

# **COCKFIELD PARISH COUNCIL**

## **Members of the Council:**

You are hereby summoned to the **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Thursday 19 January 2023 at 7.30pm** for the purpose of transacting the business below.

## **Members of the public:**

Members of the public are welcome to attend the meeting and may address the Council, during the Public Participation Session, Item 5 on the agenda.

## **Reporting on Meetings**

Except where members of the public have been excluded due to the confidential nature of the business, any person is normally able to film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

## **AGENDA**

1. **To receive any apologies for absence.**
2. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
3. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 24 November 2022.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

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

SCC Highways Enforcement team to contact the land owner to arrange for the fence line to be moved 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 to attempt to get a practicing solicitor or JP to witness the declaration for the application for 'Granting of a new right of common and application for registration of a right in the commons register'.

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

Cllr Morley is awaiting a proposal from Hodge Farms Ltd for possible route options.

### **2022/092.2.5: Playground:**

Cllr Golding to undertake further earth filling to the hollows under some of play equipment with soil (identified in the Annual Safety Inspection).

The Clerk and Cllr Morley to meet APL Ltd (when they return to the site in the near future to adjust tensions on the Zip Wire and tighten some fixings on the see-

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saw) to agree the Parish Council's requirements for a new picnic bench and AstroTurf under.

## **2022/108.2: Highways and Emergencies:**

Cllr C Brinkley to provide a signwriter to paint in the missing a letter C on the Cockfield sign.

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

The Clerk to provide details of electrical supply requirements to Cllr Cutting-Keyton to raise at the Village Hall AGM to seek agreement for potential installation of EV Charging Points.

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

Cllr Webster to ascertain whether SCC will allow the Parish Council to erect signage warning of tree root hazards on the Abbey Footpath.

Cllr Webster is still awaiting SCC's response to his complaints about the condition of the footbridge over the stream on the Abbey footpath.

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

N Ashton (CCC).to provide details of CC Noticeboard requirements at Great Green.

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

Dawn Edwards (Orwell Housing Association) to seek update from SCC as to when they will be transferring the land below the Jeffreys Green development to the Parish Council.

## **2022/1214.3: Police/Fire:**

Cllr Cutting-Keyton had requested speed checks to be undertaken in the Cross Green area.

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

Clerk to publish Parish Council meeting minutes on the website once approved.

### **5. Public Participation Session: (15 minutes).**

5.1 Suffolk County Councillor and Babergh District Councillor Reports.

5.2 Public comment.

### **6. Planning:**

6.1 To consider any applications received which have 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. **(Consultation Deadline 27th December 2022, extended until 23rd January 2023).**

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**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. **(Consultation Deadline 9th January 2023, Extended until 23<sup>rd</sup> January 2023).**

**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. **(Consultation Deadline 9th January 2023, Extended until 23<sup>rd</sup> January 2023).**

**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. **(Consultation Deadline 26th January 2023).**

**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 Consultation Deadline: 2nd February 2023, Appeal Hearing Date 15<sup>th</sup> February 2023)**

6.2 To note any Babergh District Council planning permissions/refusals 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.**

**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.**

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**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.**

## 7. Finance:

7.1 To receive a financial statement and report, including the latest position with the 2022-2023 Council budget.

7.2 To authorise Payments as presented and to note Income received.

7.3 To authorise the purchase of a SCAG Ride-on Mower for use at Earls Meadow, Bruffs Line and Jeffreys Green up to a maximum cost of £11,034.00 + VAT.  
Note 1: Exact model/specification to be agreed after on-site trial of 2 mowers on 21/01/23.

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.

7.4 To authorise the purchase of a picnic table and bench (£450 + VAT) on 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).

7.5 To authorise the 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.

## 8. Budget & Precept 2022-23:

8.1 To approve the draft budget circulated to Cllrs in advance of the meeting.

8.2 To review and/or agree the Parish Council Precept for 2022-23.

## 9. Neighbourhood CIL:

9.1 To receive a progress update from Cllr Morley on the Bus Shelter project.

9.2 To approve the schedule of items/projects (circulated to Cllrs in advance of the meeting) to be funded with Neighbourhood CIL

## 10. Maintenance Schedule and Asset Management:

10.1 Maintenance Calendar (Full review, February, June, October only)  
To undertake full review of 2022/23 Maintenance Requirements for budget preparation purposes.

10.2 Maintenance Matters by exception:

10.2.1 Greens Management

10.2.2 Glebe Land

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- 10.2.3 Earls Meadow
  - 10.2.4 Cemetery
  - 10,2,5 Playground
  - 10.2.6 Village Hall Car Park
  - 10.2.7 Parish Paths
  - 10.2.8 Pavilion
  - 10.2.9 Other Assets
11. **Local Needs Housing:**  
To consider any matters – Cllr Morley
12. **Third Party Liaison:**  
  
By Exception, to receive any reports from lead members on matters which need to be brought to the attention of the Council and to take actions appropriate:
- 12.1 Suffolk Association of Local Councils (SALC) - Cllr Cutting-Keyton
  - 12.2 Highways and Emergencies - Cllr Cutting-Keyton
  - 12.3 Police/Fire - Cllr Cutting-Keyton
13. **King Charles Coronation:**  
To consider Parish Council arrangements for the King's Coronation on 6<sup>th</sup> May 2023.
14. **Allotment Tenancy Agreement:**  
To review and approve the draft Allotment Tenancy Agreement circulated to Cllrs by Cllr Webster in advance of the meeting
15. **Parish Council Elections:**  
Clerk to provide an update on the process and timescales.
16. **Correspondence:**  
To consider the correspondence received and to agree any appropriate actions.
- 16.1 02/12/22 – **SAAA:** Appointment of PKF Littlejohn as our External Auditors for the next 5 years.
  - 16.2 02/12/22 - **BMSDC Elections:** Provision of Electoral Register for Cockfield
  - 16.3 07/12/22 – Cockfield Resident: Request for the PC to install a Basketball Hoop facility at the Playground, Great Green
  - 16.4 07/12/22 - **Lavenham Parish Council:** Invitation to consult on the Lavenham Draft Neighbourhood Plan
  - 16.5 09/12/22 – **BMSDC:** Formal consultation of revisions to the BMS Planning Validation List
  - 16.6 21/12/22 – **Headway Suffolk Charity:** Request permission for their mobile shop to visit Cockfield on a weekly or monthly basis
  - 16.7 05/01/23 – **BMSDC:** Confirmation of Tax Base details
  - 16.8 05/01/23 – **PCC:** Consultation on proposal to increase Police element of the Precept by £15.00.
17. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting**

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18. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 23rd February 2023 at 7.30pm, in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held on 30<sup>th</sup> March, 27<sup>th</sup> April, 25<sup>th</sup> May, 29<sup>th</sup> June, 27<sup>th</sup> July, 28<sup>th</sup> September, 26<sup>th</sup> October and 30<sup>th</sup> November 2023. The Annual Parish Meeting will be held on either the 11<sup>th</sup> or 18<sup>th</sup> May 2023.



Parish Clerk: Steve Ball, Proper Officer of the Council  
Address: Green Ridge, Howe Lane, Cockfield, Bury St  
Edmunds, Suffolk IP30 0HA  
Tel: 01284 828987  
E-mail: [parish.council@cockfield.org.uk](mailto:parish.council@cockfield.org.uk)  
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