

# COCKFIELD PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Parish Council held on 25 January 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 Andy Golding, Cllr Nic Knight, Cllr Robin Morley and Cllr Ralph Turner.

**In Attendance:** Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover, District Cllr Margaret Maybury, 3 Members of Public and the Clerk.

**2023/180 Apologies for Absence:**  
Steven Coughlan (Community Police Officer).

**2023/181 Declarations of Interest**  
Cllrs Levett, Cutting-Keyton and Morley declared a Pecuniary Interest in Finance (Agenda Item 8.1).

**2023/182 Minutes of the Last Extraordinary Meeting of the Parish Council**  
It was proposed by Cllr Baber and seconded by Cllr Knight that the minutes of the Extraordinary Meeting of the Parish Council, held on 5 January 2024, be signed as a true record. The proposal was carried.

**2023/183 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. No progress since last meeting.

**2023/104.2: BMSDC Cllrs Report: Planning:** A meeting with SCC Highways has been arranged for 14<sup>th</sup> February. The Planning Consultation Group to update Cllrs at 29<sup>th</sup> February Parish Council Meeting.

**2023/135.2.1: Safety Sign on Great Green:** It was proposed by Cllr Turner and seconded by Cllr Cutting-Keyton that expenditure up to a maximum of £250 be approved to procure two small Safety Warning signs for the Village Green. The proposal was carried.

**2023/146.2: Babergh District Cllr Report:** Suffolk County Cllr Lindsay 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 27<sup>th</sup> February.

**2023/148.3: Parish Council Investments:** Cllrs Levett, Cutting-Keyton, Morley and Golding agreed to be the Parish Council's signatories on a Cambridge Building Society Deposit account. Cllrs to provide personal information and complete application form to enable the Parish Council

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open a Deposit account and transfer the Parish Council's Earmarked Reserves from its Barclays Community Account.

**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. Cllr Levett to meet with Cllr Fletcher to agree an agenda for discussion between the Parish Council and Cockfield Village Group (**Deferred until 28<sup>th</sup> March Parish Council Meeting**)

## **2023/184 Public Participation Session:**

### **2023/184.1 Suffolk County Councillor's Report:**

Cllr Lindsay circulated his report to Cllrs in advance of the meeting. Cllr Lindsay highlighted SCC's funding shortfall and its impact in limiting the number of weed control applications that SCC can afford to undertake.

### **2023/184.2 Babergh District Councillor's Report:**

Cllrs Clover/Maybury's joint report was circulated to Cllrs in advance of the meeting. Cllr Clover highlighted the forthcoming consultation paper on BMSDC's proposal to introduce car parking charges in Lavenham, Sudbury and Hadleigh. Cllr Clover also confirmed that Cllrs Clover/Maybury's Locality Budget could fund the purchase of an air conditioning unit for the Community Shop and reminded Cllr Fletcher of the application submission deadlines.

### **2023/184.3 Public Participation Session:**

A resident asked about BMSDC's Call for Sites. Cllr Levett advised that this item was included as Agenda Item 7.3.

## **2023/185 New Policing Model:**

Steven Coughlan (Community Police Officer covering Sudbury Rural North) was due to explain the new policing model and answer questions, but was called away for operational reasons shortly before the meeting. Agenda item to be deferred to a future meeting.

## **2023/186 Planning:**

### **2023/186.1 Applications Received:** It was noted that the following applications had 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. (**The Parish Council SUPPORTS the Application**)

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

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## 2023/186.2 Decisions 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)**

**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)**

## 2023/186.3 BMSDC Call for Sites:

Cllrs discussed BMSDC's Call for Sites invitation, but as the Parish Council doesn't own any building land, Cllrs agreed that no response was required.

## 2023/187 Finance:

### 2023/187.1 Financial Statement:

The Financial Statement was submitted as part of the Draft Budget & Precept Requirement circulated to Cllrs in advance of the meeting for Agenda Item 9.1 & 9.2.

### 2023/187.2 Payments & Income:

It was proposed by Cllr Turner and seconded by Cllr Knight that the schedule of payments be approved. The proposal was carried. The 25 January 2024 schedule comprised the following:

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**Councillors are recommended to authorise the following payments covering January 2024.**

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for January 2024 (01/12/23 - 31/12/23)	20.00	4.00	24.00
Octopus Energy	Electricity Bill for Pavilion for 01/12/23 - 31/12/23. <b>Credit issued</b>	-45.20	-2.26	-47.46
S Ball	Clerk Salary January 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses January 2024	21.48	0.00	21.48
HMRC	Clerks PAYE January 2024	240.32	0.00	240.32
I Levett	Expenses, including purchase of Leaving gift, Stamps, Laminating Sleeves for Bus Timetables and VoTY Event Notices	85.84	0.00	85.84
J Cutting	Purchase of Drinks for Village of the Year Event (Note: Community Council have donated £200 towards the event)	159.41	31.88	191.29
The National Allotment Society	Annual Membership Fee for 2024	55.00	11.00	66.00
The Clare Bulb Co	Purchase of 1000 Double Snowdrops for Jeffreys Green	220.00	0.00	220.00
Garden Fox Ltd	Purchase of Echo Model 3510, 14" Chainsaw & Safety Equipment (Note: Community Council have donated £200 towards cost)	340.79	68.15	408.94
Neil Ashton	Renewal of website licences, security certificates, domain and PC 50 GB mailbox (Note: The Community Council will be contributing £167.37 towards these costs)	559.02	0.00	559.02
R Morley	Purchase of 3 Yr old Hornbeam tree (7'-8') for school children to plant in Jeffreys Green	84.94	0.00	84.94
Vertas Group Ltd	Grounds Maintenance Qtr 4 (01/01/24 - 31/03/24)	657.36	131.47	788.83
Mailchimp Ltd	Upgrade to 3-user subscription for Community Broadcasts £10.38/Month	10.38	0.00	10.38
<b>Totals</b>		<b>£2,769.82</b>	<b>£244.24</b>	<b>£3,014.06</b>

