

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 Committee Room of the Village Hall on Thursday 11 May 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 15 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 elect the Chairman of the Council for the coming year.**
2. **To receive the Chairman's Declaration of Acceptance of Office.**
3. **To elect the Vice-Chairman of the Council for the coming year.**
4. **To receive the Vice-Chairman's Declaration of Acceptance of Office.**
5. **To receive Councillors' Declarations of Acceptance of Office.**
6. **To receive any apologies for absence.**
7. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
8. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 27 April 2023.**
9. **To agree any Council committees, sub-committees and/or working groups and their membership.**
10. **To appoint Representatives to external bodies, as appropriate.**
11. **To appoint Council officers.**
12. **To appoint Council portfolio-holders.**

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13. Adoption of Governance Documents.

- 13.1 To review and adopt Standing Orders
- 13.2 To review and adopt Financial Regulations
- 13.3 To review and adopt Asset Register
- 13.4 To review and adopt Risk Register
- 13.5 To review and adopt LGA Councillor Code of Conduct

14. To review progress on all outstanding actions from minutes of previous meetings.

2021/189: BMSDC Public Realm Land: SCC Highways Enforcement are in discussion with BMSDC Legal over ownership and boundaries.

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: Cllr Morley and the Clerk to meet Solicitor on 28th April to get her to witness the Clerk's declaration for the application for 'Granting of a new right of common and application for registration of a right in the commons register', following which the Clerk will submit the application to SCC.

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 to fill the hollows under the slides of the multi-activity centres when weather conditions improve.

2022/173.1: Damage to Great Green & Gras Verges: The Clerk has posted a report on the SCC Highways website and is awaiting their response.

2022/175.4: VH Car Park Maintenance: R Williams to de-silt the carpark gutters, clear up fallen leaves and remove the weed and grass from the footpaths. It was noted that this may be delayed due to scaffolding around the VH and illness.

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.

2022/178: Pavilion Bandstand: The Clerk is still awaiting quotations from Contractors.

2022/184.1: Reduced Speed Limits: After the elections, the Clerk to write to SC Cllr Paul West, Cabinet Member for Highways, seeking a meeting on site to discuss proposals.

2023/007.1: Parish Council Investments: The Clerk was asked to seek advice from SALC about any restrictions on Parish Councils holding funds in Investment Accounts.

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2023/011.9: Other Assets: Cllr Morley to contact S Shepherd & Son to arrange dates for cutting the verges.

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

15.1 Suffolk County Councillor and Babergh District Councillor Reports.

15.2 Public comment.

16. **Planning:**

16.1 To consider any applications received which have 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 5No dwellings. Location: Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ (**Consultation Response Deadline: 16th May 2023**)

16.2 To note any Babergh District Council planning permissions/refusals 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**)

17. **Finance:**

17.1 To receive a financial statement and report.

17.2 To authorise Payments as presented and to note Income received

17.3 To review and approve Insurance Renewal Options.

18. **Financial Governance - AGAR:**

18.1 To review the systems of internal control & take action as appropriate and in compliance with the Accounts & Audit Regulations 2015, to approve the completion of Section 1 of the Annual Return – “Annual Governance Statement 2022/23” for Cockfield Parish Council.

18.2 To approve Section 2 of the Annual Return – “Accounting Statements 2022/23” for Cockfield Parish Council.

19. **Neighbourhood CIL:**

To review and approve the PC’s Annual Neighbourhood CIL Report

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20. **Maintenance Schedule and Asset Management:**
- 20.1 Maintenance Calendar (Full review, February, June, October only)
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
- 20.2 Maintenance Matters by exception:
- 20.2.1 Greens Management
 - 20.2.2 Glebe Land
 - 20.2.3 Earls Meadow
 - 20.2.4 Cemetery
 - 20.2.5 Playground
 - 20.2.6 Village Hall Car Park
 - 20.2.7 Parish Paths
 - 20.2.8 Pavilion
 - 20.2.9 Other Assets
21. **Local Needs Housing:**
To consider any matters – Cllr Morley
22. **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:
- 22.1 Suffolk Association of Local Councils (SALC) - Cllr Cutting-Keyton
 - 22.2 Highways and Emergencies - Cllr Cutting-Keyton
 - 22.3 Police/Fire - Cllr Cutting-Keyton.
23. **Correspondence:**
To consider the list of correspondence received and to agree any appropriate actions.
- Email 27/04/23:** SCC Rights of Way & Access Team: Updated Footpath Map and Definitive Statements for all PROWs.
- Website Link 02/05/23:** SALC response to Clerk's query on investments.
- Email 03/05/23:** Residents Freedom of Information Request.
- Email 03/05/23:** Elizabeth Ling, BMSDC request to visit PCs to discuss Community-Led Planning for Places initiative.
- 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.
24. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
Review of the Clerk's Salary
Approval and adoption of Revised Emergency Plan

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25. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 29 June 2022 at 7.30pm, in the Village Hall. The Annual Parish Meeting will be held on 25th May 2023 at 7.30pm in the Village Hall.



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