

COCKFIELD PARISH COUNCIL

Minutes of the Extraordinary Meeting of the Parish Council held on 24 August 2023 at 7.30pm 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: The Clerk, S Ball.

2023/086 Apologies for Absence: Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover and District Cllr Margaret Maybury and

2023/087 Declarations of Interest
Cllr Morley declared a pecuniary interest in Agenda item 6.1 Planning. Cllr Turner declared a pecuniary interest in Agenda Item 7.2 Payments.

2023/088 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Knight and seconded by Cllr Brinkley that the minutes of the Ordinary Parish Council Meeting, held on 27 July 2023, be signed as a true record. The proposal was carried.

2023/088 Outstanding Actions:

2021/189: BMSDC Public Realm Land: Cllr Golding reported that work was being undertaken to realign the fence at the junction of Dukes Meadow.

2021/194: Local Needs Housing: SCC have still not progressed the Parish Council's application for 'Granting of a new right of common and application for registration of a right in the commons register'. The Clerk was asked to chase SCC every two weeks for an update.

2022/178: Pavilion Balustrade: The Clerk has received a verbal quotation from one Contractor for a new handrail but is awaiting the formal estimate and design. A second quotation had been received and 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 September meeting 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: 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.

COCKFIELD PARISH COUNCIL

2023/011.9: Other Assets: The Clerk confirmed he had reported on the SCC website, that SCC had failed to undertake verge cutting in Windsor Green in accordance with their cutting schedule for C & U Roads.

2023/071.2: Annual Play Equipment Safety Inspection: The Clerk confirmed that David Bracey Play Inspections are scheduled to undertake the Annual Safety Inspection of the Playground area on 4th September, with Cllrs Morley and Knight in attendance. **(Action Closed)**

2023/074: Public Attendance at PC Meetings: The Clerk confirmed that the Rules for Public attendance at PC Meetings has been published on the Website.

2023/075: Pavilion: A payment to Mr E Evans in thanks for his assistance with the Pavilion Changing Room floor modifications is included on the Payments & Income Schedule. **(Action Closed)**

2023/076: Suffolk County Council Land (Behind Crowbrook Place): The Clerk confirmed that the solicitor had been commissioned to undertake the LA & Environmental Searches. Cllr Morley & the Clerk met BMSDC on site to discuss fly-tipping removal and boundary security requirements. **(Action Closed)**

2023/077: Community Council Request: Cllr Golding confirmed he had met Julie Goodsmen (Chair of the CC), to discuss the CC's storage options at the Pavilion if there was any change to its current storage provisions. **(Action Closed).**

The Clerk was asked to check if there would be any Insurance implications if CC equipment was stored in the Pavilion shed.

2023/078.2.1: Greens Management: Cllrs Brinkley and Golding confirmed they had relocated the redundant picnic table from the Play area to an area near the pond. **(Action Closed)**

Cllr Morley confirmed Stuart Bradnam had completed the necessary tree surgery at the Great Green. **(Action Closed)**

2023/078.2.5: Playground: The Clerk confirmed that Anthony Creasy would turn over and loosen the tree bark around the play equipment. **(Action Closed)**

2023/078.2.9: Other Assets: Cllr Baber confirmed that he would revarnish the PC Noticeboard at Great Green in September.

2023/080: Neighbourhood CIL: The Clerk has advised the resident of the PC's decision not to install any additional bins at Crowbrook Place. **(Action Closed)**

2023/089 Public Participation Session:

2023/089.1 Suffolk County Councillor's Report:

COCKFIELD PARISH COUNCIL

In Suffolk County Cllr Lindsay's absence, there was no report.

2023/089.2 Babergh District Councillor's Report:

In District Cllr Clover's absence, there was no report.

2023/089.3 Public Participation Session:

None.

