

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 23 February 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 19 January 2023.**
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 application for 'Granting of a new right of common and application for registration of a right in the commons register' is on hold until the additional Suffolk County Council land to transferred to the Parish Council, as this will be incorporated into Jeffreys Green.

2021/195.2: Highways & Emergencies:

Cllr Morley is awaiting a proposal from Hodge Farms Ltd for possible route options and will meet them again before the next meeting.

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).

APL to provide a quotation some additional play equipment.

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2022/108.2: Highways and Emergencies:

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

2022/122.7: Parish Paths:

Cllr Webster to forward copies (of his correspondence to SCC relating to the poor condition of the footbridge over the stream on the Abbey footpath) to SC Cllr Lindsay to enable him to pursue the matter internally with SCC.

2022/122.9: Other Assets:

Cllr Cutting-Keyton to ascertain details of the CC's Noticeboard requirements at Great Green at the next CC meeting.

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.

2022/136.2: Purchase of Mower:

Cllr Morley, Cllr Brinkley, together with the Earls Meadow Working Group volunteers to meet with Mower supplier and field test the agreed models, Clerk to place order for the model/specification selected up to the maximum cost agreed at the 19/01/23 parish Council Meeting. **Note:** Subsequent to the last meeting, the CC have donated £2,000 towards the cost of the mower.

2022/136.3: Purchase of Playground Equipment:

Deferred from 19/01/23 meeting. (See Agenda item 8.2)

2022/136.4: Cross Green:

The Clerk to place order for Fertilizer and Lime to treat the grass at Cross Green.

2022/137.2: Precept:

The Clerk to submit the Precept agreed at the 19/01/23 Meeting.

2022/138.1: Bus Stop Project:

The Clerk to instruct the variation for the additional safety balustrade with Orwell Housing Association.

2022/139.2.2: Glebe Land:

Cllr Webster to meet applicants for Allotments on 29/01/23 and was in dialogue with the contractor to get him to complete work to the hardstandings to the Parish Council's satisfaction.

2022/139.8: Pavilion:

Cllr Golding to rehang the kitchen door to provide a more usable layout.

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2022/139.9: Other Assets:

Cllr Levett to add the refurbishment of the Great Green Noticeboard to the 2023 Maintenance Schedule.

2022/145.6: Headway Suffolk Charity:

The Clerk to confirm the Parish Council's permission for Headway Mobile Shop to visit Cockfield on a weekly or Monthly basis.

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/23/00384: Erection of workshop building following demolition and removal of existing buildings. Land At Corner Farm, Lawshall Road, Cockfield, IP30 0JP. **(Consultation Deadline 28th February 2023).**

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 **(Consultation Deadline 28th February 2023).**

6.2 To note any Babergh District Council planning permissions/refusals 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 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

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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.**

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 Cllr Cutting-Keyton a budget for the purchase of the following items for the King Charles Coronation event:
 - 7.3.1 1.8m Brandon Iroko Bench, inscribed King Charles Coronation 2023, including delivery for £665 + £133 VAT, total £798 from Orwell Mencap;
 - 7.3.2 Labour and materials to construct a base for the Bench £75;
 - 7.3.3 Supply of an Oak Tree £60, a Tree Guard £70 and a Plaque £70, total £200;
 - 7.3.4 Printing of leaflets for house drop £40.
- 7.4 To consider options for ongoing Grounds Management services at the Great Green as Vertas Group Ltd have increased their price by 12% (£281.76 per annum).

8. **Neighbourhood CIL:**

- 8.1 To receive a progress update from Cllr Morley on the Bus Shelter project.
- 8.2 To receive an update from Cllr Morley on options for additional equipment and a picnic bench for the Children's Playground.

9. **Summer Fete:**

To approve a Community Council Request to use the Pavilion & Great Green for the Summer Fete on Sunday 16th July 2023.

10. **Parish Council Elections:**

Clerk to answer any questions on the Election Briefing Note issued to Cllrs in advance of the meeting.

11. **King Charles Coronation:**

To receive an update from Cllr Cutting-Keyton on the Parish Council's arrangements for the King's Coronation on 6th May 2023.

12. **Rural Coffee Caravan:**

To consider a proposal from Cllr Cutting-Keyton to add Cockfield onto their route.

13. **Pavilion Repairs:**

- 13.1 To consider options to repair or replace the Pavilion balustrade.
- 13.2 To consider options to replace the floor in the Away Changing Room Showers.

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14. **Damage to the Great Green/Verges:**
To consider options to escalate problem of the damage caused by Contractors' vehicles to the grass and verges of the Great Green.
15. **Maintenance Schedule and Asset Management:**
 - 15.1 Maintenance Calendar (Full review, February, June, October only)
To undertake full review of 2022/23 Maintenance Requirements for budget preparation purposes.
 - 15.2 Maintenance Matters by exception:
 - 15.2.1 Greens Management
 - 15.2.2 Glebe Land
 - 15.2.3 Earls Meadow
 - 15.2.4 Cemetery
 - 15.2.5 Playground
 - 15.2.6 Village Hall Car Park
 - 15.2.7 Parish Paths
 - 15.2.8 Pavilion
 - 15.2.9 Other Assets
16. **School Requests:**
 - 16.1 To consider a request from Cockfield School to install a Litter Bin near the Dog Bin in Church Lane next to the VH Car Park.
 - 16.2 To consider a request from Cockfield School for additional SIDs around the village to deter speeding.
17. **Local Needs Housing:**
To consider any matters – Cllr Morley
18. **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:
 - 18.1 Suffolk Association of Local Councils (SALC) - Cllr Cutting-Keyton
 - 18.2 Highways and Emergencies - Cllr Cutting-Keyton
 - 18.3 Police/Fire - Cllr Cutting-Keyton
19. **Correspondence:**
To consider the correspondence received and to agree any appropriate actions.
 - 19.1. Email 25/01/23: Request to publish a 'Walking in England' report in GL – forwarded to J C-K.
 - 19.2. Emails 31/01/23, 10/02/23, 17/02/23: Vertas uplift letters and contract renewal – Agenda item 7.4.
 - 19.3. Email 01/02/23: BMSDC District Cllr Briefing Document for February – Circulated to Cllrs.
 - 19.4 Email 02/02/23: SALC Election briefing presentation for Clerks.
 - 19.5 Email 10/02/23: Loss Adjusters Pavilion Monitoring Report – forwarded to Cllr Southgate.

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

19.7 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.

20. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting**

21. **Next Meetings:**

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



Parish Clerk:

Address:

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E-mail:

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