

# 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 19 October 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 28 September 2023.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

**2021/194: Local Needs Housing:** The Clerk has been advised that the Parish Council's application for 'Granting of a new right of common and application for registration of a right in the commons register', has been approved. It has now been referred to SCC Land Charges Team to register the land as a Village Green. **(Action: Closed).**

**2022/178: Pavilion Balustrade:** The Clerk to meet with a contractor to produce a specification to enable quotations to be sought for a new handrail at the Pavilion. **(Action: No progress since the last meeting).**

**2022/184.1: Reduced Speed Limits:** The Clerk to draft the Parish Council's argument for lowering the speed limit along the A1141 between the Windmill and the Abbey and along the top section of Howe Lane for submission to SC Cllrs Robert Lindsay and Paul West, Cabinet Member for Highways, seeking a meeting on site to discuss proposals. SC Cllr Robert Lindsay has provided an example of a successful submission to reduce speed limits from 40 to 30mph on the A1141 Stone Street, Hadleigh, however this comprised a 45-page submission, entailing an extensive amount of research and evidence in support of the proposal. **(Action: Clerk update at meeting)**

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**2023/007.1: Parish Council Investments:** Cllr Levett has visited Barclays to investigate PC bank savings account options for PC reserves. **(Action: Cllr Levett update at meeting).**

**2023/095.2.2: Glebe Land Allotments:** The Perimeter and internal hedges have been trimmed (along with those at the Pocket, Great Green) and the meadows topped twice. **(Action: Closed).**

**2023/104.2: BMSDC Cllrs Report:** Cllr Levett has written to both BMSDC Head of Planning and SCC Exec Director Growth, Highways & infrastructure, expressing the PC's concerns over the approval of DC/22/06014 and seeking a meeting on site to understand the relevant parties' decisions. A meeting with Mark Russell (BMSDC Area Manager, Planning) has been arranged for 23/10/23 with members of the Planning Group. No response received from SCC. **(Action: Planning Group update at November meeting).**

**2023/104.2: BMSDC Cllrs Report:** District Cllr Clover has chased up the outstanding action to remove the fly-tipping below Crowbrook Place and has been advised that it will be undertaken before the next PC Meeting. **(Action: Closed).**

**2023/104.3: Public Participation:** The Allotment Working Group met on site to consider resident questions and have produced a recommendation and charging proposal for the supply of water (**Agenda Item 12**), circulated to Cllrs in advance of the meeting. **(Action: Closed).**

**2023/104.3: Public Participation:** Cllr Baber (Footpath Warden) to visit public footpath on Airfield to access the public risk caused by debris spilled onto path. **(Action: Cllr Baber update at meeting).**

**2023/106.2: Purchase of Strimmer:** Strimmer and safety equipment purchased and has already been used on Earls Meadow/Jeffreys Green. **(Action: Closed).**

**2023/106.3: Annual A/C Inspection & Service:** Annual Maintenance Service scheduled for 19/10/23. **(Action: Closed).**

**2023/107: Community Shop & Post Office:** Cllr Levett has written to the Cockfield Village Group confirming the conditions of the PC's donation. **(Action: Closed).**

The Clerk has undertaken the agreed budget transfer from Earmarked Reserves to the Section 137 budget to enable the donation to be made. **(Action: Closed).**

**2023/108: Village Hall Agreement with the Multi-Academy Trust:** The Clerk has undertaken the agreed budget transfer from Earmarked Reserves to the to enable the payment to be made once invoiced. **(Action: Closed).**

**2023/109: Bandstand Roof Refurbishment:** The contractor is scheduled to commence the refurbishment w/c 30/10/23. **(Action Closed).**

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**2023/112: CIL Projects:** Cllr Morley to convene a meeting of the CIL Working Group to review the PC's 'project wish list'. **(Action: Cllr Morley update at meeting).**

**2023/113.2.4: Cemetery:** S Bradnam has completed the 2<sup>nd</sup> bi-annual trim of the perimeter hedges and box hedges at the Cemetery and the Village Hall Car Park. **(Action: Closed).**

**2023/113.2.8: Pavilion:** Cllr Brinkley to contact S & N Electrical to investigate the problem with the electrical circuits tripping out. **(Action: Cllr Brinkley update at meeting).**

**2023/115.1: SALC:** Cllrs Levett & Cutting-Keyton to investigate event options to celebrate Cockfield's 'Suffolk Small Village of the Year Award' **(See Agenda Item 11).**

**2023/118: Future Management of the Village Website:** Cllrs Levett supported by Cllrs Cutting-Keyton and Baber has drafted an Options proposal **(See Agenda Item 10)** circulated to Cllrs in advance of the meeting. Cllrs Levett and Baber met with One Suffolk on 16/10/23 (website suppliers to PC's) **(Action: Closed).**

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/23/04813:** Householder Application - Erection of part two storey and single storey side extensions (following demolition of existing single storey extensions). Highview, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HN **(Consultation Response Deadline: 3<sup>rd</sup> November 2023)**

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

**DC/23/03892:** Proposal & Location of Development: Application under S73a for the Removal or Variation of a Condition following grant of planning permission DC/20/02670 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; Re-word Conditions 4 (Ecology) and 7 (Bin Storage) as per details submitted. Lane End, Colchester Green, Cockfield, Bury St Edmunds Suffolk IP30 0HG **(Decision: Planning Permission has been Granted).**

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## 7. **Finance:**

- 7.1 To receive a financial statement and report.
- 7.2 To authorise Payments as presented and to note Income received.

## 8. **Parish Council Mission Statement:**

To agree, adopt and communicate the redrafted Parish Council Mission Statement (circulated to Cllrs in advance of the meeting).

## 9. **Community Engagement Initiative:**

To agree, adopt and communicate a proposal from Cllr Knight for an initiative on Community Engagement (circulated to Cllrs in advance of the meeting).

## 10. **Future management of the Village Website:**

To note the Working Group's Options paper circulated in advance of the meeting and to receive an update on Cllrs Levett and Baber's visit to One Suffolk.

## 11. **Event to celebrate Suffolk Small Village of the Year Award:**

To agree dates for and format of the event.

## 12. **Allotments:**

- 12.1 To agree the Allotment Working Group's proposal for the PC's future charging policy for supply of water to Allotment holders.
- 12.2 To agree a proposal to install a tap on the standpipe.

## 13. **Updates on Neighbourhood CIL Projects:**

CIL Working Group not able to convene before the meeting. Cllrs to agree suitable date at the meeting and any update deferred until meeting held.

## 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

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15. **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:

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

15.2 Highways and Emergencies - Cllr Cutting-Keyton

15.3 Police/Fire - Cllr Cutting-Keyton.

16. **Local Needs Housing:**

To consider any matters – Cllr Morley

17. **Clerks Salary:**

To review and agree Clerks salary for 2024-25

18. **Correspondence:**

Correspondence schedule circulated in advance of the meeting,

19. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**

20. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 30<sup>th</sup> November 2023 at 7.30pm in the Village Hall. Note: There is not an Ordinary Meeting scheduled for December 2023. Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 25th January, 29th February & 28th March 2024.



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13th October 2023