2023/990 Planning:

2023/090.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

DC/23/03315: 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: The Parish Council had no Objections to this Application).**

DC/23/03374: Full Planning Application - Change of use and conversion of existing curtilage listed barn/outbuilding to music studio/home office for use ancillary to main dwelling. Addition of insulation, insertion of glazed doors behind the existing timber barn doors, insertion of two new skylights to the rear elevation, creation of a new mezzanine floor. Location: Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF. **(Decision: The Parish Council had no Objections to this Application).**

DC/23/03375: Application for Listed building Consent - Change of use and conversion of existing curtilage listed barn/outbuilding to music studio/home office for use ancillary to main dwelling. Addition of insulation, insertion of glazed doors behind the existing timber barn doors, insertion of two new skylights to the rear elevation, creation of a new mezzanine floor to 1/3rd of the floor area. Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF. **(Decision: The Parish Council had no Objections to this Application).**

DC/23/03892: Application under S73 for the Removal or Variation of a Condition following grant of planning permission DC/20/0002670 dated 03/07/2020 Town and Country Planning Act 1990 (as amended) – Erection of 1 No. dwelling (following demolition of semi-detached dwelling and outbuildings) To vary Condition 2 (Approved Plans and Documents), Remove Conditions 3 (Starwood Cottage/Wall) and 8 (Parking and Manoeuvring) both now discharged; Reword Conditions 4 (Ecology) and 7 (Bin Storage) as per details submitted. Lane End, Colchester Green, Cockfield, Bury St Edmunds, Suffolk. IP30 0HG. **(Decision: The Parish Council had no Objections to this Application).**

2023/090.2 Decisions Received:

DC/23/02168: Discharge of Conditions Application for DC/21/04375 - Condition 3 (Biodiversity Enhancement Strategy), Condition 4 (Parking and EV Charging Points) and Condition 5 (Construction Management Plan).

COCKFIELD PARISH COUNCIL

Earls Hall Farmhouse, Earls Hall Road, Cockfield, Bury St Edmunds
Suffolk IP30 0JD. **(Decision: Conditions Approved).**

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
(Decision: Listed Building Consent has been Granted).

2023/091 Finance:

2023/091.1 Payments:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 24 August 2023 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for August 2023 (/07/23)	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/07/23 - 31/07/23 (Inv. No. KI-446AB355-0040 (07/08/23)	171.06	8.55	179.61
S Ball	Clerk Salary August 2023 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses August 2023	0.00	0.00	0.00
HMRC	Clerks PAYE August 2023	240.32	0.00	240.32
Hewicks Haulage Ltd	Cutting around edge of Great Green 14/08/23. Inv.9298	100.00	20.00	120.00
A Creasy	Cutting & strimming Edge of Great Green (£60) & Childrens Playground (£60). Cutting grass at Cemetery (£120). Inv.51	240.00	0.00	240.00
Action Play & Leisure Ltd	Supply & install 2.4 m Cone Climber (on 300 deep wood chip base, geotextile membrane and timber edging). Supply and installation of a 3m long picnic table, excavation of an area 5m x 4m to a depth of 50mm & removal of the soil, supply and compaction of a 50mm of stone base, on which is laid artificial grass, surface 20m2. Inv. APL23063	11,977.57	2,395.51	14,373.08
E Evans	Thank You payment for assisting with breaking out drain in Pavilion Changing Room shower floor.	30.00	0.00	30.00
S Bradnam	To cut down & remove dead Sorbus tree & raise canopy of Lime tree on Great Green.	90.00	18.00	108.00

COCKFIELD PARISH COUNCIL

E Evans	Excavating trench and laying water supply pipes to Allotments from AWA connection. Provide Standpipe (£1,240). Provide 2 No. French drains at bottom of Allotments (£300) (All as quotation accepted by Cllrs)	1540.00	0.00	1540.00
R Turner	Purchase of Gifts for Lyndon Mills (in lieu of payment for Internal Audit) and a gift for Mrs Rose for maintaining the War Memorial Flowers.	70.00	0.00	70.00
Totals		£14,828.60	£2,443.89	£17,272.49

*Expenses for 24 August 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

2023/092 Third Party Liaison:

092.1 Suffolk Association of Local Councils (SALC): None.

092.2 Highways and Emergencies: None.

092.3 Police/Fire: Resident concerns have been forwarded to the appropriate authorities.

2023/093 Parish Council Mission Statement:

Cllrs Knight and Golding were asked to revise the draft Mission Statement and circulate to Cllrs before the September Parish Council 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 Updates on Neighbourhood CIL Projects:

095.1 Childrens Play Equipment: Cllrs Brinkley, Knight and Morley updated Cllrs on the progress on the project and identified a few snagging issues, which APL Ltd were returning to site to rectify. Cllr Morley and/or Cllr Knight to meet with APL to discuss and inspect.

