix, Item 9).
- 2023/026 Representatives to External Bodies**
Representatives to External Bodies were elected unopposed (see Appendix, Item 10).
- 2023/027 Council Officers**
Council Officers were elected unopposed (see Appendix, Item 11).
- 2023/028 Council Portfolio-Holders**
Council Portfolio-holders were elected unopposed (see Appendix, Item 12).
- 2023/029 Governance**
- 029.1 Standing Orders:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Standing Orders be adopted but that a review and potential update be undertaken by Cllr Levett and the Clerk and presented to a subsequent meeting. The proposal was carried.
- 029.2 Financial Regulations:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Financial Regulations be adopted but that a review and potential update be undertaken by Cllr Levett and the Clerk and presented to a subsequent meeting. The proposal was carried.
- 029.3 Asset Register** It was proposed by Cllr Levett and seconded by Cllr Morley that the Asset Register be adopted. The proposal was carried.
- 029.4 Risk Register:** It was proposed by Cllr Levett and seconded by Cllr Morley that the Asset Register be adopted. The proposal was carried.
- 029.5 LGA Councillor Code of Conduct** It was proposed by Cllr Levett and seconded by Cllr Morley that the LGA Councillor Code of Conduct be adopted. The proposal was carried.
- 2023/030 Outstanding Actions**
- 2021/189: BMSDC Public Realm Land:** SCC Highways Enforcement are in discussion with BMSDC Legal over ownership and boundaries. Parish Council to write further letter of complaint to BMSDC highlighting BMSDC's responsibility for any future accidents at this junction, if a satisfactory conclusion is not achieved.

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2021/194: Local Needs Housing: Application for 'Granting of a new right of common and application for registration of a right in the commons register' has been submitted to SCC. **(Action Closed)**

2021/195.2: Highways & Emergencies: Cllr Morley is 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 before the next meeting. **(Action Closed)**

2022/173.1: Damage to Great Green & Grass Verges: The Clerk has posted a report on the SCC Highways website and the problem has been included on the SCC Highways Inspection Schedule and closed out on their website.

2022/175.4: VH Car Park Maintenance: Due to contractor illness, an alternative contractor to be appointed to undertake an interim tidy up.

2022/176.1: Bus Stop Project: The Clerk is awaiting a final invoice from Orwell Housing Association before submitting the CIL claim to BMSDC. The Clerk to issue a Letter of Thanks to Dawn Edwards, Orwell Housing Association,

2022/176.2: Play Equipment: The Clerk to arrange a further meeting with APL to negotiate on quotation received for additional equipment and undertake an inspection and possible rectification of the Zip-Wire seat.

2022/178: Pavilion Bandstand: The Clerk to chase up quotations from Contractors.

2022/184.1: Reduced Speed Limits: The Clerk to prepare the Parish Council's argument for submission to SC Cllrs Robert Lindsay and Paul West, Cabinet Member for Highways, seeking a meeting on site to discuss proposals.

2023/007.1: Parish Council Investments: The Clerk confirmed advice from SALC that Parish Councils may hold funds in Investment Accounts. Further investigations required.

2023/010: King Charles III Coronation Event: The Clerk was requested to write a Thank You Letter to Nethergate for their donation of Beer for the event.

2023/011.9: Other Assets: Cllr Morley confirmed that S Shepherd & Son would be cutting the verges in the next 7 days. **(Action Closed)**

2023/031

Public Participation Session:

Suffolk County Cllr Lindsay circulated his report in advance of the meeting.

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There was no report submitted by District Cllrs Maybury and Clover. Cllr Maybury advised that the BMSDC meeting on 23/05/23 will inform Cllrs about BMSDC's future arrangements. Cllr Maybury thanked Cllr Arthey and the previous Parish Cllrs for their contributions over the last 4 years. Cllr Clover thanked Cllr Arthey and advised that Cllrs Maybury and Clover would alternate their attendance at future Parish Council meetings.

A member of the public distributed copies of a letter submitted to BMSDC by the Cockfield Village Group and advised that they had submitted an Application to extend the scope of the Asset of Community Value at the Plough & Fleece and that a decision was expected on 19th May 2023.

2023/032 Planning:

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

DC/22/02540: Application for approval of Reserved Matters and Conditions 4, 5, 6 and 7 following Outline Planning Permission DC/18/03048 and subsequent allowed at appeal APP/D3505/W/18/3213481 Town and Country Planning 2015 - Submission of Details for Appearance, Landscaping, Layout and Scale for the erection of 5 No dwellings. Location: Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ (**The Parish Council Objects to the Red Line Boundary submission**)

032.2 Decisions Received:

DC/23/01311: Discharge of Conditions Application for DC/20/00128 - Conditions 5 (Biodiversity Enhancement Strategy) 8 (Bin Presentation and Storage) and 11 (Construction Management Plan): Windsor Green Farmhouse, Windsor Green, Cockfield, Suffolk. (**Decision: Approved Conditions**)

DC/23/01644: Discharge of Conditions Application for DC/19/03793 allowed under appeal APP/D3505/W/20/3251308 - Condition 4 (Vehicular Access): Land North of 4 Hedgerow Cottages, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY. (**Decision: Approved Conditions**)

2023/033 Finance:

033.1: Financial Report: The report to 30 April 2023 was received with the Barclays Bank current account standing at £254,768.42. It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the financial reconciliation (already examined by the Finance Councillor) be approved and duly signed. The proposal was carried.

033.2: Payments: It was proposed by Cllr J Golding and seconded by Cllr Cutting-Keyton that the schedule of payments be approved. The proposal was carried. The 11 May 2023 schedule comprised the following:

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Councillors are recommended to authorise the following payments covering April 2023.

