

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 28 September 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 24 August 2023.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

2021/189: BMSDC Public Realm Land: Work had commenced to 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.

2022/178: Pavilion Balustrade: The Clerk has received one verbal quotation from one Contractor, a written quotation from a second contractor for a new handrail but is awaiting the formal estimate and design. A third 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 before the next Ordinary Parish Council meeting for

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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: Cllr Levett to investigate PC bank savings account options for PC reserves.

2023/011.9: Other Assets: SCC Highways requesting that they undertake verge cutting in Windsor Green and at Loft Corner in accordance with their cutting schedule.

2023/077: Community Council Request: The Clerk to check whether there were any insurance implications for storing CC Equipment in the Pavilion/Pavilion Shed.

2023/078.2.9: Other Assets: Cllr Baber to revarnish the PC Noticeboard at Great Green.

2023/093: Parish Council Mission Statement: Cllrs Knight and Golding to revise the draft Mission Statement and circulate to Cllrs before the September PC meeting.

2023/094: D-Day 80 – 6th June 2024: Cllr Cutting-Keyton to provide a link to the D-Day 80 Anniversary Guide for the Clerk to circulate to Cllrs.

2023/095.1: Children's Play Equipment: Cllr Morley and/or Cllr Knight to meet with Action Play & Leisure Ltd to discuss snagging items.

2023/095.2.2 Glebe Land Allotments: The Clerk to instruct contractors to top the meadows adjoining the fenced allotment area and to cut back the perimeter hedges.

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/23/04116: Full Planning Application - Construction of 2no. ponds: Cockfield Hall, Howe Lane, Cockfield, Bury St Edmunds Suffolk IP30 0HU (**Consultation Response Deadline: 26th September 2023, extended until 29th September 2023**).

DC/23/04474: Application to determine if Prior Approval is required for a Proposed: Erection, Extension or Alteration of a building for Agricultural or Forestry Use. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 6 - Erection of grain storage

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building.: New Barn Farm, Lavenham Road, Cockfield, Bury St Edmunds Suffolk IP30 0HX (**Consultation Response Deadline: 29th September 2023**)

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

DC/23/03315: Proposal & Location of Development: Householder Application - Erection of summer house, fencing and installation of an oil tank (retention of). The Abbey Cottage, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY. (**Decision: Planning Permission has been Granted**).

DC/23/01527: Proposal & Location of Development: Application under S73a for Removal or Variation of a Condition following grant of DC/21/02296 dated 09/11/2021 Erection of up to 28 no. dwellings (Plots 5, 6 and 7 of Reserved Matters Permission DC/19/02020 to be repositioned/amended). Town and Country Planning Act 1990 (as amended) Condition 1 (Approved Plans and Documents) to enable alternative materials for fencing, driveways and road surfaces. Land to the West of Plough And Fleece Inn, Great Green, Cockfield, Suffolk. (**Decision: Planning Permission has been Granted**).

DC/23/03345: Proposal & Location of Development: 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: Planning Permission has been Granted**).

DC/22/06014: Proposal & Location of Development: Planning Application - Erection of 3no dwellings with associated parking and landscaping Land at Junction Of Bury Road And Felsham Road, Great Green, Cockfield, IP30 0HJ. (**Decision: Planning Permission has been Granted**).

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 purchase of a Strimmer, spare blade, mixing bottle and 5 Ltr Pre-mix fuel for £333.23 + £66.65 VAT & Ear defenders/goggles for £11.97 (VAT Free) for use at Earls Meadow/Jeffreys Green/Bruffs Line from A & G Fox, Long Melford, to be funded from our Neighbourhood CIL.

7.4 To authorise the Annual Service of the Pavilion A/C and Heatpumps by Acorn Air Conditioning and Refrigeration Ltd for £187 + VAT.

8. **Community Shop & Post Office:**

To consider a request from the Cockfield Village Group Ltd for a Section 137 Donation for funding the take-over of the Community Shop and Post Office. (A briefing note from the Cockfield Village Group will be circulated to Cllrs in advance of the meeting). If the proposal is approved, it will require a resolution to approve a budget transfer.

9. **Village Hall Legal Agreement with the Multi-Academy Trust:**

To consider a request from the Village Hall Management Committee for the Parish Council to pay the cost of legal fees to review and advise on the legal agreement

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drafted by the Multi-Academy Trust's solicitors, governing the future of the VH. If the proposal is approved, it will require a resolution to approve a budget transfer.

