

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 28 September 2023 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett (Chair), Cllr Janne Cutting-Keyton (Vice-Chair), Cllr Dale Baber, Cllr Joe Brinkley, Cllr Sarah Fletcher, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover and District Cllr Margaret Maybury, the Clerk, S Ball and 6 Members of the Public.

2023/100 Apologies for Absence: Cllr Andy Golding,

2023/101 Declarations of Interest

Cllr Morley declared a Pecuniary Interest in Agenda item 7 (Payments) as recipient of reimbursement for a purchase on behalf of the Parish Council. Cllr Fletcher declared a Pecuniary Interest in respect of Agenda Item 8 (Post Office and Village Stores) as Secretary of The Village Group. Cllr Turner declared a Pecuniary Interest in respect of Agenda Item 8 (Post Office and Village Stores) as Post-Master and owner of the Village Stores. Cllr Cutting-Keyton declared a Other Registerable Interest in Agenda Item 9 (Village Hall) as Chair of the Village Hall Management Committee and Cllr Morley declared a Other Registerable Interest in Agenda Item 9 (Village Hall) as the Parish Council Representative on the Village Hall Management Committee. Cllr Levett declared a Non-Pecuniary Interest in Agenda Item 9 (Village Hall) as a School Governor.

2023/102 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that the minutes of the Ordinary Parish Council Meeting, held on 24 August 2023, be signed as a true record. The proposal was carried.

2023/103 Outstanding Actions:

2021/189: BMSDC Public Realm Land: Work has been completed to realign the fence at the junction of Dukes Meadow. The Clerk an SCC Cllr Lindsay had complained to SCC Highways that the 'partial' realignment had not significantly improved visibility when exiting Dukes Meadow, however SCC's Enforcement Team have subsequently visited the site, are happy with the work and closed out the complaint. **(Action Closed).**

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 has emailed, and left messages chasing SCC Legal every two weeks for an update and will continue to do so.

2022/178: Pavilion Balustrade: The Clerk has received a verbal quotation from one Contractor, a written quotation from another contractor and is still awaiting a third for a new balustrade. The Clerk was asked to meet with a

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contractor to agree and produce a specification with which to seek formal quotations.

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: Clerk to forward Parish Council's Account Details to enable Cllr Levett to investigate PC bank savings account options for PC reserves.

2023/011.9: Other Assets: The Clerk and SCC Cllr Robert Lindsay had complained to SCC Highways that SCC's Contractor had failed to undertake verge cutting in Windsor Green in accordance with their cutting schedule for C & U Roads. SCC Highways have visited the site and confirmed that they will not be taking any further action. **(Action Closed)**

2023/077: Community Council Request: The Clerk has contacted the Parish Council's Insurance Brokers AJ Gallagher, who confirmed that Community Council assets stored in the Pavilion Shed and/or Pavilion were not Insurable Risks under the Parish Council's Insurance so would not be insured. **(Action Closed)**

2023/078.2.9: Other Assets: Cllr Baber has revarnished the PC Noticeboard at Great Green. Cllrs thanked Cllr Baber for his efforts. **(Action Closed)**

2023/093: Parish Council Mission Statement: Cllrs Knight and Golding have redrafted the Mission Statement which has been circulated to Cllrs. (See Agenda Item 11) **(Action Closed)**.

2023/093: Neighbourhood CIL: The Clerk has advised the resident of the PC's decision not to install any additional bins at Crowbrook Place. **(Action Closed)**

2023/094: D-Day 80 – 6th June 2024: Cllr Cutting-Keyton provided the link for the D-Day 80 Anniversary Guide to the Clerk and this has been circulated to Cllrs. **(Action Closed)**

2023/095.1: Children's Play Equipment: Cllrs Morley and Knight met with Action Play & Leisure Ltd who have now completed all outstanding snagging items. **(Action Closed)**

2023/095.2.2 Glebe Land Allotments: S Shepherd & Son is scheduled to cut the hedges before 10/01/23. B Colson has topped the Meadow and surrounding grass areas but will return within 2 weeks to undertake a second cut. **(Action Closed)**

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2023/104 Public Participation Session:

2023/104.1 Suffolk County Councillor's Report:

Suffolk County Cllr Lindsay circulated his report in advance of the meeting and answered questions about Dukes Meadow and SCC's Verge Cutting programme. Cllr Lindsay offered to forward SCC's criteria for establishing speed limits.

2023/104.2 Babergh District Councillor's Report:

District Cllr Maybury read out her report which she had circulated in advance of the meeting. District Cllr Clover highlighted 3 items from his report. Parish Cllrs raised their extreme disappointment with Cllr Clover about BMSDC's approval of DC/22/06014. Cllr Maybury to forward details of Lavenham Parish Council's complaint to BMSDC Planning about a similar issue and seeking a meeting with the Planning Officer. Cllr Levett to write to BMSDC Head of Planning making a formal complaint and seeking a meeting. Cllr Clover was unable to provide an update on the Fly-tipping at Crowbrook Place.

