

# COCKFIELD PARISH COUNCIL

**Draft Minutes of the Ordinary Meeting of the Parish Council held on 28 March 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 Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

**In Attendance:** Suffolk County Cllr Robert Lindsay, District Cllr Paul Clover, 1 Member of Public and the Clerk.

**2023/220 Apologies for Absence:**  
District Cllr Margaret Maybury and Cllr Joe Brinkley.

**2023/221 Declarations of Interest**  
Cllr Morley and Cllr Turner declared a Non-Pecuniary Interest in Agenda Item 8.2 Payments, as the recipients of a cheque from the Parish Council.

**2023/222 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 29 February 2024, be signed as a true record. The proposal was carried.

**2023/223 Outstanding Actions:**

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

**2023/135.2.1: Safety Sign on Great Green:**  
Cllrs Golding & Turner have installed the two warning signs on Great Green and the new Cockfield sign on the Felsham Rd. **(Action Closed)**

**2023/146.2: Babergh District Cllr Report:**  
Suffolk County Cllr Lindsay confirmed SCC Cabinet's decision on 27<sup>th</sup> February to re-introduce the limited use of Glycosulphate to control weeds. Cllr Lindsay was asked to provide a further update at the April PC Meeting.

**2023/148.3 & 2023/207.3: Parish Council Investments:**  
A Cambridge Building Society Parish Council Account has been opened and money transferred from the Parish Council's Barclay Community Account. **(Action Closed)**

**2023/195.2.1 & 215.2.1: Greens Management:**  
The Clerk has now received Vertas Group Ltd pricing options for Grounds Management services. It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the 3-year option be accepted. The proposal was carried. The Clerk to renew the contract based on the 3-year agreement.

**2023/209: Speed Limits on A1141:**

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The Clerk has written to SCC Highways requesting a meeting on site to discuss the PC's concerns about current speed limits and potential Safety Risks. It was proposed by Cllr Levett and seconded by Cllr Morley that two Cllrs and the Clerk meet Highways in April.

## **2023/211: Allotment Allocations:**

Cllr Levett has provided the two new leaseholders with tenancy agreements and requested payment of their annual allotment fees. One tenant has already returned a signed agreement and payment. **(Action Closed)**

## **2023/214: BMSDC Consultation Paper on Car Park Charging Policy:**

The Clerk submitted the PC's response to BMSDC's proposals on-line. **(Action Closed)**

## **2023/215.1: Maintenance Calendar:**

The new Maintenance Agenda format was used for this meeting. **(Action Closed)**

## **2023/215.2.1: Greens Management:**

The high-level loose bark on tree adjacent to playground has been removed. **(Action Closed).**

## **2023/215.2.3: Earls Meadow:**

It was proposed Cllr Morley and seconded by Cllr Knight that the quotation of £166.67 + £33.33 VAT from Curry's Service Centre, BSE for an engraved stainless-steel plaque on a hardwood base and steel legs for the School Tree be accepted. The proposal was carried.

## **2023/215.2.6 Village Hall Car Park:**

Cllrs Cutting-Keyton and Morley undertook a Maintenance inspection of Car Park. It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley, that a local Contractor be instructed to clear out the build-up of silt. The proposal was carried.

## **2023/215.2.7: Parish Paths:**

Cllr Baber has provided SCC contact details to enable the Clerk to write about the condition of the footpath between Howe Lane and the Church.

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

The Clerk has requested a quotation from Anthony Creasy to strim around the Bus Shelter base.

Ian Dowling is happy to raise the Flag of Peace for 7 days to commemorate D-Day 80. **(Action Closed)**

Cllr Morley will contact Hodge Farms about lighting the Beacon for the D-Day 80 Event.

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

Cllr Cutting-Keyton circulated the Policing Model to Cllrs after the 29/02/24 meeting. **(Action Closed)**

## **2023/224 Public Participation Session:**

### **2023/224.1 Suffolk County Councillor's Report:**

Cllr Lindsay circulated his report to Cllrs in advance of the meeting. Cllr Lindsay highlighted the backlog in repairing potholes. Cllrs asked Cllr Lindsay to update them on SCC's new policy for the uses of Glycosulphate. Cllr Cutting-Keyton advised that the scheduled visit by the SCC Weedkilling team to Cockfield was 3<sup>rd</sup> June 2024.

### **2023/224.2 Babergh District Councillor's Report:**

Cllrs Clover's report was circulated to Cllrs in advance of the meeting. Cllr Clover confirmed that BMSDC Cabinet were meeting in early April to debate BMSDC's proposed Car Park Charging Policy changes and the 3,000+ signature Anti-Charging petition that had been submitted. Cllr Clover advised that Babergh had been voted District Council of the Year.

### **2023/224.3 Public Participation Session:**

Nothing raised.