*Clerk's Expenses for January Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/12/23 - 5/01/24	9.99	9.99
Village Shop	Purchase 1 Ream A4 Paper	7.50	7.50
Amazon	Box 50 No. Clear Drawing Pins	3.99	3.99
<b>Totals</b>			<b>£21.48</b>

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Councillors to note the following Income received:

From:	Reason:	Payment £
Cockfield Community Council	Donation towards the purchase of a Chain Saw & Protective Clothing	200.00
WA Deacon Funeral Directors	Payment for burial plot in Cockfield Cemetery	200.00
Cockfield FC	Annual Hire of Pavilion & Pitches 2023/24 Season	750.00
<b>Total</b>		<b>£1,150.00</b>

**2023/187.3** It was proposed by Cllr Brinkley and seconded by Cllr Golding that the Parish Council 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). The proposal was carried.

**2023/187.4** It was proposed by Cllr Brinkley and seconded by Cllr Golding that the Parish Council purchase an upgraded Mailchimp subscription (for Community Broadcasts) to allow 3 user access at a cost of £10.38/month (£124.56 per annum). The proposal was carried.

**2023/188 Budget & Precept:**

**2023/188.1 Budget:**

The Clerk presented the Year 2023/24 expenditure, the proposed 2024/25 budget, the Parish Council’s Earmarked and General Reserves and 2023/24 Neighbourhood CIL Report (all circulated to Cllrs in advance of the meeting) and answered Cllrs questions. It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the 2024/25 Budget be approved. The proposal was carried.

**2023/188.2 Precept:**

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the 2024/25 Precept be increased by 4% to cover likely increases in Parish Council expenditure. The proposal was carried. It was noted that this is the first time the Parish Council has increased its proportion of the Band D Council Tax for 4 years. Cllrs Levett, Cllr Golding and the Clerk signed the Precept application form to enable submission before the 31/01/24 deadline.

**2023/189 Cockfield Parish Council Mission Statement:**

It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that Cockfield Parish Council will not pursue a Mission Statement at the current time. The proposal was carried.

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- 2023/190 Village Website:**  
Cllr Baber confirmed that the Parish Council had written to Neil Ashton regarding the transfer of the website domain to the Parish Council and were awaiting his reply. The Clerk was asked to seek advice from SALC on Data Protection protocols for shared websites. It was proposed by Cllr Baber and seconded by Cllr Levett that the budget estimate of £350.00 for the migration of the website to OneSuffolk be approved. The proposal was carried. It was noted that the cost of PC email accounts was additional to the cost of the website migration.
- 2023/191 Suffolk Small Village of the Year Award:**  
Cllrs Cutting-Keyton and Levett provided updates on the event and thanked all helpers and contributors.
- 2023/192 Bio-Diversity Expenditure Initiative:**  
Item deferred until 29<sup>th</sup> February Meeting.
- 2023/193 Quiet Lanes:**  
The Clerk confirmed that SCC's Quiet Lanes Initiative had ended in 2022. Cllr Morley to provide feedback to the Windsor Green resident.
- 2023/194 Jeffreys Green Signage:**  
Cllr Morley to provide an estimate to erect signage in Jeffreys Green.
- 2023/195 Maintenance Schedule and Asset Management:**
- 195.1 Maintenance Calendar:** (Full Review, February, June, October only). To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
- 195.2 Maintenance Matters by exception:**
- 195.2.1 Greens Management:** It was proposed by Cllr Brinkley and seconded by Cllr Morley that Cargate Ltd be requested to pump out the sump drain on the Great Green for £160.00 + VAT. The proposal was carried.  
Clerk to pursue ascertain grounds maintenance pricing options from Vertas Ltd.
- 195.2.2 Glebe Land:** Cllr Levett to issue annual lease renewal notices to Allotment holders.
- 195.2.3 Earls Meadow:** Cllr Morley advised Cllrs that the village school children would be planting a common hornbeam tree and 1000 snowdrops in Jeffreys Green.
- 195.2.4 Cemetery:** None.
- 195.2.5 Playground:** Cllr Knight's monthly play equipment inspection identified a couple of minor issues that needed adjustment.
- 195.2.6 Village Hall Car Park:** None
- 195.2.7 Parish Paths:** None.
- 195.2.8 Pavilion:** The Clerk was asked to ascertain from Acorn Heating & A/C, how to turn on toilet heaters.
- 195.2.9 Other Assets:** None

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**2023/196**

**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:

**196.1 Suffolk Association of Local Councils (SALC):** Cllr Knight confirmed his attendance at the next meeting in March.

**196.2 Highways and Emergencies:** Cllr Cutting-Keyton confirmed she continues to report potholes to SCC.

**196.3 Police/Fire:** None

**2023/197**

**Correspondence:**

The correspondence Register was circulated in advance of the meeting.

**2023/198**

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

Website Governance

Bio-Diversity Expenditure Initiative

**2023/199**

**Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Thursday in the Village Hall (Main Hall) on 29<sup>th</sup> February & 28<sup>th</sup> March 2024.

**The meeting closed at 10.07pm.**