095.2 Allotments:

COCKFIELD PARISH COUNCIL

095.2.1 Water Supply: Cllr Morley provided Cllrs with the scheduled date for the Anglian Water Supply connection works (which will be during the half-term holiday due to a Road Closure requirement).

095.2.2 Plot Allocation: Cllr Fletcher confirmed that the recently vacated plot had been reallocated to the 1st reserve on the waiting list. Cllr Fletcher advised that the areas around the allotments were overgrown and requested that they be cleared. It was proposed by Cllr Morley and seconded by Cllr Golding that contractors be employed to top the meadow and adjoining area and cut back the hedges to the rear of the allotments. The proposal was carried.

2023/096 Emergency Plan:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the Emergency Plan (circulated to Cllrs in advance of the meeting) be adopted. The proposal was carried.

2023/097 Correspondence:

Email 30/07/23: PC 1594 Kim Spraggons (Sudbury police link officer) requesting PC contact details. Clerk updated.

Email 31/07/23: Sara Cameron (Corporate Manager, Strategic Property BMSDC) Response to PC email on Old Stone Pit security & fly-tipping. Meeting arranged on Site.

Email 31/07/23: Matthew Lee (County Farms Management Officer) seeking agreement to Heads of Terms. Clerk responded with list of queries.

Emails 31/07/23, 01/08/23, 09/08/23, 10/08/23 & 11/08/23: Resident's complaints about overgrown footpaths and behind Jeffreys Green development. Clerk responded.

Email 02/08/23: Simon Lanning (Communities Officer, BMSDC) advising about availability of Government's Community Ownership Fund (Match funding) for organisations seeking to purchase ACV's. Clerk circulated to Cllrs.

Email 02/08/23: Paul Bryant (Neighbourhood Planning Officer BMSDC) inviting PC to consult on Lawshall NP Review 2021-37. Clerk circulated to Cllrs.

Email 03/08/23: Anonymous resident complaint against developer breaches of Conditions. Clerk referred resident to BMSDC Planning team.

Emails 07/08/23 & 08/08/23: Cemetery enquiries from resident. Resolved by Cllr Turner.

Email 09/08/23: Octopus Energy update on meter request.

Email 10/08/23: David Bracey confirmation of Play Equipment Safety Inspection date. Clerk forwarded to Cllrs Morley and Knight.

Email 14/08/23: Sally Longmate Response to Enquiry SALC Ref: EN3967). Circulated to Cllrs Levett and Fletcher.

Email 17/08/23: Chloe Mealar (AWA) providing update on planned water connection to allotments. Clerk to liaise with PC Contractor.

Emails 17/08/23: Complaints from resident about weeds on land behind their property. Clerk referred then to SCC.

Email 18/08/23: Paul Clover (BSCDC Cllr) update on fly-tipping notices.

Email 18/08/23: SCC Highways notification that Grit Bin replenishment programme has commenced. Clerk forwarded to Cllr Cutting-Keyton.

COCKFIELD PARISH COUNCIL

Email 18/08/23: Allotment Society August Newsletter issued. Clerk circulated to Cllrs Levett, Fletcher & Morley.

2023/098 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 amendments to Standing Orders & Financial Regulations
Community Led Planning update from Elizabeth Ling (Note: this might be deferred until the October meeting.
Adoption of Parish Council Mission Statement
Future management of the Village Website
Community Shop and Post Office
Parish Council Surgeries

2023/099 Next Meeting:

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 9.20 pm.