

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the Parish Council held on 29 February 2024 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 and Cllr Robin Morley.

In Attendance: District Cllr Paul Clover, 4 Members of Public and the Clerk.

2023/200 Apologies for Absence:

Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, Cllr Andy Golding, Cllr Ralph Turner and Steven Coughlan (Community Police Officer).

2023/201 Declarations of Interest

Cllr Cutting-Keyton declared a Non-Pecuniary Interest in Agenda Item 8.2 Payments, as treasurer of the WI, who are the recipients of a cheque from the Parish Council.

2023/202 Minutes of the Last Ordinary Meeting of the Parish Council

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Knight that the minutes of the Ordinary Meeting of the Parish Council, held on 25 January 2024, be signed as a true record. The proposal was carried.

2023/203 Outstanding Actions:

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

2022/184.1: Reduced Speed Limits: Cllr Levett to draft Options paper (Agenda Item 10). **(Action Closed)**

2023/104.2: BMSDC Cllrs Report: Planning Cllr Cutting Keyton advised that the Planning Consultation Group met with a representative from SCC Highways on 14th February. The Representative outlined SCC Highways position on the development, and subsequently confirmed that the Triangle was classified as 'Highway'. **(Action Closed)**

2023/135.2.1: Safety Sign on Great Green: The Clerk confirmed that Cllr Turner had procured two small Safety Warning signs for the Village Green and will meet with the Greens Committee representatives to agree where to site them.

2023/146.2: Babergh District Cllr Report: Suffolk County Cllr Lindsay previously confirmed that SCC Highways trial use of Glycosulphate alternatives to control weeds had not been successful and new recommendations were to be submitted to SCC's Cabinet on 27th February. In Cllr Lindsay's absence, there was no further update.

2023/148.3: Parish Council Investments: Cllrs Levett, Cutting-Keyton, Morley and Golding to furnish proof of identity at Cambridge Building

COCKFIELD PARISH COUNCIL

Society before the Parish Council can open a Deposit account. (Agenda Item 8.3).

2023/153: Community Shop & Post Office: Cllr Fletcher to provide an update to the 28th March Parish Council Meeting on the Cockfield Village Group's progress in purchasing the Plough & Fleece Pub and will supply details of their Business Plan for the future of the Pub as a long-term location for the Post Office & Shop

2023/188.2: Precept:

BMSDC have acknowledged Cockfield's Precept Application and confirmed 1st instalment will be paid in April 2024. **(Action Closed)**

2023/193: Quiet Lanes:

The Clerk has provided feedback to the Windsor Green resident. **(Action Closed)**

2023/194: Jeffreys Green Signage: Cllr Morley to present estimates for signage options at the 28th March Parish Council Meeting.

2023/195.2.1: Greens Management: Cllr Brinkley confirmed that Cargate Ltd would be visiting Great Green on 4th March to pump out the drainage sump. **(Action Closed)**

The Clerk to pursue pricing options from Vertas Group Ltd.

2023/195.2.2: Glebe Land: Cllr Levett has issued renewal notices to existing Allotment holders and 6 have already renewed. **(Action Closed)**

2023/204 Public Participation Session:

2023/204.1 Suffolk County Councillor's Report:

Cllr Lindsay circulated his report to Cllrs in advance of the meeting. In Cllr Lindsay's absence there was no further update.

2023/204.2 Babergh District Councillor's Report:

Cllrs Clover/Maybury's joint report was circulated to Cllrs in advance of the meeting. Cllr Clover encouraged the PC to respond on BMSDC's consultation proposal to introduce car parking charges in Lavenham, Sudbury and Hadleigh (Agenda Item 15). Cllr Clover also highlighted the increasing flooding problem and the need for increased maintenance.

2023/204.3 Public Participation Session:

A resident raised the issue of damage to the bridge at the end of Old Hall Lane and confirmed that SCC Highways have undertaken an inspection. Damage to Cross Green was also raised. Cllr Morley advised that this had been reported to Chambers Bus Company and was being monitored.

2023/205 New Policing Model:

In Steven Coughlan (Community Police Officer covering Sudbury Rural North) absence, this was deferred until Steven can attend a future meeting.

COCKFIELD PARISH COUNCIL

Cllr Cutting-Keyton offered to circulate details of the Policing Model to Cllrs after the meeting.

