

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 27 July 2023 at 7.30pm held in the Village Hall, Cockfield.

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

In Attendance: Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover, 3 Members of the Public and the Clerk, S Ball.

2023/066 Apologies for Absence: District Cllr Margaret Maybury and Cllr Janne Cutting-Keyton,

2023/067 Declarations of Interest
Cllr Turner declared a pecuniary interest in Agenda item 6.1 Planning. Cllr Morley declared a pecuniary interest in Agenda Item 7.2 Payments.

2023/068 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Golding and seconded by Cllr Fletcher that the minutes of the Ordinary Parish Council Meeting, held on 29 June 2023, be signed as a true record. The proposal was carried.

2023/068 Outstanding Actions:

2021/189: BMSDC Public Realm Land: SCC Legal have commenced the formal legal process to recover land and realign the fence at the junction of Dukes Meadow.

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 chased them twice in June and twice in July for a response but has not yet received an update.

2022/175.4: VH Car Park Maintenance: A Creasy has agreed to undertake the maintenance of the VH Car Park and the Clerk has provided a specification, but he is away this week. **(Item Closed)**.

2022/178: Pavilion Bandstand: The Clerk has received a verbal quotation from one Contractor for a new handrail but is awaiting the formal estimate and design. A second Contractor will provide a design and quotation before the September PC Meeting.

2022/184.1: Reduced Speed Limits: SC Cllr Robert Lindsay has received a negative response from SCC Highways regarding the possibility of a lower speed limit on the A1141 between The Abbey and the Windmill. 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.

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2023/007.1: Parish Council Investments: SALC have confirmed that the PC would not be liable to pay any tax on investment interest. Cllr Levett to investigate PC bank savings account options for PC reserves.

2023/011.9: Other Assets: The Clerk to submit a report to SCC Highway requesting that they undertake verge cutting in Windsor Green and at Loft Corner in accordance with their cutting schedule.

2023/036.2.8: Pavilion: Cllrs agreed that all required maintenance work identified at the Pavilion and Shed was already being carried out. **(Item Closed)**

2020/038.2: Highways and Emergencies: The Clerk has complained to SCC Highways about the inappropriate signage used for the diversions and SCC Highway's response had been circulated to Cllrs. **(Item Closed)**

2023/069 Public Participation Session:

2023/069.1 Suffolk County Councillor's Report:

Suffolk County Cllr Lindsay circulated his report in advance of the meeting.

2023/069.2 Babergh District Councillor's Report:

Cllr Clover advised that BMSDC Cabinet had finally met and approved a motion to reinforce their targets to be carbon neutral by 2030, although currently behind schedule.

2023/069.3 Public Participation:

None.

2023/070 Planning:

2023/070.1 Applications Received: It was noted that the following applications had 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 **Decision: The Parish Council Supported the Application.**

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 **Decision: The Parish Council Supported the Application.**

2023/070.2 Decisions Received:

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).**

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2023/071 Finance:

2023/071.1: Payments:

It was proposed by Cllr Knight and seconded by Cllr Turner that the schedule of payments be approved. The proposal was carried. The 27 July 2023 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for July 2023 (/07/23)	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/06/23 - 30/06/23 (Inv. No. (/07/23)	166.82	8.34	175.16
CATEY Pre-school Ltd	Donation (Grants Section 137) towards new LED lighting to reduce running costs	363.13	0.00	363.13
S Ball	Clerk Salary July 2023 (40 hours @ £14.75) Gross: £590.00 Net £354.00 [PAYE: £236.00].	354.00	0.00	354.00
S Ball	Clerks Expenses July 2023	0.00	0.00	0.00
HMRC	Clerks PAYE July 2023	236.00	0.00	236.00
Vertas Group Ltd	Grounds Management Great Green. July to September 2023. Inv.SIN104763	657.36	131.47	788.83
STM Company Ltd	Supply of replacement Petrol Cap for SCAG Tiger Cat Mower, including postage. Inv.IN082774	62.69	12.54	75.23
Keys Floors	Laying latex Screed and Altro Vinyl flooring, skirtings and welded joints to Pavilion Away Changing Room Shower. Inv.89	853.16	0.00	853.16
Hewicks Haulage Ltd	Cutting around edge of Great Green 11/07/23. Inv.9110	100.00	20.00	120.00
A Creasy	Cutting & strimming Edge of Great Green & Childrens Playground 11/07/23. Inv.42	120.00	0.00	120.00
A Creasy	Cutting grass at Cemetery 18/07/23, Inv. No.45	120.00	0.00	120.00
D Harradine	Refurbishment of Pavilion, redecoration of external cladding, soffits, gutters, balustrade support posts. Repair of balustrade (£2,000), Refurbishment of Barn/Shed, Redecoration of cladding & doors (£1,000), Repairs to soffits of Pavilion, replace roof tiles, repair	3,400.00	0.00	3,400.00

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	pipework, Repairs to Barn/shed and painting cement boarding eaves (£400). Total £3,400. Inv. No.18			
D Harradine	Purchase of additional timber & paint for Pavilion & Barn/Shed. Paint £660, Timber £50, Delivery £10, Total £720 less £500 paid on account = £220	220.00	0.00	220.00
E Evans	Construction of concrete base for King Charles III Coronation Bench on Great Green.	105.00	0.00	105.00
R Morley	Purchase of Petrol for Earls Meadow Mower	80.75	0.00	80.75
Sudbury Citizens Advice	Replacement of lost/misplaced cheque (Section 137 Donation for 2022/23)	200.00	0.00	200.00
Excello Law	Deposit payment to allow Solicitor to undertake Local Authority and Environmental Searches in connection with SCC Land Transfer to the PC.	500.00	100.00	600.00
Totals		£7,548.08	£274.18	£7,822.26

*Expenses for 27 July Represented by:	Unit Cost £	Payment £
None this month		N/A
Total		N/A

Councillors to note the following Income received:

From:	Reason:	Payment £
N/A	None this month	N/A
Total		N/A

2023/071.2 Annual Play Equipment Safety Inspection:

It was proposed by Cllr Morley and seconded by Cllr Brinkley that the quotation from David Bracey Play Inspections for £100 + VAT to undertake the Annual Play Equipment Safety Inspection be accepted. The proposal was carried. It was agreed that Cllr Knight attends the Inspection.

