

COCKFIELD PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Parish Council held on 29 June 2023 at 7.00pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett, Chairman, Cllr Janne Cutting-Keyton, Cllr Dale Baber, Cllr Joe Brinkley, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: District Cllr Margaret Maybury, District Cllr Paul Clover, 12 Members of the Public and the Clerk, S Ball.

2023/052 Apologies for Absence:
Suffolk County Cllr Robert Lindsay.

2023/053 Declarations of Interest
Cllrs Levett and Cutting-Keyton declared a non-pecuniary Interest in Agenda Item 4 - VH Car Park Maintenance. Cllrs Morley & Cutting-Keyton declared a pecuniary Interest in Agenda Item 7.2 – Payments (as recipients of reimbursements). Cllr Brinkley declared a non-pecuniary interest in Agenda Item 7.3 – Pavilion Changing Room Showers Flooring.

2023/054 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that the draft minutes of the Annual Parish Council Meeting, held on 25 May 2023, be signed as a true record. The proposal was carried.

2023/055 Outstanding Actions:

2021/189: BMSDC Public Realm Land: SCC Solicitors have commenced the legal process to recover land on the corner of Dukes Meadow. The Chairman to write a letter of complaint to BMSDC highlighting BMSDC's responsibility for any future accidents at this junction if a satisfactory conclusion is not achieved.

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' (after SCC had misplaced the original) and has chased SCC Legal on 22nd & 26th June but has received no update on when approval will be given.

2021/195.2: Highways & Emergencies: Cllr Morley is awaiting a costed proposal from for footpath on their land down Howe Lane. **(Action: Remove from outstanding actions at future meetings).**

2022/092.2.5: Playground: Cllr Golding confirmed that he had filled the hollows under the slides of the multi-activity centres but this was likely to need further work later in the year. **(Action: Closed)**

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

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included on the SCC Highways Inspection Schedule and closed out on their website. **(Action: Closed)**

2022/175.4: VH Car Park Maintenance: Cllr Cutting-Keyton advised that the scaffolding was coming down on 8th July which would allow the work to be undertaken. Due to contractor illness, the Clerk was asked to discuss requirements with an alternative Contractor.

2022/176.1: Bus Stop Project: The Clerk issued a Letter of Thanks to Dawn Edwards, Orwell Housing Association, and received an acknowledgement. **(Action: Closed)**

2022/176.2: Play Equipment: The Clerk and Cllr Morley met with APL on 29th June to negotiate on the quotation received for additional equipment and undertake an inspection and possible rectification of the Zip-Wire seat. Order instructed and equipment to be installed during the school holidays. **(Action: Closed)**

2022/178: Pavilion Bandstand: The Clerk had received a verbal quotation for the replacement handrail, but a written quotation, scope of works and drawings are outstanding.

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: The Clerk confirmed advice from SALC that Parish Councils may hold funds in Investment Accounts. Further investigations required. Further investigation required.

2023/010: King Charles III Coronation Event: The Clerk has written a Thank You Letter to Nethergate for their donation of Beer for the event. **(Action: Closed)**

2023/011.9: Other Assets: Cllr Morley confirmed that S Shepherd & Son had cut the verges in May. **(Action Closed)**
The Clerk advised that the scheduled 19th June SCC cut of the Verges was delayed and was now promised for week commencing 3rd July. Cllrs agreed that if SCC contractors fail to meet this schedule, then Cllr Morley should ask Shepherd and Son to undertake a 2nd cut.

2023/033.3: Insurance Renewal: The Clerk confirmed that the Insurance had been renewed for 2023/24 and the 3-year fixed option accepted. **(Action: Closed)**

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

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2020/038.2: Highways and Emergencies: The Clerk has complained to SCC Highways Customer Services Team about the inappropriate signage used for recent diversion routes. SCC Cllr Lindsay has escalated the complaint within SCC.

2023/056 Public Participation Session:

2023/056.1 Suffolk County Councillor's Report:

SCC Cllr Lindsay circulated his report in advance of the meeting. In Cllr Lindsay's absence, there was no further comment.

2023/056.2 Babergh District Councillor's Report:

District Cllr Maybury advised that BMSDC had not convened its first Cabinet meeting yet, which was delaying agreement of any action. BMSDC were still determining when and who will remove the fly tipping behind Crowbrook Place. District Cllr Clover advised that the BMSDC Cabinet was now made up of a coalition, which didn't include any Conservatives.

