

COCKFIELD PARISH COUNCIL

Members of the Council:

You are hereby summoned to the **Annual Meeting of the Parish Council which will be held in the Village Hall (Committee Room) on Thursday 27 April 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 30 March 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 Clerk to obtain the necessary legal signatures and submit an application for 'Granting of a new right of common and application for registration of a right in the commons register' to Suffolk County Council for 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) when weather conditions permit..

COCKFIELD PARISH COUNCIL

2022/173.1: Damage to Great Green & Grass Verges:

Cllr Webster to provide photos of the mud on the road, the ruts and damage to the verges and Great Green to the Clerk, who will write to SCC to complain about the safety hazard.

2022/173.2: Planning Appeal Hearing on 10/05/23:

Cllr Levett to attend the virtual MS Teams hearing on 10th May, as an individual and not as a Parish Cllr.

2022/175.4: VH Car Park Maintenance:

The Clerk to instruct 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.

2022/176.1: Bus Stop Project:

The Clerk to submit a claim for the CIL payment, once the BMSDC Funding Offer Letter to the Parish Council and a final invoice from Orwell Housing Association have been received. The Clerk to write a Thank You Letter to Dawn Edwards, Orwell Housing Association for her assistance on the project.

2022/176.2: Playground Equipment:

The Clerk and Cllr Morley to attempt to negotiate a further reduction to the quotations from APL for the picnic table and Cone Rider play equipment.

2022/177: Parish Charity Donations (Section 137):

The Clerk to issue cheques to the following charities

1. The Kernos Centre (£100),
2. SARS (£200) and
3. Sudbury Citizens Advice Bureau (£200).

2022/178: Pavilion Balustrade:

The Clerk to obtain estimates from local contractors to completely replace the balustrade at the Pavilion (to be funded from Neighbourhood CIL) in advance of the April PC Meeting.

2022/179.8: Pavilion:

The Clerk to draft a letter for Cllr Southgate to sign on behalf of the Parish Council 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.

2022/184.1: Reduced Speed Limits:

Following complaints of cars speeding in excess of 40-mph the serious accident at Mill Corner the Parish Council to 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.

2022/184.4: Reported near miss at Playground:

The Clerk to write to resident explaining all the safety mitigation measures that the PC have implemented and explain that a fence will not be erected around the playground.

COCKFIELD PARISH COUNCIL

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/23/01432: Proposal: Submission of Details (Reserved Matters) for Outline Planning Permission DC/21/02648 - Appearance, Landscaping, Layout and Scale to be considered for 1no dwelling: 8 Mackenzie Place, Cockfield, IP30 0HY. **(Consultation Deadline 17th April 2023, extended until 28th April 2023).**

DC/23/01527: Application under S73a for Removal or Variation of a Condition following grant of DC/21/02296 dated 09/11/2021 Erection of up to 28no. Dwellings (Plots 5, 6 and 7 of Reserved Matters Permission DC/19/02020 to be repositioned/amended). Town and Country Planning Act 1990 (as amended) Condition 1 (Approved Plans and Documents) to enable alternative materials for fencing, driveways and road surfaces: Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ. **(Consultation Deadline 18th April 2023, extended until 29th April 2023).**

DC/23/01546: Householder Application - Conversion of garage into office.: 11 Mortimer Road, Cockfield, Bury St Edmunds, Suffolk IP30 0JZ. **(Consultation Deadline 21st April 2023, extended until 29th April 2023).**

DC/23/01777: Proposal: Householder Application - Erection of single-storey rear extension and detached outbuilding: Longwool Lodge, Bury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LB. **(Consultation Deadline 5th May 2023).**

- 6.2 To note any Babergh District Council planning permissions/refusals received:

DC/23/01020: Discharge of Conditions Application for DC/20/00128 - Condition 4 (Biodiversity Method Statement): Dogrose Meadow, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY. **(Decision: Conditions have been Approved)**

DC/23/00890: Notification under Schedule 2 Part 1 Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015. **(Decision: Prior Approval to the Development is not required)**

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. **(Decision: Planning Permission has been Granted)**

DC/23/01726: Discharge of Conditions Application for DC/17/03524 - Condition 15 (Construction Management), Condition 16 (Landscape Protection), Condition 17

COCKFIELD PARISH COUNCIL

(Archaeological Works) and Condition 18 (Archaeological Works): Hope House, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(Decision: Conditions have been Approved)**

7. **Finance:**

7.1 To receive a financial reconciliation statement and financial report, including the **final** position with the 2022-2023 Council budget v Expenditure v Forecast.

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

8. **Neighbourhood CIL:**

8.1 To receive an update from Cllr Morley on options for additional equipment and a picnic bench for the Children's Playground.

9. **Pavilion Repairs:**

9.1 Clerk to provide an update on replacement of the Pavilion balustrade.

9.2 Cllr Golding to provide an update on the replacement of the floor in the Away Changing Room Showers.

10. **King Charles III Coronation:**

Cllr Cutting-Keyton to update Cllrs on progress of Parish Council arrangements

11. **Maintenance Schedule and Asset Management:**

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

11.2 Maintenance Matters by exception:

11.2.1 Greens Management

11.2.2 Glebe Land

11.2.3 Earls Meadow

11.2.4 Cemetery

11,2,5 Playground

11.2.6 Village Hall Car Park

11.2.7 Parish Paths

11.2.8 Pavilion

11.2.9 Other Assets

12. **Local Needs Housing:**

To consider any matters – Cllr Morley

13. **Third Party Liaison:**

COCKFIELD PARISH COUNCIL

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:

- 13.1 Suffolk Association of Local Councils (SALC) - Cllr Cutting-Keyton
- 13.2 Highways and Emergencies - Cllr Cutting-Keyton
- 13.3 Police/Fire - Cllr Cutting-Keyton

14. **Correspondence:**

To consider the correspondence received and to agree any appropriate actions.

14.1: Notice from SCC Highways regarding 7-day road closure on the Bradfield Road out of Cockfield.

14.2: Letter, Posters and Leaflets 04/04/23 – The Rural Coffee Caravan advertising their visit to the Great Green on 6th May.

14.3: Email 12/04/23 - Resident complaints about dumped rubbish in old stonepit behind Crowbrook Place and MacKenzie Place.

14.4: Email 12/04/23 - Arthur Charvonia CEO BMSDC explaining delays and actions undertaken in issuing Election Notices.

14.5: Email 13/04/23 – BMSDC Issue of new Parish Cllr ROI Forms.

14.6: Email 17/04/23 – BMSDC Electoral Services explaining failures to issue 'Statement of Persons Nominated' Notice.

14.7: Emails 13/04/23, 14/04/23 & 20/04/23 – Sudbury Citizens Advice Bureau, SARS and The Kernos Centre 'Thank You' Letters for PC Donations.

14.8: Police Connect Notice 21/04/23 – Police communication about Car Theft in Cockfield.

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

16. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 11th May 2023 at 7.30pm in the Village Hall (Committee Room). Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall (Main Hall) on 29th June, 27th July, 28th September, 26th October and 30th November 2023, 25th January, 29th February & 28th March 2024.

The Annual Parish Meeting will be held on the 25th May 2023 in the Village Hall (Main Hall).



Parish Clerk:

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Steve Ball, Proper Officer of the Council

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