

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 29 June 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 Extraordinary Meeting of the Parish Council held on 25 May 2023.**
4. **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. Awaiting update from SC Cllr Lindsay.

2021/194: Local Needs Housing: The Clerk has re-submitted the application for 'Granting of a new right of common and application for registration of a right in the commons register', to SCC after they had mislaid the original submission and has now received an acknowledgement.

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 before the June PC meeting.

2022/173.1: Damage to Great Green & Grass Verges: The Clerk has posted a report on the SCC Highways website and the problem has been included on the SCC Highways Inspection Schedule and closed out on their website.

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2022/175.4: VH Car Park Maintenance: A Creasy to be asked 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.

2022/176.1: Bus Stop Project: The Clerk to submit 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 and to get them to rectify wear to the seat of the Zip Wire.

2022/178: Pavilion Bandstand: The Clerk to chase up quotations from Contractors for a new handrail.

2022/184.1: Reduced Speed Limits: The Clerk to prepare the Parish Council's argument for submission to SC Cllrs Robert Lindsay and Paul West, Cabinet Member for Highways, seeking a meeting on site to discuss proposals.

2023/007.1: Parish Council Investments: Further investigations required on potential Investment Accounts for PC reserves.

2023/010: King Charles III Coronation Event: The Clerk was requested to write a Thank You Letter to Nethergate for their donation of Beer for the event.

2023/011.9: Other Assets: S Shepherd & Son to cut the verges by 31/05/23.

2023/033.3: Insurance Renewal Premium: The Clerk to renew the PC's Insurance Cover for 2023-24 and accept the 3-year fixed rate option.

2023/036.2.8: Pavilion: The Pavilion Working Group to produce a Maintenance Schedule for the Pavilion and Shed.

2020/038.2: Highways and Emergencies: The Clerk to complain to SCC Highways about the inappropriate signage used for the diversions for work in Water Street, Lavenham.

5. **Public Participation Session:** (25 minutes).

- 5.1 Suffolk County Councillor Report (5 Minutes)
- 5.2 Babergh District Councillor Report (5 Minutes)
- 5.3 Public comments (15 Minutes)

6. **Planning:**

- 6.1 To adopt the Proposed Working Principles for the Planning Working Group at Parish Council Meetings.
- 6.2 To consider any applications received which have been referred to the Parish Council:

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DC/23/02056: Full Planning Application - Change of use of agricultural building to light industrial (Class E): Parsonage Green Farm, Parsonage Green, Cockfield, Bury St Edmunds Suffolk IP30 0HB **(Planning Consultation Deadline 6th June 2023, extended until 30th June 2023)**

DC/23/01885: Application for Listed Building Consent - Repair of windows and external woodwork as detailed in the Heritage Statement: Stows Hill House, Stows Hill, Cockfield, Bury St Edmunds Suffolk IP30 0JB **(Planning Consultation Deadline 11th July 2023)**

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

DC/23/01432: 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. **(Decision: Reserved Matters have been Approved).**

DC/23/01546: Householder Application - Conversion of garage into office. 11 Mortimer Road, Cockfield, Bury St Edmunds, Suffolk IP30 0JZ. **(Decision: Planning Permission has been Granted)**

DC/23/00176: Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 2 No. Dwellings. The Abbey Cottage, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY. **(Decision: Outline Planning Permission has been Refused)**

DC/23/01266: Discharge of Conditions Application for DC/22/04804 - Conditions 3 (Facing and Roofing Materials), 4 (Eaves and Verges), 5 (Sectional Drawings), 6 (Rainwater Goods), 7 (External Ventilation), 8 (Windows and Doors), 9 (Handrail and Ramps) and 10 (Oil Tank Screening): Water End Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(Decision: Conditions Approved)**

DC/23/01777: Householder Application - Erection of single-storey rear extension and detached outbuilding Longwool Lodge, Bury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LB. **(Decision: Planning Permission has been Granted)**

DC/23/01758: Discharge of Conditions Application for DC/21/02296 - Condition 6 (Fencing Around SUDS); Condition 7 (Life Belts); and Condition 8 (Parking Prevention Measures): Land to The West of Plough And Fleece Inn, Great Green, Cockfield, Suffolk **(Decision: Conditions Approved)**

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. Plough And Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ **(Decision: Reserved Matters have been Approved).**

DC/23/02152: Discharge of Conditions Application For DC/20/02670 - Conditions 3 (Starwood Cottage Wall) and 8 (Parking and Manoeuvring) Location: Lane End,

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Colchester Green, Cockfield, Bury St Edmunds Suffolk IP30 0HG (**Decision: Reserved Matters have been Approved**)..