10. **Bandstand Roof Options:**
To consider a proposal from the Greens Working Group over options to prevent the Bandstand Roof from leaking and prevent any further deterioration.
11. **Parish Council Mission Statement:**
To adopt and communicate the redrafted Parish Council Mission Statement (circulated to Cllrs in advance of the meeting).
12. **D-Day 80 - 6th June 2024:**
Cllr Cutting-Keyton to update Cllrs on D-Day 80 Event details.
13. **Updates on Neighbourhood CIL Projects:**
 - 13.1 Childrens Play Equipment – Cllrs R Morley/N Knight
 - 13.2 Allotment Water Supply & French Drains - Cllr Morley
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. **Community Engagement Initiative:**
To consider a proposal from Cllr Knight for an initiative on Community Engagement.
16. **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:
 - 16.1 Suffolk Association of Local Councils (SALC) - Cllr Knight
 - 16.2 Highways and Emergencies - Cllr Cutting-Keyton
 - 16.3 Police/Fire - Cllr Cutting-Keyton.
17. **Local Needs Housing:**
To consider any matters – Cllr Morley

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18. **Future management of the Village Website:**

To consider any Cllr comments on N Ashton's Briefing Note on the Village Website.

19. **Correspondence:**

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

Email 19/08/23: Resident complaint about brambles overgrowing the public footpath in Chapel Rd. Footpath Warden Cllr Baber trimmed back the overgrown hedge on 20/08/23. Email letter of thanks from Resident received 21/08/23.

Email 24/08/23: Action Play & Leisure enclosing TUV Safety Certificate for Cone Climber. Circulated to Greens Committee.

Email 25/08/23: Cllr Cutting-Keyton enclosing link to D Day Anniversary Guide. Circulated to Cllrs.

Email 26/08/23: SCCllr Robert Lindsay advising that the boundary fence at the junction of Duke Meadow and Great Green had been realigned. Clerk has written to Cllr Lindsay expressing concern over the realignment which although an improvement, still doesn't provide a safe line of sight exiting Dukes Meadow.

Email 01/09/23: BMSDC Communications, enclosing BMSDC Monthly Update. Clerk circulated to Cllrs.

Email 07/09/23: District Cllr Paul Clover forwarding invite to attend Police Forum at Glemsford Village Hall on 17th October. Clerk circulated to Cllrs. Cllr Levett will attend.

Email 07/09/23: SCC Highways reply to problem reported regarding missed Verge Cutting along Windsor Green. Circulated to Cllrs and forwarded to SC Cllr Robert Lindsay who is pursuing on our behalf.

Telephone 07/09/23: Vertas Group Ltd Tractor driver complaining about a piece of football equipment left on the grass which damaged the blades of the mower. Cllr Golding believes this was left by Bury Boys U11 FC and will remind them to check they have removed everything when leaving.

Email 08/09/23: The National Allotment Society, invite to attend their AGM at Baldock on 14/10/23. Circulated to Cllrs Levett, Fletcher and Morley.

Email 11/09/23: David Bracey Play Safety Inspections enclosing Annual Play Inspection Report. Forwarded to Greens Committee to enable them to update their Risk Register.

Email 13/09/23: Contractor Dean Evans providing AWA Pass Certificate for water supply to allotments. Circulated to Cllrs Levett, Fletcher and Morley.

Email 14/09/23: 20s Plenty Campaign. Circulated to Cllrs and written to SC Cllr Robert Lindsay seeking SCC's position on campaign.

Email 14/09/23: Community Action Suffolk, confirming they will forward slides of their presentation on Community Led Homes, to be circulated to Cllrs.

Email 14/09/23: Police Connect invite to attend Police & Crime Commissioner's & Chief Constable's Briefing on plans for Community Policing in Suffolk. Circulated to Cllrs. Cllr Cutting-Keyton to attend.

Email 18/09/23: PKF Littlejohn LLP enclosing Notice of Completion and signed Section 3 of the AGAR for 2022-23.

Email 19/09/23: Slow Ways, initiative to connect all communities via a National Walking Network. Forwarded to Cllr Baber (Footpath Warden) to review and propose any necessary action.

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Email 20/09/23: BMSDC Media Release on the Planning Inspectorate's feedback on BMSDC JLP. Circulated to Cllrs.

Email 20/09/23: BMSDC Publication of Planning Inspector's Report on BMSDC JLP. Circulated to Cllrs.

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.**

Community led Planning for Places Initiative update from Elizabeth Ling (BMSDC) (Deferred until October meeting as Legislation won't be fully understood until August).

21. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 19th October 2023 at 7.30pm in the Village Hall (Note: this is a week earlier than usual). Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 30th November 2023, 25th January, 29th February & 28th March 2024.



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22nd September 2023