2023/072 New Chair Training Update:

Cllr Levett highlighted a few issues from his briefing note on his SALC New Chair Training course (circulated to Cllrs in advance of the meeting).

2023/073 Parish Council Transparency:

Cllr Levett to produce a one-page Transparency Statement for Cllrs to review and adopt at the September PC Meeting. Cllr Levett confirmed that he would in future utilise a PC email address.

2023/074 Public Attendance at PC Meetings:

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It was proposed by Cllr Barber and seconded by Cllr Fletcher that the Rules relating to Public Attendance at PC Meeting be approved and included on the PC Webpage. The proposal was carried.

2023/075

Pavilion:

Cllr Golding provided an update on the new shower flooring in the Away Changing room at the Pavilion and thanked Mr E Evans for his assistance in breaking out the old drains in the concrete floor. It was proposed by Cllr Morley and seconded by Cllr Baber that a payment of £30 be made on behalf of the PC, to Mr E Evans as thanks for his efforts. The proposal was carried.

2023/076

Suffolk County Council Land (Behind Crowbrook Place):

Cllr Morley advised that he and the Clerk had met our Solicitor on site and walked around the land (to be transferred from SCC to Cockfield PC) to enable her to submit a fee proposal. It was proposed by Cllr Morley and seconded by Cllr Baber that the solicitor's estimate of £1,200 - £1,400 + VAT + Disbursements to provide legal services in connection with the Land Transfer and £500 to undertake the LA & Environmental Searches be accepted. The proposal was carried.

Cllr Morley and the Clerk will attempt to meet BMSDC on site to discuss removal of the fly-tipping and boundary security requirements.

2023/077

Community Council Request:

Following a request from the Community Council to store furniture and equipment in the shed behind the Pavilion, Cllrs agreed in principle that the barbeque could be stored in the shed or pavilion, subject to certain conditions and the gas bottles could be stored in a cage attached to the shed. However, Cllrs were unable to agree the storage of tables and chairs in the shed. It was noted that Barbara Ruffell had offered to continue to store all the CC equipment and furniture at Clipt Bushes. The Clerk was asked to invite Julie Goodsmen to meet Cllr Golding and Brinkley at the Pavilion to discuss storage options.

2023/078

Maintenance Schedule and Asset Management:

2023/078.1

Maintenance Calendar (Full Review, February, June, October only)

The full review of 2023/24 Maintenance Requirements for budget preparation purposes will be undertaken in October.

2023/078.2

Maintenance Matters by exception:

078.2.1 Greens Management: Cllrs Brinkley and Golding to relocate the old Picnic table from the play area to near the pond. It was proposed by Cllr Morley and seconded by Cllr Golding that S Bradnam be asked to undertake tree surgery at a cost of £90 + VAT at Great Green in advance of the annual play equipment inspection.

078.2.2 Glebe Land: Cllr Fletcher advised that an allotment holder had damaged the path with a rotovator.

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078.2.3 Earls Meadow: None

078.2.4 Cemetery: None

078.2.5 Playground: Anthony Creasy to be asked to turn over and loosen the tree bark under the play equipment at Great Green. The proposal was carried. Cllr Knight and Cllr Morley to accompany D Bracey on his Safety Inspection.

078.2.6 Village Hall Car Park: None

078.2.7 Parish Paths: None

078.2.8 Pavilion: None

078.2.9 Other Assets: Cllr Baber offered to revarnish the Parish Council Notice Board sat the Great Green.

2023/079. Local Needs Housing: None

2023/080 Neighbourhood CIL:
Cllrs considered a resident's request for the Parish Council to install an additional Dog Litter Bin at Crowbrook Place and a Litter Bin by the new Bus Shelter opposite MacKenzie Place, but decided not to install any additional bins.

2023/081 Third Party Liaison:

081.1 Suffolk Association of Local Councils (SALC): Cllr Knight attended the SALC Meeting on 19/07/23 and updated Cllrs on key issues.

081.2 Highways and Emergencies: None.

081.3 Police/Fire: None.

2023/082 Review of Clerk's Salary:
The Clerk and members of the Public left the meeting during the discussion. Cllrs agreed to increase the Clerks salary by one increment with effect from 01/08/23. Cllrs agreed to review the Clerks Salary for 2024/25 in October 2023.

2023/083 Correspondence:
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 (See Minute 2023/076).
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.

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

Email 03/07/23: Resident Request for additional Bins (See Minute 2023/080). 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. Meeting to be arranged on site with BMSDC.

Email 19/07/23: Resident Reports of fallen Tree blocking the By-Road, Windsor Green. 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.

2023/084

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 & adoption of Emergency Plan

Review amendments to Standing Orders & Financial Regulations

Community Led Planning update from Elizabeth Ling

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Next Meeting:

An Extraordinary Meeting of the Parish Council may be convened on 24th August depending on whether any Planning Applications are received. 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 (Main Hall) on 26th October and 30th November 2023, 25th January, 29th February & 28th March 2024.

The meeting closed at 10.10 pm.