7. **Finance:**

- 7.1 To receive a financial statement and report.
- 7.2 To authorise Payments as presented and to note Income received.
- 7.3 To authorise the quotation from Kevin Gray for £853.16 to lay latex levelling screed to form new floor gradients, Altro Aquarius Vinyl flooring to Pavilions shower floor and upstands, including all welded joints and forming drainage outlet.
- 7.4 To approve a proposal from Cllr Cutting-Keyton that surplus items purchased for the King Charles III Coronation Event, be donated to the following organisations:
 - 7.4.1: Flags to the Community Council.
 - 7.4.2: Glasses and Cordial to the WI for use at the Village Fair, with any leftover to the Community Council.
 - 7.4.3: 4 Mugs, Crisps, 1 Bottle of Red Wine, 5 Bottles of White Wine and 5 Cans Lager to the Community Council for the Village Fair.

8. **Financial Governance - AGAR:**

- 8.1 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.
- 8.2 To approve Section 2 of the Annual Return – “Accounting Statements 2022/23” for Cockfield Parish Council.

9. **Neighbourhood CIL:**

To review and approve the PC’s Annual Neighbourhood CIL Report to enable the Clerk to submit to BMSDC by the 30/06/23 deadline.

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

- 10.1 Maintenance Calendar (Full review, February, June, October only)
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
- 10.2 Maintenance Matters by exception:
 - 10.2.1 Greens Management
 - 10.2.2 Glebe Land
 - 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

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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 Knight
 - 12.2 Highways and Emergencies - Cllr Cutting-Keyton
 - 12.3 Police/Fire - Cllr Cutting-Keyton.
13. **CATEY Pre-School:**
To receive an update from and consider a proposal by Cllr Levett for a Parish Council donation to CATEY Pre-School to support an initiative to reduce electricity costs.
14. **Correspondence:**
To consider the list of correspondence received and to agree any appropriate actions.

Letter 25/05/23: Sudbury & District Citizens Advice Change of Name Consultation: Clerk Responded.

Email 30/05/23: UK Community Renewals Confirmation of 3-year Insurance Renewal.

Email 01/06/23: BMSDC Communications June BMSDC Parish Council Update. Clerk circulated to Cllrs.

Email 03/06/23: Resident Complaint from resident about overgrown footpaths. Mark Webster chased up SCC and responded to Resident.

Email 07/06/23: Anglian Water Services Ltd Water pipe specification & trench details provided. Clerk provided to Contractor.

Email 09/06/23: L Fulcher Funeral Directors Queries regarding burial plots. Cllr Turner investigated & responded.

Email 12/06/23: BMSDC Feedback Survey on Local Elections. Clerk responded.

Email 12/06/23: BMSDC Query on S106 payments. Clerk attended Teams meeting with BMSDC and issue resolved.

Email 12/06/23: SCC Legal Confirmation of receipt of Greens Registration Application. Clerk has chased up progress.

Email 14/06/23: Rural Coffee Caravan Provision of July Visit Digital Flyer. Clerk has posted on Website and Notice Boards.

Email 16/06/23: Simon Lanning, BMSDC Advice that the 6-week moratorium period on the AVC restarts. Clerk circulated to Cllrs

Email 21/06/23: BMSDC Notification of Appeal Hearing Date – AP/22/00072 on 19/07/23 at 10.00am. Clerk circulated to Cllrs and will post on Website.

Email 22/06/23: Resident Provision of Reports for DC/23/002056. Clerk circulated to Cllrs.
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.**
Review of the Clerk's Salary
Approval and adoption of Revised Emergency Plan
Community led Planning for Places Initiative update from Elizabeth Ling (BMSDC)

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Approval and adoption of amendments to Standing Orders & Financial Regulations

16. **Next Meetings:**

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 on 21st September, 26th October and 30th November 2023, 25th January, 29th February & 28th March 2024.



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