2023/206 Planning:

2023/206.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

DC/24/00631: Proposal: Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a planning condition. Town & Country Planning Act 1990 - Confirmation that a Portacabin has been used as an office for over 10 years. Please see attached forms: Corner Farm, Lawshall Road, Cockfield, Bury St Edmunds Suffolk IP30 0JP **(The Parish Council had no comment as this application is outside the parish boundary of Cockfield).**

2023/206.2 Decisions Received:

DC/23/05684 Discharge of Conditions Application for DC/21/03681 - Condition 4 (Agreement of Materials), Condition 7 (Approved Phasing of Development), Condition 8 (Sustainability of Development), Condition 9 (Biodiversity Enhancement Strategy), Condition 10 (Wildlife Sensitive Lighting Design Scheme), Condition 12(Construction Management), Condition 13 (Provision of Parking and Turning), Condition 14 (Refuse Bins and Collection Areas) and Condition 15 (Details of screen walls and fences): Land To The North West Of, Mackenzie Place, Cockfield, Suffolk. **(Conditions APPROVED)**

DC/24/00265: Discharge of Conditions Application for DC/23/03374 - Condition 7 (Great Crested Newt Method Statement), 8 (Biodiversity Compensation and Enhancement Strategy) and 9 (Wildlife Sensitive Design Scheme) Location: Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF **(Conditions APPROVED)**

DC/24/00326: Discharge of Conditions Application for DC/22/06241 - Condition 9 (Materials): Three Horseshoes, Stows Hill, Cockfield, Bury St Edmunds Suffolk IP30 0JB. **(Conditions APPROVED)**

DC/23/05936: Householder Application - Erection of part two storey and single storey side extensions (following demolition of existing single storey extensions) New garage. Highview, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HN **(Planning Permission has been GRANTED)**

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. **(Planning Permission has been GRANTED)**

2023/206.3 Request from resident for Parish Council to allow him to purchase land from SCC that was due to be transferred to the Parish Council:

COCKFIELD PARISH COUNCIL

The resident was in attendance and outlined his request. The Clerk outlined the potential issues of concern that the Parish Council had with the proposal and those raised in discussion with the SCC Farms Management Team. Cllrs considered the application but agreed that they couldn't support the request.

2023/207 Finance:

2023/207.1 Financial Statement:

The Clerk outlined the Financial Statement.

2023/207.2 Payments & Income:

It was proposed by Cllr Morley and seconded by Cllr Baber that the schedule of payments be approved. The proposal was carried. The 29 February 2024 schedule comprised the following:

Councillors are recommended to authorise the following payments covering February 2024.

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for January 2024 (01/01/24 - 31/01/24)	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/01/24 - 31/01/24.	176.40	8.82	185.22
S Ball	Clerk Salary February 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses February 2024	23.88	0.00	23.88
HMRC	Clerks PAYE February 2024	240.32	0.00	240.32
Cockfield Womens Institute	Expenses for provision of refreshments for Suffolk Small Village of The Year Event	115.00	0.00	115.00
Saxon Fire Ltd	Annual Safety Inspection of Fire Extinguishers, Fire Blanket and replacement of hose seals and anti-tamper tags	61.45	12.29	73.74
All Saints School Trust	Section 137.3 Donation towards the Library refurbishment	500.00	0.00	500.00
Totals		£1,490.86	£23.78	£1,514.64

*Clerk's Expenses for February Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/01/24 - 5/02/24	9.99	9.99
Village Shop	Purchase 1 Packet of Clear plastic sleeves	1.50	1.50
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community	12.39	12.39

COCKFIELD PARISH COUNCIL

	Broadcasts)		
			Totals
			£23.88

Councillors to note the following Income received:

From:	Reason:	Payment £
Cockfield Community Council	CCC Contribution to Annual Website Maintenance	167.37
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Cockfield Resident	2024/25 Allotment Lease Payment	20.00
Total		£287.37

2023/207.3 Building Society Account:

It was proposed by Cllr Levett and seconded by Cllr Morley that the Parish Council transfer £100,000 of Earmarked Reserves and Neighbourhood CIL from its Community Account into a new Building Society Deposit Account. The proposal was carried.

2023/208 School Request:

The Clerk circulated a briefing note to Cllrs in advance of the meeting and highlighted the key issues. It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Parish Council donate £500 to the All Saints School Trust under its Section 137.3 powers in 2023/24 and a further £3,000 in 2024/25 to support the refurbishment of the Library and purchase of new books. The proposals were carried.

2023/209 Speed Limits on A1141:

Cllrs considered Cllr Levett's proposals paper (circulated in advance of the meeting). It was proposed by Cllr Morley and seconded by Cllr Baber that the Cllrs should pursue a speed reduction. The proposal was carried. The Clerk was asked to arrange a meeting on site with the Highways Warden to discuss the Parish Council's concerns about the current speed limits and potential safety risks.

