

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 30 November 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 Ordinary Meeting of the Parish Council held on 19 October 2023.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

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: Cllrs Levett, Cutting-Keyton and Morley to assist the Clerk in drafting an application to SCC Highways to reduce the speed limit on the A1141 between The Abbey and the Windmill and down the top end of Howe Lane.

2023/007.1: Parish Council Investments: Cllr Levett has investigated deposit/savings account options for PC reserves. **(See Agenda Item 7.3)**

2023/104.2: BMSDC Cllrs Report: Planning: Members of the Planning Consultation Group with Mark Russell (BMSDC Area Manager, Planning) on 23/10/23 to discuss PC's concerns over BMSDC's decision and Mark Russell subsequently provided a written response to the PC's questions. A meeting to be arranged with SCC has also been agreed, but the Clerk is still awaiting their proposed date(s). **(Action: The Planning Group to provide an update at November meeting).**

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2023/104.2: BMSDC Cllrs Report: Flytipping: The flytipping on BMSDC land below Crowbrook Place was removed by SCC Contractors over the period 4th – 10th November. Thanks to District Cllrs Clover and Maybury for their assistance over this protracted issue. **(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 and if necessary, will contact the landowner. **(Action: Cllr Baber to provide an update at November meeting).**

2023/112: CIL Projects: CIL Working Group met on 16th November to review and update the PC's 'project wish list'. **(See Agenda Item13).**

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 to provide an update at November 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 Item11).**

2023/130: Community Engagement Initiative: Cllr Knight to attend the two SALC 'Communicating with your Community' courses on 9th & 11th November and update his Community Engagement proposal as necessary to incorporate any SALC recommendations. **(See Agenda Item 9).**

2023/131: Future of the Website: Cllrs Levett, Cutting-Keyton and Baber and Community Council Trustees to meet with N Ashton to discuss ownership of the Website domain. **(See Agenda Item 10).**

2023/133: Allotments: Cllrs Fletcher & Levett to advise Allotment holders of the Parish Council's 2024 charging policy for water. **(Action: Cllr Fletcher to provide update at the November meeting).**

2023/135.2.7 Parish Paths: Cllr Baber to investigate resident's complaint about the overgrown footpaths on the A1141 at the junction with Windsor Green. **(Action: Cllr Baber to provide an update to the November meeting).**

2023/135.2.7 Parish Paths: The Clerk drafted and Cllr Levett signed & sent a letter of thanks to P Bowcher and his staff for cutting hedges along the A1141. **(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)

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6. Planning:

- 6.1 To consider any applications received which have been referred to the Parish Council:

DC/23/04922: Householder Application - Erection of greenhouse. Steward House, Cross Green, Cockfield, Sudbury Suffolk IP30 0LG (**Consultation Response Deadline: 14th November 2023, extended until 4th December 2023**)

DC/23/04926: Application for Listed Building Consent - Internal alterations to form a larger utility room. Steward House, Cross Green, Cockfield, Sudbury Suffolk IP30 0LG. (**Consultation Response Deadline: 14th November 2023, extended until 4th December 2023**)

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: 6th December 2023**)

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

DC/23/04116: Full Planning Application - Construction of 2 no. ponds Cockfield Hall, Howe Lane, Cockfield, Bury St Edmunds Suffolk IP30 0HU. (**Decision: Planning Permission has been Granted**)

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. (**Decision: Formal Approval is Not Required**)

DC/23/04710: Application for a Non Material Amendment relating to DC/23/01777 - Change in size, shape and material of garage. Longwool Lodge, Bury Road, Cockfield, Bury St Edmunds Suffolk IP30 0LB. (**Decision: Amendment Approved**)

Planning Appeal Ref: APP/D3505/W/22/3306364: Planning Application for the erection of new workshop building with the existing access to the site from the A1141 upgraded by First Grade Recycling Systems Ltd, Ivory House, Crossways, Cockfield, Suffolk IP30 0LN. (**Planning Inspector's Decision: Planning Appeal is Dismissed**).

