

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 30 November 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 Andy Golding, Cllr Nic Knight and Cllr Robin Morley.

In Attendance: Acting Leader of Babergh District Council John Ward, the Clerk and two members of the Public attended.

2023/142 Apologies for Absence: Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover, District Cllr Margaret Maybury and Cllr Ralph Turner.

2023/143 Declarations of Interest
Cllr Cutting-Keyton (Non-Pecuniary interest in the Village Hall) and Cllr Morley (Non-Pecuniary interest in the Village Hall).

2023/144 Minutes of the Last Parish Council Meeting
It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the minutes of the Ordinary Parish Council Meeting, held on 19 October 2023, be signed as a true record. The proposal was carried.

2023/145 Outstanding Actions:

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

2022/184.1: Reduced Speed Limits: The Clerk has shared SCC's Policy Document and Hadleigh Town Council's successful speed limit reduction paper with Cllrs Levett, Cutting-Keyton and Morley. Group to meet to discuss any application.

2023/104.2: BMSDC Cllrs Report: Planning: Mark Russell (BMSDC Area Manager, Planning) met members of the Planning Consultation Group on site on 23/10/23, to hear their concerns about BMSDC's approval of Planning Application DC/22/06014. **(Action: Closed)**

The Clerk has chased SCC Highways twice but is still waiting for SCC Highways to provide suitable dates for a similar meeting with the Planning Consultation Group.

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: Following several public complaints, Cllr Baber (Footpath Warden) has inspected the public footpath on the Airfield and observed evidence that the footpath had been swept recently removing the immediate danger. However the large pile of debris (Glass and medical waste) adjacent to the path posed a potential risk to users of the footpath,

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so has been reported to the SCC Footpath team. **(Action: Cllr Baber to monitor).**

2023/112: CIL Projects: CIL Working Group met on 16/11/23 to review and update the PC's 'project wish list'. **(Action: Closed).**

2023/113.2.8: Pavilion: Cllr Brinkley has reconnected the electrical circuits to the two water tank heaters which has resolved the tripping out problem. **(Action: Closed).**

2023/133: Allotments: The Clerk obtained from the installation Contractor, two keys to the locked box around the water supply tap on the Standpipe and provided one to Cllr Fletcher and will retain the other as part of the master set of keys. **(Action: Closed).**

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.

2023/135.2.7 Parish Paths: Cllr Baber has inspected the footpaths at the junction of Windsor Green and the A1141 and confirmed the hedges are acceptable but will continue to monitor them. **(Action: Closed)**

A letter of thanks has been sent to P Bowcher and his staff for cutting the hedges along the A1141. **(Action: Closed)**

Cllr Baber to contact SCC to request that the footpath between the Bungalows on the A1141 and the Abbey Cottages are skirted back.

2023/146 Public Participation Session:

2023/146.1 Suffolk County Councillor's Report:

Suffolk County Cllr Lindsay circulated his report in advance of the meeting.

2023/146.2 Babergh District Councillor's Report:

District Cllr Clover circulated his report in advance of the meeting.

Cllrs were concerned about the negative impact that SCC's 'No spraying' policy will have to the maintenance of the footpaths. It was proposed by Cllr Morley and seconded by Cllr Golding that a letter be written to SCC asking how they would control growth of unwanted weeds without the use of Glycosulphates. The proposal was carried.

2023/146.3 Public Participation Session:

None.

2023/147 Planning:

2023/147.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

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DC/23/04922: Householder Application - Erection of greenhouse. Steward House, Cross Green, Cockfield, Sudbury Suffolk IP30 0LG **(The Parish Council Supports the Application)**

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. **(The Parish Council Supports the Application)**

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. **(The Parish Council Objects to the Application)**

CLlr Levett confirmed receipt of Arthur Chaponiere's letter agreeing that the £20,000 Bio-diversity offset payment by the Developer to BMSDC for DC/22/06014 would be spent in Cockfield.

2023/147.2 Decisions 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)**

2023/148 Finance:

2023/148.1 November Payments & Income:

It was proposed by Cllr Knight and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 30 November 2023 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for October 2023 (11/11/23)	9.17	1.83	11.00
Octopus Energy	Electricity Bill for Pavilion for 01/10/23 - 31/10/23 (Inv. No. KI-446AB355-0041 (XX/11/23)	0.00	0.00	0.00
B Colson	Topping the Glebe Meadow twice in October 2023, Inv. No.3417	200.00	40.00	240.00
D Harradine	Balance of payment for refurbishing the Bandstand Roof (£2,000 paid	3,000.00	0.00	3,000.00