2023/210 Village Website:

210.1: It was proposed by Cllr Levett and seconded by Cllr Baber that the Website Working Group's Roles and Responsibilities paper circulated to Cllrs in advance of the meeting be approved. The proposal was carried.
210.2: Cllr Baber provided a verbal update on the migration of the website.
210.3: It was proposed by Cllr Baber and seconded by Cllr Levett that the quotation of £463 from OneSuffolk to migrate the website and PC Email be approved and that the Clerk should instruct One Suffolk to proceed. It was also proposed by Cllr Baber and seconded by Cllr Levett that Cllr Baber be authorised to negotiate the provision and migration of additional email

COCKFIELD PARISH COUNCIL

accounts, and resolve all outstanding website issues and within a further budget of £500. Both proposals were carried.

2023/211 Allotment Allocations:

It was proposed by Cllr Levett and seconded by Cllr Fletcher that the two plots (shortly to become vacant) should be offered to applicants on the waiting list, without an existing plot. The proposal was carried. Cllr Levett to provide potential leaseholders with tenancy agreements and secure their annual allotment fees.

2023/212 Bio-Diversity Expenditure Initiative:

Cllr Levett provided a brief verbal update but agreed to defer main discussion until 28th March Meeting. Cllr Levett to circulate a briefing note in advance of the meeting.

2023/213 Earls Meadow/Bruffs Line/Jeffreys Green Signage:

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that a budget up to £500 be authorised to purchase signage for Earls Meadow, Bruffs Line and Jeffreys Green. The proposal was carried. Cllr Morley and Cllr Turner to investigate signage options and prices and submit a proposal to the 28th March meeting.

2023/214 BMSDC Consultation Paper on Car Parking Charging Policy:

Cllrs debated the BMSDC Consultation paper and highlighted their concerns. It was proposed by Cllr Levett and seconded by Cllr Morley that the Parish Council should oppose the policy. The Clerk was asked to respond accordingly.

2023/215 Maintenance Schedule and Asset Management:

215.1 Maintenance Calendar:

Maintenance Calendar (Full Review, February, June, October only)

To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes

215.2 Maintenance Matters by exception:

Cllr Levett to propose a amended format for Maintenance Matters by exception for 28th March meeting agenda.

215.2.1 Greens Management: Cllr Morley advised that following a resident raising safety concerns about falling tree bark from the large tree adjacent to the playground, he had removed all the low level loose bark and had asked Stuart Bradnam to remove any high level loose bark and to monitor the ongoing situation.

Clerk advised that Vertas Ltd are still outstanding to provide maintenance pricing options.

215.2.2 Glebe Land: None

215.2.3 Earls Meadow: It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that a budget of £70 be authorised to purchased a plaque for the School Tree planted by the village school children in Jeffreys Green. The proposal was carried. Cllr Morley advised that the Community Council have offered to pay for a Williams Pear tree for Bruffs Line.

COCKFIELD PARISH COUNCIL

215.2.4 Cemetery: None.

215.2.5 Playground: Cllr Knight confirmed he had carried out the monthly play equipment inspection.

215.2.6 Village Hall Car Park: Cllr Cutting-Keyton and Cllr Morley to undertake a maintenance inspection.

215.2.7 Parish Paths: Cllr Baber has chased SCC on the repair to the Abbey footpath bridge as their deadline has now passed. Cllr Baber to provide the Clerk with SCC Highways contact details so he can contact them about the footpath from Howe Lane.

215.2.8 Pavilion: None

215.2.9 Other Assets: Cllr Morley reported that concerns had been raised with SHE French Ltd about the cracking to the Bus Shelter asphalt base. SHE to discuss with their subcontractors and respond.

Cllr Morley reported that the Earls Meadow working party had strimmed around the Bus Shelter, as a one-off exercise. It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Clerk obtain an estimate from a local contractor to undertake this maintenance on a regular basis.

The Clerk was asked to speak with Ian Dowling to see if he was happy to raise a Flag for Peace above the Pavilion to commemorate the D-Day 80 event. Cllr Morley to speak to Hodge Farms to ascertain whether they were happy to light the beacon for the event..

2023/216 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:

216.1 Suffolk Association of Local Councils (SALC): Cllr Knight confirmed his attendance at the next meeting on 12th March.

216.2 Highways and Emergencies: None.

216.3 Police/Fire: Cllr Cutting-Keyton offered to circulate the Policy Model to Cllrs after the meeting.

2023/217 Correspondence:

The correspondence Register was circulated in advance of the meeting.

2023/218 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

Parish Cllr's Emails Addresses

Bio-Diversity Expenditure Initiative

D-Day 80 Event

Great Green Enforcement update.

2023/219 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday in the Village Hall (Main Hall) on 28th March 2024.

The meeting closed at 10.05pm.