

# 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 28 March 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 29 February 2024.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

### **2022/178: Pavilion Balustrade:**

No progress since the last meeting.

### **2023/135.2.1: Safety Sign on Great Green:**

Cllrs Golding & Turner to agree where to site the two warning signs on Great Green.

### **2023/146.2: Babergh District Cllr Report:**

Suffolk County Cllr Lindsay to provide update on SCC Cabinet's decision on 27<sup>th</sup> February regarding the use of Glycosulphate alternatives to control weeds.

### **2023/148.3: Parish Council Investments:**

Cllrs Levett, Morley, Cutting-Keyton & Golding to provide proof of identity at the BSE Cambridge Building Society, to enable account to be opened.

### **2023/153: Community Shop & Post Office:**

Cllr Fletcher to provide an update to the 28<sup>th</sup> March Parish Council Meeting on the Cockfield Village Group's progress in purchasing the Plough & Fleece Pub and

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will supply details of their Business Plan for the future of the Pub as a long-term location for the Post Office & Shop. **(See Agenda Item 12)**

**2023/194 & 213: Jeffreys Green/Earls Meadow/Bruffs Line Signage:**  
Cllr Morley to present costed proposals estimate for signage **(See Agenda Item 11)**.

**2023/195.2.1 & 215.2.1: Greens Management:**  
The clerk to pursue pricing options with Vertas Group Ltd for Grounds Management.

**2023/207.3: Building Society Account:**  
Cllr Levett to deposit PC cheque to transfer funds from PC Bank Account into Deposit Account.

**2023/209: Speed Limits on A1141:**  
The Clerk to arrange meeting on site with SCC Highways Warden to discuss the PC's concerns about current speed limits and potential Safety Risks.

**2023/210: Website Migration:**  
Cllr Baber to resolve outstanding migration issues with OneSuffolk and to negotiate a solution to current redirection email costs.

**2023/211: Allotment Allocations:**  
Cllr Levett to provide potential leaseholders with tenancy agreements and secure their annual allotment fees.

**2023/212: Bio-Diversity Expenditure Initiative:**  
Cllr Levett to circulate a briefing note in advance of the meeting **(See Agenda Item 10)**.

**2023/214: BMSDC Consultation Paper on Car Park Charging Policy:**  
The Clerk to submit the PC's response to BMSDC's proposals on-line.

**2023/215.1: Maintenance Calendar:**  
Cllr Levett to propose a new format for the regular Maintenance Agenda Item.

**2023/215.2.1: Greens Management:**  
Stuart Bradnam to remove high level loose bark on tree adjacent to playground.

**2023/215.2.3: Earls Meadow:**  
Cllr Morley to purchase a plaque for the School Tree.

**2023/215.2.6 Village Hall Car Park:**  
Cllrs Cutting-Keyton and Morley to undertake Maintenance inspection of Car Park.

**2023/215.2.7: Parish Paths:**  
Cllr Baber to provide SCC contact details to enable the Clerk to write about the condition of the footpath between Howe Lane and the Church.

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## **2023/215.2.9: Other Assets:**

The Clerk to obtain a quotation to trim around the Bus Shelter base 5-6 times/year.

The Clerk to discuss Flag hoisting arrangements with Ian Dowling for a Flag of Peace to commemorate D-Day 80.

Cllr Morley to ascertain whether Hodge Farms are able to light the Beacon for the D-Day 80 Event.

## **2023/216.3: Police/Fire:**

Cllr Cutting-Keyton to circulate the Policing Model to Cllrs.

### **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. Planning:**

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

**DC/24/00690:** Householder Application - Conversion of part of outbuilding into additional living accommodation including construction of dormers: South Barn, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG (**Consultation Deadline: 27th March 2024, extended until 2<sup>nd</sup> April 2024**).