## **2023/225 Planning:**

### **2023/225.1 Applications Received:** It was noted that the following applications had 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 **(The Parish Council OBJECTED to the Application).**

### **2023/225.2 Decisions 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)**

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**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 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).**

## 2023/226 Finance:

### 2023/226.1 Financial Statement:

No Financial Statement was submitted.

### 2023/226.2 Payments & Income:

It was proposed by Cllr Golding and seconded by Cllr Cutting-Keyton that the schedule of payments be approved. The proposal was carried. The 28 March 2024 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for January 2024 (01/02/24 - 29/02/24)	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/02/24 - 29/02/24.	148.72	7.44	156.16
S Ball	Clerk Salary March 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses March 2024	39.38	0.00	39.38
HMRC	Clerks PAYE March 2024	240.32	0.00	240.32

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BMSDC	Business Rates Demand for 2024/25 for Cemetery (Acc.Ref.740001430)	249.50	0.00	249.50
STM Company Ltd	Annual service of SCAG Mower (Inv. No.0858121)	425.57	85.11	510.68
Cargate Engineering Ltd	Empty & clean Land Drain on Great Green. (Inv. No. 33953)	160.00	32.00	192.00
Green Links	Printing 250 x A4 Song Sheets for King Charles III Coronation Event. PC's Cheque authorised at 11/05/23 Meeting, but Gipping Press Ltd invoice never received, so cheque has been cancelled. Gipping Press Ltd sent invoice in error to and it was paid by Green Links, so PC need to reimburse Green Links. (Inv. No. 24002 now received).	54.00	0.00	54.00
R Turner	Purchase from Archer Signs, of 1420 x 540mm Cockfield Village Sign, 2 No. 200 x 300mm safety signs for GG, 2 No. 40mph signs & post clips and delivery	218.54	43.71	262.25
N Ashton	Names & Co Tag release for Cockfield.org.uk Website Domain	12.00	0.00	12.00
R Morley	Purchase of petrol for Mower (Jeffreys Green & Earls Meadow)	55.17	0.00	55.17
OneSuffolk (IT Services at CAS Ltd)	Migration of Website from Names & Co to OneSuffolk	519.00	0.00	519.00
A Creasy	Cemetery Grass Cut No.1 (£120), Strimming Edge GG (£60), Strimming Playground (£60)	240.00	0.00	240.00
Hewicks Haulage Ltd	Cutting Edge GG 23/03/24	100.00	20.00	120.00
S Bradnam	Tree Surgery around Great Green & Pond, as per accepted	1,180.00	236.00	1,416.00

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	quotation.(Inv. Dated 26/03/24)			
Curry's Service Centre	Purchase of S/S tree plaque on H/W base and metal stakes	166.67	33.33	200.00
<b>Totals</b>		<b>£4,190.08</b>	<b>£460.26</b>	<b>£4,650.34</b>

*Clerk's Expenses for March Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/02/24 - 5/03/24	11.99	11.99
Village Shop	Purchase 2 Reams A4 Printing Paper	7.50	15.00
Village Shop	Purchase 2 Lever Arch Files for 2024 Audit	3.70	7.40
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts)	12.39	12.39
		<b>Total</b>	<b>£46.78</b>

**Councillors to note the following Income received in March:**

From:	Reason:	Payment £
UKPN	Compensation (£61.32) & Rental Payments for 19/06/19 - 18/06/23 (£204.96) for Consent No. SK276044 (Glebe Land)	266.28
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
		<b>Total</b>
		<b>£326.28</b>

**2023/227 Village Website:**

Cllr Baber confirmed that Cockfield Parish Council now owned the website domain which has been migrated onto the OneSuffolk platform and both the Clerk's and Chairman's email have also been transferred from Names & Co to OneSuffolk. There are still a number of legacy issues with forwarding emails to resolve, which will be undertaken after training which is scheduled for either 15<sup>th</sup> or 22<sup>nd</sup> April. The Working Group to convene to determine website policy and protocols..

**2023/228 Parish Cllr Email Addresses:**

The Clerk had circulated the NALC briefing Note to Cllrs in advance of the meeting. Following discussion, it was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that all Cllrs should use a Cockfield.org.uk email account, rather than a personal one. The proposal was carried.

**2023/229 Bio-Diversity Expenditure Initiative:**

Cllr Levett circulated a briefing note to Cllrs in advance of the meeting. It was proposed by Cllr Levett and seconded by Cllr Morley that they should meet with BMSDC's Richard Parmee and visit a potential Bio-Diversity site behind Jeffreys Green. The proposal was carried.

