

COCKFIELD PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Parish Council held on 25 May 2023 at 7.00pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett, Chairman, Cllr Janne Cutting-Keyton, Cllr Dale Baber, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: The Clerk, S Ball.

2023/042 Apologies for Absence: Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, District Cllr Paul Clover and Cllr Joe Brinkley.

2023/043 Declarations of Interest
None.

2023/044 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Turner and seconded by Cllr Cutting-Keyton that the minutes of the Annual Parish Council Meeting, held on 11 May 2023, be signed as a true record. The proposal was carried.

2023/045 Public Participation Session:
None.

2023/046 Finance:

046.1: Payments: It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the schedule of payments be approved. The proposal was carried. The 25 May 2023 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Raymond E Cook	Provision of 1st Aid Services at Coronation (Replacement cheque for cancelled Cheque No.102002)	80.00	0.00	80.00
Arthur J Gallagher Insurance Brokers Ltd	Annual Insurance Renewal Premium, IPT & Broker's Fee (year 1 of 3 year fixed rate deal)	3,120.96	0.00	3,120.96
S Shepherd & Son	Cutting 18.4km of Category C & U Roads in Cockfield (£400 + VAT), Topping meadow above Jeffreys Green (Costs to be reimbursed by Suffolk County Council) (£150 + VAT), Total £550 + £110 VAT = £660	550.00	110.00	660.00
A Vernon (CS Fabrication)	Fabrication of King Charles III Coronation metal tree guard	120.00	24.00	144.00

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S Ball	Expenses (See Below)	35.39	0.00	35.39
Hewicks Haulage Ltd	Cutting around edge of Great Green	100.00	20.00	120.00
A Creasy	Cutting & strimming Edge of Great Green & Childrens Playground	120.00	0.00	120.00
A Creasy	Cutting & Strimming Cemetery (in place of R Williams)	120.00	0.00	120.00
Dean Harradine	Refurbishment of Bandstand (as per accepted quotation). Invoice received for £2,500 to include £500 advance payment to purchase materials	2,000.00	0.00	2,000.00
Dean Harradine	Advance payment for contractor to purchase Barn Paint & other materials to refurbish Pavilion & Shed	500.00	0.00	500.00
Totals		£6,746.35	£154.00	£6,900.35

*Expenses for 25 th May Represented by:	Unit Cost £	Total Cost £
Cutting Spare Set of Pavilion Entrance Door & Kitchen Door Keys	27.99	27.99
2 No. Lever Arch Files (for 2023-4)	3.70	7.40
Total		£35.39

Councillors to note the following Income received:

From:	Reason:	Payment £
Various Residents	Purchase of children's King Charles III Coronation Goody Bags (Cash)	47.25
Various Residents	Purchase of children's King Charles III Coronation Goody Bags (Cheques)	48.00
Total		£95.25

046.2: Training for Cllrs

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Parish Council authorise the expenditure for the following training modules for new and existing Cllrs:

046.2.1: Tree Wardens Forum in Norfolk: 2 No. Tickets at £15.00 each, Total £30.00.

046.2.2: New Cllr Basics Training Module: 3 No delegates at £60.00 each, Total £180.00

046.2.3: Introduction to Planning (E-Training): 3 No. delegates at £17.00 each. Total £51.00.

046.2.4: Chairing & Leadership Modules: Modules at £30.00 each. Total £90.00.

The Proposal was carried and the was Clerk requested to book the courses.

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2023/047 Financial Governance – AGAR:

047.1: The review of the Parish Council's systems of internal control and in accordance with the Accounts & Audit Regulations 2015, was deferred until the 29th June meeting.

047.2: The approval of the AGAR Section 2 (Accounting Statements 2021/22) for Cockfield Parish Council was deferred until the 29th June meeting.

2023/048 Neighbourhood CIL:

048.1: It was proposed by Cllr Baber and seconded by Cllr Knight that the estimate from Anglian Water Services Ltd for £3,057.00 + £611.40 VAT, Total £3,668.40 to connect the water supply to the Glebe Land Allotments, provide a water meter and provide a SCC Road Closure and Traffic Management. The proposal was carried and the Clerk was requested to place the contract.

048.2: It was proposed by Cllr Baber and seconded by Cllr Knight that the estimate from Elvert Evans for £1,240.00 to provide a water supply in a trench from the Anglian Water Services Ltd connection to the Glebe Land Allotments and terminate with a Stand Pipe. The proposal was carried and the Clerk was requested to place the contract.

048.3: It was proposed by Cllr Baber and seconded by Cllr Knight that the estimate from Elvert Evans for £300.00 to construct 2 No. French Drains from the Glebe Land Allotments. The proposal was carried and the Clerk was requested to place the contract

2023/049 Correspondence:

Letter dated 2/05/23 (received 12/05/23) containing SDLT12 Notice from HM Revenue for a late submission of the LTR and demanding a penalty of £100. Clerk has submitted an Appeal against the penalty and enclosed a letter from our Solicitor.

Email dated 12/05/23 from Arthur J Gallagher, containing revised Insurance Renewal Quotation. Insurance Renewed.

Letter dated 12/05/23 from Barclays Business Team enclosing a Mandate Change Request Form. Signatures and personal details returned to the Bank.

Email dated 15/05/23 from 20splenty Team offering Webinars regarding the Campaign for 20mph speed limits in Suffolk. – circulated to Cllrs.

Email 15/05/23 from BMSDC Infrastructure Team enclosing CIL Bid Offer Letter for Bus Shelter. Clerk to submit claim to BMSDC.

Email 18/05/23 from District Cllr Maybury confirming that BMSDC Public Realm would be removing the rubbish deposited at the Old Stone Pit behind Crowbrook Place.

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2023/050 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: Review & adoption of Emergency Plan
Community Led Planning update from Elizabeth Ling

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

2023/051 **Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 27th July 2023 at 7.30pm in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall (Main Hall) on 21st September, 26th October and 30th November 2023, 25th January, 29th February & 28th March 2024.

The meeting closed at 7.25 pm.