

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 27 July 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 29 June 2023.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

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.

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.

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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.

2023/011.9: Other Assets: 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.

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

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.

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

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

6. **Planning:**

- 6.1 To consider any applications received which have been referred to the Parish Council:

DC/23/02941: Householder Application – Construction of new vehicular access: Cockfield Post Office, Howe Lane, Cockfield, Bury St Edmunds Suffolk IP30 0HA **(Planning Consultation Deadline 19th July 2023, extended until 28th July 2023)**

DC/23/03345: Householder Application – Erection of two-storey side extension (following removal of existing side structures): 1 Crowbrook Cottages, Cockfield, Bury St Edmunds Suffolk IP30 0HX **(Planning Consultation Deadline 8th August 2023)**

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

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DC/23/03102: Discharge of Conditions Application for DC/23/01777 – Condition 3 (Materials) and 4 (Construction Management Plan), - Land South of Abbey Farm, Bury Road, Cockfield, Suffolk. **(Decision: Conditions 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 David Bracey Play Inspections to undertake the Parish Council's Annual Safety Inspection on the Children's Adventure Playground, Great Green in September 2023 for £100 + VAT.

8. **New Chair Training Update:**

To receive a summary from Cllr Levett on matters arising from his SALC Training.

9. **Parish Council Transparency:**

To consider and agree a proposal from Cllr Levett on what should be published on the Parish Council page of the Website.

10. **Public Attendance:**

To consider and agree a proposal from Cllr Levett on rules relating to public attendance at Parish Council meetings.

11. **Pavilion:**

11.1 To receive an update from Cllr Golding on works undertaken on Pavilion (Changing Rooms and External Refurbishment).

11.2 To receive an update from Cllr Morley on proposals for progressing Balastrade replacement.

12. **Suffolk County Council Land (behind Crowbrook Place):**

To receive a progress update from Cllr Morley on Transfer of SCC Land to Parish Council.

13. **Community Council Request:**

To consider a request from the Community Council for them (subject to sufficient space available) to:

13.1: store the CC barbeque in the Pavilion Shed, (Note: the risk of theft to the barbeque and any insurance costs to be borne by the Community Council),

13.2: store the barbeque gas cylinders in a storage cage to be located behind the shed. (Note: Cost of the storage cage and padlocks to be paid by the Community Council,

13.3: store a limited number of CC chairs in the shed (Note: The CC require limited access to the chairs as they are only used a couple of times a year).

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

14.1 Maintenance Calendar (Full Review, February, June, October only)
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.

14.2 Maintenance Matters by exception:

14.2.1 Greens Management

14.2.2 Glebe Land

14.2.3 Earls Meadow

14.2.4 Cemetery

14.2.5 Playground

14.2.6 Village Hall Car Park

14.2.7 Parish Paths

14.2.8 Pavilion

14.2.9 Other Assets

15. **Local Needs Housing:**

To consider any matters – Cllr Morley

16. **Neighbourhood CIL:**

To consider a resident's request to install a Litter bin at the new bus shelter and an additional Dog Litter Bin at the end of Crowbrook Place. (Request forwarded to the Neighbourhood CIL Working Group)

17. **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:

17.1 Suffolk Association of Local Councils (SALC) - Cllr Knight

17.2 Highways and Emergencies - Cllr Cutting-Keyton

17.3 Police/Fire - Cllr Cutting-Keyton.

18. **Review of the Clerk's Salary:**

To review and agree the Clerk's salary for 2023/24.

19. **Correspondence:**

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

Email 30/06/23: BMSDC Notice of Consultation- R16 Lavenham NP2 (Babergh DC): Circulated to Cllrs.

Emails 30/06/23 & 3/07/23: SCC Transfer of land to north of Crowbrook Place to Cockfield PC. Heads of Terms provided. Forwarded to Cllr Morley and PC Solicitor (Agenda Item 12).

Email 03/07/23: Anglian Water Services Ltd Progress Update AWA application for a Road Closure to undertake water supply to allotments. Circulated to Allotment Working Group Cllrs.

Email 03/07/23: BMSDC Town & Parish Briefings - July. Circulated to Cllrs.

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Email 03/07/23: Resident Request for additional Bins (Agenda Item16).

Circulated to Neighbourhood CIL Working Group. Clerk sent acknowledgement.to resident.

Email 4/07/23: SALC Response to Query raised by Cllr Levett on speakers at meetings.

Email 5/07/23: BMSDC Hybrid Facility for BDC Planning Committee Meetings.. Circulated to Cllrs.

Email 5/07/23: SALC Invitation to self-nominate for Suffolk Community Awards – Small Village of the Year Category. Liaised with Cllr Cutting-Keyton to produce Nomination and submitted on 15/07/23. Copied to Cllr Levett.

Email 6/07/23: BMSDC Query of Annual Neighbourhood CIL submission. Clerk awaiting telephone discussion with team.

Email 6/07/23: SCC Highways Response to PC's complaint about diversion signage. Circulated to Cllrs and SCC Cllr Lindsay.

Email 10/07/23: PKF Littlejohn (External Auditors) Acknowledging AGAR Submission.

Emails 7/07/23, 10/07/23, 11/07/23 Solicitor Correspondence on land transfer. Forwarded to Cllr Morley.

Email 10/07/23 BMSDC Successful CIL Bid Letter.

Email 11/07/23 R Lindsay SCC Highway's response to his initial request for a speed limit reduction. Circulated to Cllrs Levett and Morley.

Email 12/07/23 Rural Coffee Caravan Provision of August/September/October Visits Digital Flyer. Clerk met up with the Rural Coffee Caravan team at their July visit to the Great Green and has posted on Website, Notice Boards and forwarded to GL.

Email 14/07/23: M Webster Alerting PC to potential Breach of Planning Conditions. Clerk submitted Enforcement report to BMSDC who added it to their open file on 18/07/23 and for their forthcoming visit.

Email 17/07/23: Resident Querying when BMSDC will be removing the fly tipping behind Crowbrook. To be raised with Cllr Maybury on 27/07/23.

Email 19/07/23: Resident Reports of fallen Tree blocking Cockfield Road. Cllr Morley & Clerk visited site. Clerk reported it to SCC and tree removed 20/07/23.

Email 19/07/23: Resident Queries over potential planning applications on land behind Scotts Way. Clerk Responded.

Email 19/07/23: Resident Research questions on usage of Post Office, Village Hall & Church. Clerk responded.

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.**

- Approval and adoption of Revised Emergency Plan (Deferred from July meeting due to Cllr Cutting-Keyton's absence)
- Community led Planning for Places Initiative update from Elizabeth Ling (BMSDC) (Deferred until August meeting as Legislation won't be fully understood by 27/07/23)
- Approval and adoption of amendments to Standing Orders & Financial Regulations

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21. Next Meetings:

Ordinary Parish Council Meetings are not usually scheduled for August, therefore the next Ordinary Meeting of the Parish Council will be held on Thursday 28th September 2023 at 7.30pm in the Village Hall. Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 19th October (Note: this is a week earlier than usual) and 30th November 2023, 25th January, 29th February & 28th March 2024.



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21st July 2023