

# 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 25 January 2024 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 5 January 2024.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

**2022/178: Pavilion Balustrade:** No progress since the last meeting.

**2022/184.1: Reduced Speed Limits:** Cllrs Levett, Cutting-Keyton and Morley to meet 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.

**2023/104.2: BMSDC Cllrs Report: Planning:** A meeting with SCC has been agreed but no dates provided. The Clerk has now chased up SCC Highways Executive Director for growth, Highways and Infrastructure and a meeting has been arranged for 14<sup>th</sup> February.

**2023/135.2.1: Safety Sign on Great Green:** Cllrs Golding & Turner to develop a proposal for a sign on Great Green warning about the overhead power cables and obtain a quotation. Cllr Turner will reuse the redundant SID Mounting post from Cross Green to use on Great Green.

**2023/146.2: Babergh District Cllr Report:** Suffolk County Cllr Lindsay to be asked to question SCC Highways on how they propose to control growth of

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unwanted weeds without the use of Glycosulphates. It was noted that BMSDC's trials of alternatives have not been successful.

**2023/148.3: Parish Council Investments:** Cllrs Levett, Cutting-Keyton, Morley and Golding agreed provide personal information and complete application form to enable the Parish Council open a Deposit account and transfer the Parish Council's Earmarked Reserves from its Barclays Community Account.

**2023/150: Community Engagement Initiative:** Cllr Knight to draft a proposal for the Parish Council's Mission Statement for adoption. **(Agenda Item 10).**

**2023/153: Community Shop & Post Office:** Cllr Fletcher to provide further details about the Cockfield Village Group's Business Plan for the future of the Pub as a long-term location for the Post Office & Shop. **(Item deferred until the 28<sup>th</sup> March Parish Council Meeting)**

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. **New Policing Model:**

Steven Coughlan, Community Police Officer covering Sudbury Rural North to explain the new policing model and answer questions.

7. **Planning:**

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

**DC/24/00068:** Householder Application - Erection of shed in rear garden to provide external store and associated fence: Ludlam House, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ. **(Consultation Response Deadline 29th January 2024)**

DC/24/00170: Householder Application - Siting of temporary structure to create home office / occasional guest accommodation: Jaydam House, 8 Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HQ. **(Consultation Response Deadline 4th February 2024)**

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

**DC/23/05040:** Discharge of Conditions Application for DC/22/06241 - Condition 3 (Agreement of Levels), Condition 5 (Refuse Bins and Collection Areas), Condition 8 (Construction Management Plan), Condition 12 (Archaeological Works) and Condition 13 (Archaeological Works): Three Horseshoes, Stows Hill, Cockfield, Bury St Edmunds Suffolk IP30 0JB. **(Conditions APPROVED)**

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**DC/23/04770:** Discharge of Conditions Application for DC/22/06014 - Condition 8 (Works over the ditch), Condition 9 (Surface Water Discharge), Condition 11 (Refuse Bins), Condition 12 (Construction Management Strategy), Condition 14 (EPS Licence for Great Crested Newt), Condition 15 (Biodiversity Enhancement Strategy) and Condition 16 (Wildlife Sensitive Design Scheme): Land Adjacent To Plough And Fleece Inn, Great Green, Cockfield, Suffolk. **(Conditions REFUSED)**

**DC/23/05445:** Householder Application. Construction of a new vehicular access. Cockfield Post Office and Stores, Howe Lane, Cockfield, IP30 0HA. **(Planning Permission has been GRANTED)**

**DC/23/05590:** Householder Application - Erection of single storey side extension (following demolition of existing) including creation of opening for new rear doors. 3 Stows Hill, Cockfield, Bury St Edmunds, Suffolk IP30 0JB. **(Planning Permission has been GRANTED)**

**DC/24/00011:** Application for a Non-Material Amendment relating to DC/22/06014 - Change Plot 1 from a 4-bed 262 sqm dwelling, to a smaller 4-bed 195 sqm dwelling.: Land Adjacent To Plough And Fleece Inn, Great Green, Cockfield, Suffolk. **(Conditions APPROVED)**

## 7.3 BMSDC Call for Sites:

To agree the Parish Council's position and response to BMSDC's Call for Sites **(Deadline: 2<sup>nd</sup> February 2024)**.

## 8. Finance:

8.1 To receive a financial statement and report.

8.2 To authorise Payments as presented and to note Income received.

8.3 To approve a proposal from Cllr Morley for the Parish Council to purchase an Echo 14" petrol chain saw with 5 yr warranty (£239.98 + £48.00 VAT), protective clothing (safety trousers, gloves and helmet £83.31 + £16.66 VAT) and Chain Oil (£8.31 + £1.66 VAT), total costs £331.60 + £66.32 VAT for use at Earls Meadow, Jeffreys Green and Bruffs Line. **(Note:** The Community Council have donated £200 towards the cost of the equipment, so the Parish Council are being asked to fund the balance of £131.60).

8.4 To approve an upgraded Mailchimp subscription (for Community Broadcasts) to allow 3 user access at a cost of £10.38/month (£124.56 per annum).

## 9. Budget & Precept:

9.1 To approve the draft budget circulated to Cllrs in advance of the meeting.

9.2 To review and/or agree the Parish Council Precept for 2024-25.

## 10. Cockfield Parish Council Mission Statement:

To approve and adopt the draft Cockfield Parish Council Mission Statement, circulated to Cllrs in advance of the meeting.

## 11. Village Website:

To receive a verbal update from Cllr Baber on the transfer of the Village Website to the One Suffolk domain.

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12. **Suffolk Small Village of the Year Award:**  
To receive a verbal debrief from Cllrs Levett/Cutting-Keyton on the event held on 20th January 2024.
13. **Bio-Diversity Expenditure Initiative:**  
To receive a verbal update from Cllr Levett. (**Note:** Main discussion deferred until 29th February Meeting).
14. **Quiet Lanes:**  
To consider a Resident's request for Old Windsor Green Lane (By Road) to be designated a Quiet Lane.
15. **Jeffreys Green Signage:**  
To approve a proposal from Cllr Morley to install signage at the entrances to Parish Council amenity land at Earls Meadow, Jeffreys Green and Bruffs Line.
16. **Maintenance Schedule and Asset Management:**
- 17.1 Maintenance Calendar (Full Review, February, June, October only)  
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
- 17.2 Maintenance Matters by exception:
  - 17.2.1 Greens Management
  - 17.2.2 Glebe Land
  - 17.2.3 Earls Meadow
  - 17.2.4 Cemetery
  - 17.2.5 Playground
  - 17.2.6 Village Hall Car Park
  - 17.2.7 Parish Paths
  - 17.2.8 Pavilion
  - 17.2.9 Other Assets
18. **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:
  - 18.1 Suffolk Association of Local Councils (SALC) - Cllr Knight
  - 18.2 Highways and Emergencies - Cllr Cutting-Keyton
  - 18.3 Police/Fire - Cllr Cutting-Keyton.
19. **Correspondence:**  
Correspondence schedule circulated in advance of the meeting,
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.**

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21. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 29<sup>th</sup> February 2024 at 7.30pm in the Village Hall. Note: Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 28th March 2024.



Parish Clerk:

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