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**2023/230 Earls Meadow/Bruffs Line/Jeffreys Green Signage:**

On 29/02/24, Cllrs approved a budget of up to £500 for signage at Earls Meadow, Bruffs Line and Jeffreys Green. Cllr Morley and Cllr Turner have looked at various signage schemes and have ordered a trial sign which they will try at various locations.

**2023/231 Community Shop & Post Office:**

Cllr Fletcher confirmed that the Cockfield Village Group had commissioned a Property Survey, Valuation and Viability Report, that they have a solicitor working on their behalf to submit a formal offer. The Group are exploring funding opportunities.

**2023/232 D-Day 80:**

Cllr Cutting-Keyton outlined the activity programme for the event. It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that a Budget of £200 (from Section 137) be allocated to fund refreshments and the purchase of a 'Flag for Peace' for the event. The proposal was carried.

**2023/233 Enforcement Action EN/24/00080 on Planning Application DC/22/06014:**

The Clerk provided a verbal update on the Enforcement Action. A Resident's letters of complaint had been answered and copied to the BMSDC Enforcement Officer, who has responded.

**2023/2334 Maintenance Schedule and Asset Management:**

**234.1 Maintenance Calendar:**

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

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

**234.2 Maintenance Matters by exception:**

**234.2.1 Greens Management (Including Bandstand):** Cllr Golding confirmed the Great Green was in good condition. The grass has had it's first cut, trees and playground strimmed and tree surgery carried out (pond clearance and trees pollarded).

The Clerk confirmed that the land drain and sump had been pumped out and cleared.

**234.2.2 Glebe Land (including Allotments):** Cllr Fletcher confirmed that work was being undertaken to prepare the water tanks for the coming allotment season.

**234.2.3 Earls Meadow/Bruffs Line/Jeffreys Green:**

Cllr Morley advised that SEH French (Orwell Housing Association's contractor) had replaced the fixed gate post at the entrance from Old Stonepit Way, with a lockable removable post, which will allow access for maintenance.

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The Parish Council's mower had been serviced and used for the first grass cut at Earls Meadow and Jeffreys Green in preparation for the Easter Duck Race.

**234.2.4 Cemetery:** Cllr Turner had completed the tri-annual Cemetery Rates Valuation questionnaire, which the Clerk has returned to the Rates Valuation department. The cemetery has received its first grass cut of the year.

**234.2.5 Playground:** Cllr Knight confirmed he had carried out the monthly play equipment inspection. The Clerk advised that our Play Equipment Inspector is retiring in April, so he is sourcing a replacement Inspector from the RPII Register, who needs to be approved and appointed before September. The Clerk will seek advice from our current Inspector and will submit a recommendation to the next meeting.

**234.2.6 Village Hall Car Park:** Cllr Cutting-Keyton and Cllr Morley undertook a maintenance inspection. A contractor needs to be appointed to clear the build-up of silt.

**234.2.7 Parish Paths:** Cllr Baber has received SCC's report stating that repair work to footpaths Nos.3 & 6 had been completed, however he has reported that the sleeper on the bridge on footpath 3 is in a poor condition and needs urgent repair.

A member of the public highlighted the slippery condition of the bridge on the footpath in Old Hall Lane and reported slips and falls. Cllr Baber requested evidence that he could submit with his defect report to SCC.

**234.2.8 Pavilion (including storage shed):** Cllr Golding highlighted problems with the locks on the Pavilion entrance doors. The Clerk would investigate the cost of a pair of replacement suited locks to both doors.

**234.2.9 Bus Shelter:** None

**234.2.10 Notice Boards & Benches:** Cllr Levett to review maintenance register for scheduled dates to rub down and clean all benches.

**234.2.11 Village Signs:** None

**234.2.12 Speed Indicator Devices:** None

**234.2.13 Other Assets:** None

**2023/235**

## **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:

**235.1 Suffolk Association of Local Councils (SALC):** Cllr Knight attended the SALC meeting on 12th March. He highlighted the huge



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increase in the number of electric vehicle charging points that have been installed in the borough and advised that funding was available. The SALC CEO complimented Cockfield for its 'total village engagement' during their Village of the Year Event.

**235.2 Highways and Emergencies:** None.

**235.3 Police/Fire:** Cllr Cutting-Keyton advised that she is not able to attend the Police Forum Event on 22<sup>nd</sup> April at Lawshall Village Hall but invited Cllrs to attend in her place.

**2023/236 Correspondence:**

The correspondence Register was circulated in advance of the meeting.

Gallagher's have issued their Annual Pre-Renewal Insurance Questionnaire. The Clerk will update the Asset Register and return the Insurance Renewal Questionnaire.

**2023/237 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Cllrs Cutting-Keyton and Golding gave their apologies for the April Parish Council Meeting.

**2023/238 Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Thursday in the Village Hall (Main Hall) on 25<sup>th</sup> April 2024.

**The meeting closed at 10.20 pm.**