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	on account). Inv. No.20			
S Ball	Clerk Salary November 2023 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses November 2023	6.00	0.00	6.00
HMRC	Clerks PAYE November 2023	240.32	0.00	240.32
Vertas Group Limited	Quarterly Grounds Maintenance Inv. No. SIN108668	657.36	131.47	788.83
SALC	Communicating with your Community - Parts 1 & 2. Inv. No.27925	70.00	14.00	84.00
SALC	SALC Conference 2023. Inv. No.28003	15.00	3.00	18.00
R Morley	Purchase of Paint £74.99 (for Earls Meadow sheds), petrol £60.22 (for Earls Meadow/Jeffreys Green Mower), Gro-Sure Fast Action Grass Seed (50m2) £20.00. Total £155.21	155.21	0.00	155.21
A Creasy	Cutting & strimming Edge of Great Green Nov/23, (£60). Cutting grass at Cemetery (£120), total £180. Inv.68	180.00	0.00	180.00
Hewicks Haulage Ltd	Cutting edge Great Green on 23/09/23. Inv. No.9809	100.00	20.00	120.00
Cockfield Village Hall Management Committee	Donation towards Excello Law Fees & Disbursements for legal advice on Village Hall legal agreement with School Trust. Donation approved by Cllrs on 28/09/23 (Minute No. 2023/108)	900.00	0.00	900.00
Cockfield Village Group Ltd	Section 137 Donation towards purchase of commercial fridge in Village Community Shop	4,800.00	0.00	4,800.00
D Harradine	Repair to Pavilion Roof (Labour + felt + replacement tiles) and repairing entrance door lock. Inv. No.21	350.00	0.00	350.00
The Community Heartbeat Trust	Annual Support Cost Zoll AED3 Year 6 (min 5 years) 165.00 165.00 20.00 33.00 01/11/2023-01/11/2024 Node 497 Inv. No.18808	165.00	33.00	198.00
Cockfield Village Hall Management Committee	Hire of Village Hall for 10 No. Ordinary & 2 No. Extraordinary Parish Council Meetings & 1 No. Annual Parish Meeting = 13	390.00	0.00	390.00

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	meetings @ £30/meeting			
		£11,598.54	£243.30	£11,841.84

*Expenses for 30 November Represented by:		Unit Cost £	Payment £
Instant Ink	Printer Cartridge Subscription 5/11/23 - 5/1223 (Note: Last month of 6 month subscription)	N/A	N/A
Post Office	Purchase 8 No. 2nd Class Stamps	6.00	6.00
Total			£6.00

Councillors to note the following Income received:

From:	Reason:	Payment £
Mrs JM White	Reservation of Cemetery Plot No.352	250.00
Cockfield Community Council	Donation as contribution towards the Village of the Year event in January 2024	200.00
Total		£450.00

2023/148.2 December Payments:

It was proposed by Cllr Knight and seconded by Cllr Golding that the December Pre-Authorisation Schedule be approved. The proposal was carried and Cllrs Levett and Golding signed the Schedule. The Schedule comprised the following payments.

To:	Reason	Payment £	VAT £	Total £
WAVE Direct Debit	Pavilion Water: Monthly Direct Debit (13/12/22).	9.17	1.83	11.00
Octopus Energy Direct Debit	Pavilion Electricity: Monthly Direct Debit (14/12/23) for period. 01/11/23-30/11/23	Bill based on latest Smart Meter reading and will be a Direct Debit		
Steve Ball Cheque	Clerk Salary November 2023 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	N/A	360.48
Steve Ball Cheque	Clerk's Expenses: (December 2023), Maximum £20.00	20.00	N/A	20.00
HMRC Cheque	PAYE December 2023: £240.32	240.32	N/A	240.32
S Bradnam Cheque	Tree Surgery services at Great Green as quote dated 28/11/23, approved by Cllrs at 30/11/23 PC Meeting. Maximum cost £1,180 + VAT	1,180.00	236.00	1,416.00

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Cargate Ltd Cheque	Annual Klargestor Service & desludging 2000L, plus parts. Maximum cost £450.00 + VAT	400.00	90.00	490.00
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2023/148.3 Cambridge Building Society Account:

It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Parish Council open a 'Parish Council' Deposit Account with the Cambridge BS and transfer its Earmarked Reserves from the Parish Council's Barclays Community Bank Account. The proposal was carried

2023/148.4 Tree Surgery Works:

It was proposed by Cllr Morley and seconded by Cllr Levett that the quotation for £1,180.00 + VAT from Stuart Bradnam for tree surgery around the perimeter of Great Green and around the Village Pond on Great Green be accepted. The proposal was carried.

2023/148.5 Cockfield Village Group Ltd:

It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Parish Council authorise a cheque for £4,800.00 to the Cockfield Village Group towards the purchase of a new commercial fridge and payment for existing stock (following receipt of the independent Stock Audit) 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). The proposal was carried.

2023/148.7 Village of the Year Event:

It was proposed by Cllr Levett and seconded by Cllr Morley to authorise Cllr Cutting-Keyton Section 137 expenditure up to £150.00 towards the cost of the Village of the Year event on 20/01/24. The proposal was carried.

2023/149 Budget Proposal for 2024/25:

The Clerk outlined the process being undertaken to present the Budget at the Ordinary Parish Council Meeting on January 2024, and obtained Cllrs preferences on certain options.