2023/104.3 Public Participation Session:

An allotment holder enquired about the Parish Council's policy on charging for water once the new supply is connected by Anglian Water handed Cllr Levett a list of other questions. Cllr Levett confirmed that Cllrs on the Allotment Group would be convening a meeting shortly to consider these issues and would respond accordingly.

A resident complained about the hedges overgrowing the narrow footpath along the A1141 near Jeffreys Green. Cllr Morley confirmed that the land was owned by local farmers and not the Parish Council. The resident also complained about the extent of glass and other debris that had overspilled onto the public footpath on the Airfield and the risk to walkers, children and pets. Cllr Baber (Footpath Warden) would investigate the footpath.

2023/105 Planning:

2023/105.1 Applications Received: It was noted that the following applications had 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 **(The Parish Council Supports the Application).**

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 building.: New Barn Farm, Lavenham Road, Cockfield, Bury St Edmunds Suffolk IP30 0HX **(The Parish Council Supports the Application).**

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2023/105.2 Decisions 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).**

2023/106 Finance:

2023/106.1 Payments:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that the schedule of payments be approved. The proposal was carried. The 28 September 2023 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for August 2023 (12/09/23)	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/08/23 - 31/08/23 (Inv. No. KI-446AB355-0041 (06/09/23)	179.69	8.98	188.67
S Ball	Clerk Salary September 2023 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses September 2023	0.00	0.00	0.00

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HMRC	Clerks PAYE September 2023	240.32	0.00	240.32
BMSDC	Parish Election charges for 4th May 2023 Contested. Inv.1000173174. Note: BMSDC advised verbally 27/09/23 that they have now recalculated their costs for a 2nd time and the cost is reduced further to £1,179.48	1,179.48	0.00	1,179.48
STM Company Ltd	Supply of Oil Filter for SCAG Tiger-Cat Mower. Inv.083034	35.92	7.18	43.10
A Creasy	Cutting & strimming Edge of Great Green (£60) & Childrens Playground (£60). Cutting grass at Cemetery (£120), Forking & loosening all the tree bark in the play area pits (£20), Clean Up Village Hall Car Park (£60), total £320 . Inv.56	320.00	0.00	320.00
Hewicks Haulage Ltd	Cutting edge Great Green. Inv.9440	100.00	20.00	120.00
D Bracey Play Safety Inspections	Annual Play Inspection on 4/09/23. Inv. 1770	100.00	20.00	120.00
R Morley	Purchase of Petrol for use of Scag Mower at Earls Meadow & Jeffreys Green 06/08/23-10/09/23	94.87	18.97	113.84
E Evans	Supply & install allotment water service as approved quotation, complete with additional Check Valve & Stopcock and inspection pit (adjacent to hedge by A1141). Excavate and install 80mm pipe with 40mm stone £1,425 (Invoice No.20 dated 9/09/23). Note: This item replaces the £1,540 payment authorised in August, as the Invoice is now less and the previous cheque has been cancelled..	1,425.00	0.00	1,425.00
Garden Fox Ltd	Purchase of Echo Strimmer, spares, petrol, safety equipment (subject to agreement at the meeting)	345.20	66.65	411.85
S Shepherd & Son	Trimming Hedges around Allotment	240.00	48.00	288.00
Totals		£5,050.13	£275.61	£5,325.74

*Expenses for 28 September Represented by:	Unit Cost £	Payment £
None this month		N/A
Total		N/A

Councillors to note the following Income received:

From:	Reason:	Payment £

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BMSDC	Precept 2023/24 Instalment 2 (11/09/23)	25,390.00
UK Power Networks	Annual Wayleave Payment	156.73
Resident	Donation for use of Pavilion toilets during Child's Birthday party at the Playground	10.00
Total		£25,556.73

2023/106.2 Purchase of Strimmer:

It was proposed by Cllr Morley and seconded by Cllr Knight that a Strimmer, spare blade, fuel mixing bottle, 5 Ltrs pre-mixed fuel and safety equipment be purchased from Garden Fox Ltd, Long Melford for the sum of £345.20 + £66.65 VAT for use by the Earls Meadow/Jeffreys Green Working Group. The proposal was carried.

2023/106.3 Annual A/C Inspection and Service:

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that Acorn A/C & Refrigeration Ltd be appointed to undertake the annual service of the Pavilion A/C & Heatpumps for the sum of £187 + VAT.