To:	Reason:	Net £	VAT £	Total £
Anglian Water (WAVE)	Pavilion Water Bill May 2023	9.17	1.83	11.00
Octopus Energy	Pavilion Electricity Bill period. 01/04/23-30/04/23	195.88	9.79	205.67
Mr & Mrs JR Marshall	Repayment of Bank transfer made in error to the Parish Council	1,400.00	0.00	1,400.00
SF Ball	Clerk Salary May 2023 (40 hours @ £14.75) Gross: £590.00 Net £354.00 [PAYE: £236.00].	354.00	0.00	354.00
SF Ball	Expenses May 2023 (See Below)	69.93	0.00	69.93
HMRC	Clerk's PAYE May 2023	236.00	0.00	236.00
BMSDC	Litter & Dog Bin emptying service April 23 - March 24. 5 No. Dog Bins @ £46.53, 2 No. Litter Bins @ £39.73	312.11	62.42	374.53
A Creasy	Strimming around trees & edge of GG £60, Strimming around Playground £60, Total £120	120.00	0.00	120.00
Hewicks Haulage Ltd	Cutting around edge of Great Green in preparation for the Coronation	100.00	20.00	120.00
JR First Aid	Provision of Frst Aid Team at King Charles III Coronation even on GG	80.00	0.00	80.00
Gipping Press	Printing 250 x A4 Song Sheets for King Charles III Coronation Event	54.00	0.00	54.00
A Creasy	Cutting & strimming Cemetery (in place of R Williams)	120.00	0.00	120.00
Totals		£3,051.09	£94.04	£3,145.13

*Expenses for April Represented by:	Unit Cost £	Total Cost £
Instant Ink Printing Plan 05/04/23 – 05/04/23, (07/05/23)	9.99	9.99
Instant Ink Printing Plan 05/05/23 – 05/11/23	59.94	59.94
Total		£69.93

Councillors to note the following Income received:

From:	Reason:	Payment £
Mr & Mrs JR Marshall	Bank Transfer to PC made in error	1,400.00

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Cockfield Community Council	Donation towards the cost of the King Charles III Coronation event at Great Green on 7th May	750.00
Mr & Mrs Sexton	Allotment Tenancy Agreement Fee (Pro-Rata) for 2023-23	16.00
Various	Purchase of children's King Charles III Coronation Goody Bags	109.20
Various	Purchase of children's King Charles III Coronation Goody Bags	64.00
Total		£2,229.20

033.3: Insurance Renewal Premium:

The Clerk confirmed the Insurance Renewal Premium for 2023-24 for 1-year and 3-year fixed rate options. It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Parish Council accept the 3-year option. The proposal was carried.

2023/034 Financial Governance – AGAR:

034.1: The review of the Parish Council's systems of internal control and in accordance with the Accounts & Audit Regulations 2015, was deferred until the next meeting. The Clerk to convene an Extraordinary Parish Council Meeting.

034.2: The approval of the AGAR Section 2 (Accounting Statements 2021/22) for Cockfield Parish Council was deferred until the next meeting. The Clerk to convene an Extraordinary Parish Council Meeting.

2023/035 Neighbourhood CIL:

The approval of the Parish Council's Annual Neighbourhood CIL report was deferred until the June Parish Council Meeting.

2023/036 Maintenance Schedule and Asset Management:

036.1 Maintenance Calendar (Full review, February, June, October only)

036.2 Maintenance Matters by exception:

036.2.1 Greens Management: None.

036.2.2 Glebe Land: The Clerk to obtain a quotation from Mr E Evans to repair the sheds on the Allotments.

036.2.3 Earls Meadow: None.

036.2.4 Cemetery: None.

036.2.5 Playground: None.

036.2.6 Village Hall Car Park: None.

036.2.7 Parish Paths: None

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036.2.8 Pavilion: It was proposed by Cllr Morley and seconded by Cllr Golding that the Working Group should produce a Maintenance Schedule.

036.2.9 Other Assets: None.

2023/037 Local Needs Housing:
Nothing to report.

2023/038 Third Party Liaison:

038.1 Suffolk Association of Local Councils (SALC):

Cllr Cutting-Keyton was unable to attend the SALC meeting, so there is nothing to report.

038.2 Highways and Emergencies:

The Clerk to complain to SCC Highways about the inappropriate signage used for the diversions for work in Water Street, Lavenham.

038.3 Police/Fire:

Nothing to report.

2023/039 Correspondence:

Email 27/04/23: SCC Rights of Way & Access Team: Updated Footpath Map and Definitive Statements for all PROWs. - **The Clerk forwarded to Mark Webster.**

Website Link 02/05/23: SALC response to Clerk's query on investments – **The Clerk updated Cllrs.**

Email 03/05/23: Residents Freedom of Information Request - **The Clerk responded to the request and updated Cllrs.**

Email 03/05/23: Elizabeth Ling, BMSDC request to visit PCs to discuss Community-Led Planning for Places initiative. - **Elizabeth Ling to be invited to the June PC Meeting.**

Website Update 05/05/23: SCC Highways confirming that Report 00401307 reporting damage to the GG and verges had been closed and added to their Inspection Programme. - **Cllrs informed.**

2023/040 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

June: Community Led Planning update from Elizabeth Ling
Review & adoption of Emergency Plan

July: Review amendments to Standing Orders & Financial Regulations
Review of Clerk's Salary

2023/041 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 29 June 2023 at 7.30pm in the Village Hall.

The meeting closed at 10.30 pm.