2023/056.3 Public Comment

None other than Planning, which Cllr Levett agreed to take under the relevant Agenda item. Public comments received under Agenda Item 2023/057, were both in favour and against Planning Application DC/23/02056.

2023/057 Planning:

2023/057.1 Working Principles for the Planning Working Group at Parish Council Meetings:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Fletcher that the Proposed Working Principles for the Planning Working Group at Parish Council Meetings circulated to Cllrs in advance of the meeting be Adopted. The proposal was carried.

2023/057.2 Applications Received: It was noted that the following applications had been referred to the Parish Council:

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. **The Parish Council Objects to the Application.**

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. **The Parish Council Supports this Application.**

2023/057.3 Decisions Received: It was noted that the following Decisions had been received by the Parish Council:

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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, COCKFIELD PARISH COUNCIL 4 Colchester Green, Cockfield, Bury St Edmunds Suffolk IP30 0HG **(Decision: Reserved Matters have been Approved).**

2023/058 Finance:

058.1: Payments: It was proposed by Cllr Knight and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 29th June 2023 schedule comprised the following:

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Councillors are recommended to authorise the following payments covering June 2023.

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for June 2023	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/05/23 - 31/05/23 (Inv. No. KI-446AB355-0038	181.91	9.10	191.01
Anglian Water Services Ltd	Water Connection to Allotments, Water Meter, Traffic Management	3,057.00	611.40	3,668.40
S Ball	Clerk Salary June 2023 (40 hours @ £14.75) Gross: £590.00 Net £354.00 [PAYE: £236.00].	354.00	0.00	354.00
S Ball	Clerks Expenses June 2023	34.65	0.00	34.65
HMRC	Clerks PAYE June	236.00	0.00	236.00
R Morley	Purchase of Petrol for Earls Meadow Mower 70.71L, £104.57	104.57	0.00	104.57
R Morley	2 No. Tickets to attend East Anglia Regional Tree Warden Forum in Norfolk, 10/06/23	30.00	0.00	30.00
SALC	Basic Cllr Training for Cllrs D Baber, S Fletcher & N Knight @ £60.00 each. Inv. No. 27357	180.00	36.00	216.00
SALC	Introduction to Planning E-Learning Modules for Cllrs J Cutting-Keyton & S Fletcher @ £17.00 Each. Inv. No. 27396	34.00	6.80	40.80
SALC	Introduction to Planning E-Learning Modules for Cllr A Golding @ £17.00 Each	17.00	3.40	20.40
SALC	Chairman & Leadership Modules 2-4 for Cllr I Levett. Inv.No. 27372	90.00	18.00	108.00
Hewicks Haulage Ltd	Cutting around edge of Great Green 06/06/23	100.00	20.00	120.00
A Creasy	Cutting & strimming Edge of Great Green & Childrens Playground 06/06/23	120.00	0.00	120.00
A Creasy	Cemetery grass cut 21/06/23, Inv. No.8	120.00	0.00	120.00
S Bradnam	Cutting down fallen trees in Earls Meadow & Bruffs Line, chipping and/or removing debris	160.00	32.00	192.00
S Bradnam	Trimming Hedges in Village Hall Car Park (£180) Trimming Hedges in Cemetery (£180), Total £360	360.00	72.00	432.00
J Cutting-Keyton	Purchases on behalf of Parish Council for King Charles III Coronation Event at Great Green (See Invoice Schedule from J Cutting-Keyton)	1,799.26	266.54	2,065.80
Totals		£7,003.28	£1,077.07	£8,080.35

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*Expenses for 29 th June Represented by:	Unit Cost £	Total Cost £
Special Delivery (Cllrs ROI Forms & Expenses Submissions) to BMSDC	7.65	7.65
2 No. Books 2 nd Class Stamps @ £6.00 per Book	6.00	12.00
2 No. Reams A4 Printing Paper @ £7.50 per Ream	7.50	15.00
1 No. Ream A4 Printing Paper @ £6.60	6.60	6.60
Replacement Stapler	6.82	6.82
2 No. Sets A4 File Dividers	1.15	2.30
Total		£50.37

Councillors to note the following Income received:

From:	Reason:	Payment £
R Morley	Purchase of children's King Charles III Coronation Goody Bags (Cash)	16.00
Resident	Purchase of children's King Charles III Coronation Goody Bags (Cash)	8.00
N Knight	Purchase of children's King Charles III Coronation Goody Bags (BACs)	8.00
A Golding	Purchase of children's King Charles III Coronation Goody Bags (BACs)	16.00
Fressingland Oily Rag Club	Hire of Pavilion	30.00
Total		£78.00

058.2: Pavilion Changing Room Shower Floor:

It was proposed by Cllr Morley and seconded by Cllr Baber that the quotation from Kevin Gray (Kevs Floors) for £853.16 be accepted to lay latex levelling screed to form new gradients, Altro Aquarius Vinyl Flooring be laid to shower floors and upstands, including all welded joints and drainage outlets. The proposal was carried.

058.3: Disposal of leftover items from King Charles III Coronation Event:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Brinkley that the following items be donated to the following organisations:

058.3.1: Flags to the Community Council,

058.3.2: Glasses & Cordials to the WI for use at the Village Fair, with leftovers to the Community Council,

058.3.3: Mugs, Crisps, one Bottle Red Wine, 5 Bottles White Wine and 5 Cans Lager to the Community Council for the Village Fair,

058.3.4: 2 No. Mugs to Mr & Mrs Hodge. The Proposal was carried.

058.4: CATEY Pre-School:

It was proposed by Cllr Levett and seconded by Cllr Turner that the Parish Council make a Section 137 Donation of £363.13 to CATY Pre-School to replace their fluorescent lighting with LED lighting, to support an initiative to reduce their ongoing electricity costs. The proposal was carried.

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2023/059 Financial Governance – AGAR:

059.1: The review of the Parish Council's systems of internal control in accordance with the Accounts & Audit Regulations 2015 was undertaken. It was proposed by Cllr Levett and seconded by Cllr Morley that Section 1 of the Annual Return - 'Annual Governance Statement 2022/23' for Cockfield Parish Council be Approved. The proposal was carried, and the Annual Governance Statement signed by the Chairman and Clerk at the meeting. The Clerk posted the document on the Parish Council page of the website.

059.2: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the AGAR Section 2 - Accounting Statements 2022/23 for Cockfield Parish Council signed by the Responsible Financial Officer be Approved. The proposal was carried, and the AGAR Section 2 was signed by the Chairman at the meeting. The Clerk posted the document on the Parish Council page of the Website.

2023/060 Neighbourhood CIL:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the Annual Neighbourhood CIL Expenditure Report be Approved. The proposal was carried, signed by the Chairman and Clerk and submitted to BMSDC. The Clerk posted it onto the Parish Council page of the Website.

2023/061 Maintenance Schedule and Asset Management:

061.1 Maintenance Calendar (Full review, February, June, October only)

061.2 Maintenance Matters by exception:

061.2.1 Greens Management: Cllr Morley confirmed that Mr E Evans had constructed the base for the King Charles III Coronation bench on Great Green. Cllr Morley advised that he would be instructing our tree surgeon S Bradnam to undertake some work on Great Green.

061.2.2 Glebe Land: The Clerk was asked to obtain a quotation from Mr E Evans to repair the sheds on the Allotments. Cllr Fletcher advised that she had taken the 2 No. water tanks up to the Allotments for future water collection.

061.2.3 Earls Meadow: None.

061.2.4 Cemetery: None.

061.2.5 Playground: None.

061.2.6 Village Hall Car Park: None.

061.2.7 Parish Paths: None

061.2.8 Pavilion: None.

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061.2.9 Other Assets: Cllr Levett to discuss maintenance requirements of Great Green noticeboard with AJ Joinery.
The Clerk agreed to speak to D Harradine to ascertain what could be done to extend the life and improve the usability of the noticeboards at Cross Green, the Abbey and Crowbrook Place.

2023/062 Local Needs Housing:
Nothing to report.

2023/063 Third Party Liaison:

038.1 Suffolk Association of Local Councils (SALC):
Nothing to report.

038.2 Highways and Emergencies:
Nothing to report.

038.3 Police/Fire:
Nothing to report.

2023/063 Correspondence:

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.

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2023/064 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

July: Review & adoption of Emergency Plan
Community Led Planning update from Elizabeth Ling
Review amendments to Standing Orders & Financial Regulations
Review of Clerk's Salary

2023/065 **Next Meeting:**

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

The meeting closed at 9.55 pm.