2023/150 Community Engagement Initiative:

Cllr Knight confirmed his attendance at SALC 'Communicating with your Community' course (Part 1) on 09/11/23. Part 2 scheduled for 11/11/23 had been deferred. It was proposed by Cllr Knight and seconded by Cllr Baber that the idea of Parish Council Surgeries be taken off the agenda and instead, Cllr Knight would submit a proposal to the Ordinary Parish Council Meeting in January for the Parish Council to adopt a Mission Statement. The proposal was carried.

2023/151 Future of the Website:

Cllrs Levett, Baber and Cutting-Keyton will submit a proposal at the Extraordinary Parish Council meeting on 05/01/24.

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- 2023/152 Event to celebrate Village of the Year Award:**
Cllrs Cutting-Keyton and Levett provided an update on the arrangements for the event to be held on 20/01/24 in the Village Hall, details of the catering, attendees, invitees etc. A notice outlining the format & detail of the event will be published in Green Links, on the Website and on Noticeboards.
- 2023/153 Community Shop & Post Office:**
Cllr Fletcher confirmed that the transfer of the Shop to the Cockfield Village Group had been successful and was operating similar hours as before on a Volunteer Rota basis. Barbara Turner has continued as Post Mistress until the potential Post Mistress has been formally appointed by the Post Office. The new Post Mistress is expected to take over in the New Year. Cllrs enquired about the availability of a Business Case for the Pub as a long-term location for the Post Office & Shop. Cllr Fletcher agreed to provide further details at the next Ordinary Meeting of the Parish Council in January.
- 2023/154 Updates on Neighbourhood CIL Projects:**
CIL Working Group members, Cllrs Morley, Levett & Baber and the Clerk met on 16/11/23, reviewed actual expenditure, committed expenditure and the future projects 'wish list' that could be funded by Neighbourhood CIL. Several new projects were included and will be submitted for Parish Council agreement at a later meeting.
- 2023/155 Emergency Planning:**
Cllr Cutting-Keyton raised concerns about the effectiveness of the Parish Council's Emergency Plan (which is based on the SCC Template). It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that Cllrs should consider areas of risk for discussion at a future Ordinary Parish Council meeting. The proposal was carried.
- 2023/156 Maintenance Schedule and Asset Management:**
156.1: Maintenance Calendar: (Full Review, February, June, October only) undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
156.2: Maintenance Matters by Exception:
156.2.1 Greens Management: Cllr Knight confirmed that he had completed the November inspection of the Play Equipment on Great Green.
156.2.2 Glebe Land: The Clerk advised that UKPN had to postpone the replacement of 3 of the 6 poles on Glebe land scheduled for 27/10/23 due to adverse weather. The Clerk advised that UKPN will take 26 weeks to process our Wayleave application form and payment. The Clerk confirmed that AWA connected the water supply to the Allotments over the night of 29/30th October.
156.2.3 Earls Meadow: None.
156.2.4 Cemetery: None.
156.2.5 Playground: None.
156.2.6 Village Hall Car Park: None.
156.2.7 Parish Paths: None.

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156.2.8 Pavilion: None.

156.2.9 Other Assets: The Clerk advised that he is now registered to enable him to test the Defibrillator (in the absence of N Kelly) and provide weekly status reports to Webnos. The Clerk also advised that following the receipt of several residents' concerns about icy pavements and roads on the inclined bend in Old Stonepit Way, Jeffreys Green, he has ascertained that the road is not gritted by SCC and until the road is adopted by SCC, the Parish Council cannot install a Grit Bin in the location for residents to use. The Clerk has that requested Orwell Housing Association install a Grit Bin on their land.

2023/157 Third Party Liaison:

157.1 Suffolk Association of Local Councils (SALC):

157.2 Highways and Emergencies: Cllr Cutting-Keyton advised that Greg Mattier is SCC's new Head of Transport and that following the appointment of SCC's new Term Contractor 'Milestone', any complaints in respect of their service should be directed through Robert Lindsay, our Suffolk County Cllr.

157.3 Police/Fire: Cllr Cutting-Keyton advised that she attended the online Police Commissioner's Forum. In future '111 Calls' would be triaged.

2023/158 Local Needs Housing:

Cllr Morley advised there was no further update this month.

2023/159 Correspondence:

The correspondence Register was circulated in advance of the meeting.

Tony Box, Chair of the United Charities advised that the Trustees are redrafting their Deeds which would be submitted to the Charities Commission for approval.

2023/160 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 of the Draft Budget (30/01/24 meeting)

Adoption of a Mission Statement (30/01/24 meeting)

Future of the Website (05/01/24 Extraordinary Meeting)

2023/161 Next Meeting:

Extraordinary Meetings of the Parish Council are scheduled for 5th December 2023 at 8.30 pm and 5th January 2024 at 6.30pm. The next Ordinary Meeting of the Parish Council will be held on Thursday 30th November 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 25th January, 29th February & 28th March 2024.

The meeting closed at 10.35 pm.