2023/107 Community Shop & Post Office:

Mr D Lewsey presented a request on behalf of the Village Group, for a donation from the Parish Council towards the start up costs (fridge, freezer, till etc) involved in The Village Group taking over the running of the Shop as a Community Shop. Cllr Fletcher and Cllr Turner left the room for the Parish Council's discussion and vote. Mr Lewsey answered questions raised by Cllrs. The Clerk explained the Regulatory restrictions and financial limits on the Parish Council's powers to donate, the current budget provision and what budget transfer would be required to fund any donation. It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that the Parish Council offer a donation up to a maximum of £4,800, to be drawn down as and when required. The Village Group to provide copies of purchase receipts. The proposal was carried.

It was also proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that a budget transfer be made from the Earmarked Reserves budget (£10,000 for the purchase of a share of the Pub) into the Section 137 Budget, to fund the donation. The proposal was carried.

2023/108 Village Hall Agreement with the Multi-Academy Trust:

Cllr Cutting-Keyton presented a request on behalf of the Village Hall Management Committee for a donation of up to £900 from the Parish Council towards the costs of appointing a solicitor to review and advise on the revised legal Agreement drafted by Multi-Academy Trust's solicitors. Cllr Cutting-Keyton answered Cllr's questions and then together with Cllr Morley, left the room for the Parish Council discussion and vote. The Clerk advised Cllrs of their legal powers to agree the donation, the current budget provision and what budget transfer would be required to fund any donation. It was proposed by Cllr Baber and seconded by Cllr Knight that the Parish Council offer a donation up to a maximum of £900, to be paid upon receipt of Solicitor's fee invoice. The proposal was carried.

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It was also proposed by Cllr Levett and seconded by Cllr Fletcher that a budget transfer be made from the Earmarked Reserves budget (£3,000 for the Kings Coronation Event, of which £945.42 remains unspent). The proposal was carried.

2023/109 Bandstand Roof Refurbishment:

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the estimate from D Harradine to remove the existing external roof boarding and replace it with OSB boarding, membrane, seal joints, flashband flashing and felt shingles for a maximum budget cost of £4,650. The proposal was carried.

2023/110 Parish Council Mission Statement:

It was agreed to defer this item until the October Parish Council meeting.

2023/111 D-Day 80 – 6th June 2024:

Cllr Cutting-Keyton advised there was no further update this month.

2023/112 Updates on Neighbourhood CIL Projects:

112.1 Childrens Play Equipment: Cllrs Knight and Morley confirmed that APL Ltd had fixed the Zip-Wire seat and topped up the woodchip under the new Witches Hat Equipment. Cllr Knight agreed to undertake regular safety checks on the play equipment.

112.2 Allotments: Meeting to be arranged to agree charging policy for water at the allotments and to review issues raised by resident.

112.3 CIL Projects: Cllr Morley to convene meeting of the CIL Working of the CIL Working Group to review CIL Project 'wish list'.

2023/113 Maintenance Schedule and Asset Management:

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

113.2: Maintenance Matters by Exception:

113.2.1 Greens Management: None

113.2.2 Glebe Land: None

113.2.3 Earls Meadow: None

113.2.4 Cemetery: Cllr Morley will instruct S Bradnam to undertake the 2nd Bi-annual hedge cut at the end of October. Cllr Turner confirmed that one of the gate posts will require replacing shortly.

113.2.5 Playground: None

113.2.6 Village Hall Car Park: None

113.2.7 Parish Paths: None

113.2.8 Pavilion: Cllr Brinkley advised that one of the electrical circuits has been tripping out. It was agreed that he contacts S & N Electrical (Cockfield)

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113.2.9 Other Assets: None

2023/114 Community Engagement Initiative:
It was agreed to defer this item until the October Parish Council meeting.

2023/115 Third Party Liaison:

115.1 Suffolk Association of Local Councils (SALC): Cllr Cutting-Keyton announced that Cockfield had won the Suffolk Small Village of the Year Award for 2023. Cllrs Levett and Cutting-Keyton were asked to investigate event options for the village to celebrate its success.

115.2 Highways and Emergencies: None.

115.3 Police/Fire: Cllr Cutting-Keyton confirmed she would be attending the Police Commissioner and Chief Constable's Forum to hear about the new Suffolk Policing Arrangements to be introduced in December.

2023/117 Local Needs Housing:
Cllr Morley advised there was no further update this month.

2023/118 Future Management of the Village Website:
Cllrs Cutting-Keyton and Baber offered to support Cllr Levett in drafting an Options paper for submission to the next Parish Council meeting.

2023/119 Correspondence:
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: SC Cllr 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.

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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.

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.

2023/120 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 November meeting.

Adoption of Parish Council Mission Statement

Future management of the Village Website

Community Engagement Initiative

2023/121 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 26th October 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 30th November 2023, 25th January 29th February & 28th March 2024.

The meeting closed at 10.40 pm.