Costs application in relation to Appeal Ref: APP/D3505/W/22/3306364: Application by First Grade Recycling Systems Ltd, Ivory House, Crossways, Cockfield, Suffolk IP30 0LN for a full award of costs against Babergh District Council. (**Planning Inspector's Decision: Application for the award of costs is Dismissed**)

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DC/23/05146: Application for Non-Material Amendment relating to DC/19/04755. Land to the west of the Plough & Fleece Inn, Great Green, Cockfield. Suffolk. **(Decision: Amendment Details Approved)**

DC/23/05343: Discharge of Conditions Application for DC/23/03345 - Condition 3 (Construction Management Plan). 1 Crowbrook Cottages, Cockfield, Bury St Edmunds, Suffolk IP30 0HX. **(Decision: Conditions Approved)**

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. Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF **(Decision: Planning Permission has been Granted)**

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: Listed Building Consent 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 agree the proposal to open a 'Parish Council' Deposit Account with the Cambridge BS and transfer funds (Earmarked Reserves) from the Parish Council's Barclays Community Bank Account.
- 7.4 To accept the quotation from Stuart Bradnam for tree surgery around the perimeter of Great Green and around the Village Pond on Great Green.
- 7.5 To accept the quotation from Cockfield Village Group for the purchase of a new commercial fridge for the Community Store (Note: The Parish Council agreed a Section 137 donation of up to £4,800 – Approved Minute No.2023/107 on 28/09/23).
- 7.6 To agree a proposal to authorise Cllrs Cutting-Keyton and Levett, Section 137 expenditure up to £150.00 towards the cost of the Village of the Year Event on 20/01/24 (Clerk to explain financial position at the meeting).

8. 2024/25 Budget Proposal for 2024/25:

To review the Parish Council's draft Budget for 2024/25 and agree principles for setting the Parish Council's Precept requirement for 2024/25.

9. Community Engagement Initiative:

To receive feedback from Cllr Knight on the SALC's 'Communicating with Your Community' course.

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10. **Future management of the Village Website:**
To receive an update from Cllrs Levett/Baber/Cutting-Keyton on discussions held with Community Council Trustees on the Website Domain and any further proposals going forward.
11. **Event to celebrate Suffolk Small Village of the Year Award:**
To receive an update from Cllrs Levett/Cutting-Keyton on arrangements for the event.
12. **Community Shop and Post Office:**
To receive an update from Cllr Fletcher on the initial period of operation under the control of the Cockfield Village Group.
13. **Updates on Neighbourhood CIL Projects:**
 - 13.1 To receive an update on AWA's Water Supply connection to the Allotments.
 - 13.2 To review & agree the recommendations of the CIL Working Group for future projects to be funded by Neighbourhood CIL and/or CIL bids.
14. **Emergency Planning:**
To identify areas of risk within the Village and potential mitigation measures.
15. **Maintenance Schedule and Asset Management:**
 - 15.1 Maintenance Calendar (Full Review, February, June, October only)
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
 - 15.2 Maintenance Matters by exception:
 - 15.2.1 Greens Management
 - 15.2.2 Glebe Land
 - 15.2.3 Earls Meadow
 - 15.2.4 Cemetery
 - 15.2.5 Playground
 - 15.2.6 Village Hall Car Park
 - 15.2.7 Parish Paths
 - 15.2.8 Pavilion
 - 15.2.9 Other Assets
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
18. **Correspondence:**
Correspondence schedule circulated in advance of the meeting,

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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:**

There is not an Ordinary Meeting scheduled for December 2023, but there will be an Extraordinary Meeting on 5th December 2023. The next Ordinary Meeting of the Parish Council will therefore be held on Thursday 25th January 2024 at 7.30pm in the Village Hall. Note: Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 29th February & 28th March 2024.



Parish Clerk:

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