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

**DC/24/00355:** Application for a Non-Material Amendment relating to DC/20/00128 - Increase in the footprint of the property by 1.05m length in the direction of the NE gable and approx. 20cm in the width of the main part of the house. The marginally increased span would result in an increase in the ridge height of approx. 5cm. This amendment would only affect the dimension of Bedroom 1 and the lobby space, no changes result in the overall room layout in the updated plan: Windsor Green Farmhouse, Cockfield, Bury St Edmunds, Suffolk IP30 0LY. (**Amendment Detail APPROVED**)

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

**DC/24/00266:** Discharge of Conditions Application for DC/23/03375 - 4 (Facing and Roofing Materials Shortfalls), 5 (Materials and Insulation), 6 (Eaves and Verges), 7 (Insulation and Internal Floor Finishes), 8 (Finishes between adjoining Barn), 9 (Bricks and Mortar), 12 (Windows and Doors), 13 (Roof Lights), 14 (Flue), 15 (Rainwater Goods), 18 (Great Crested Newt Method Statement), 19 (Biodiversity Compensation and Enhancement Strategy) and 20 (Wildlife Sensitive Design Scheme): Buttons Green Farm, Buttons Green, Cockfield, Bury St

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Edmunds Suffolk IP30 0JF. **(Split Decision: Conditions Refused and Conditions Approved).**

**DC/24/01122:** Discharge of Conditions for DC/22/06014 - Conditions 14 (EPS Licence for Great Crested Newts), 16 (Wildlife Sensitive Design Scheme) and 18 (Tree Protection): Land Adjacent to Plough and Fleece Inn, Great Green, Cockfield, Suffolk. **(Decision: Conditions Approved).**

**DC/24/01179:** Discharge of Conditions Application for DC/23/03375 - Condition 5 (Materials and Insulation), 6 (Eaves and Verges) and 8 (Finishes): Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF. **(Decision: Conditions Approved).**

7. **Finance:**

7.1 To receive a financial statement and report.

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

8. **Village Website:**

Cllr Baber to provide a verbal progress update on the transfer of the Village Website to the One Suffolk domain.

9. **Parish Cllr's Email Addresses:**

To discuss the NALC Email Briefing Note (circulated to Cllrs in advance of the meeting).

10. **Bio-Diversity Expenditure Initiative:**

To consider Cllr Levett's Briefing Note (circulated to Cllrs in advance of the meeting) and agree whether to engage with BMSDC and pursue a Biodiversity project within the village and to agree next steps.

11. **Earls Meadow/Bruffs Line/Jeffreys Green Signage:**

To approve a proposal from Cllr Morley to purchase signage at the entrances to Parish Council amenity land at Earls Meadow, Jeffreys Green and Bruffs Line.

12. **Community Shop and Post Office:**

Cllr Fletcher to provide a verbal update on the Cockfield Village Group's progress in purchasing the Plough & Fleece Pub and their Business Plan for the future of the Pub as a long-term location for the Post Office & Shop.

13. **D-Day 80:**

Cllr Cutting-Keyton to provide a verbal update on proposals for the D-Day 80 event.

14. **Enforcement Action EN/24/00080 on Planning Application DC/22/06014:**

Clerk to provide a verbal update on Enforcement Action EN/24/00080.

15.. **Maintenance Schedule and Asset Management:**

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

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

15.2 Maintenance Matters by exception:

- 15.2.1 Greens Management (including Bandstand)
- 15.2.2 Glebe Land (including Allotments)
- 15.2.3 Earls Meadow/Bruffs Line/Jeffreys Green
- 15.2.4 Cemetery
- 15.2.5 Playground
- 15.2.6 Village Hall Car Park
- 15.2.7 Parish Paths
- 15.2.8 Pavilion (including Storage Shed)
- 15.2.9 Bus Shelter
- 15.2.10 Notice Boards & Benches
- 15.2.11 Village Sign
- 15.2.12 Speed Indicator Devices
- 15.2.13 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. **Correspondence:**

Correspondence schedule circulated in advance of the meeting,

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

19. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 28<sup>th</sup> March 2024 at 7.30pm in the Village Hall. Note: Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 25<sup>th</sup> April 2024, 30<sup>th</sup> May 2024, 27<sup>th</sup> June 2024, 25<sup>th</sup> July 2024, 29<sup>th</sup> August 2024, 26<sup>th</sup> September 2024, 31<sup>st</sup> October 2024, 28<sup>th</sup> November 2024 and 26<sup>th</sup> December 2024.



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