

# COCKFIELD PARISH COUNCIL

**Minutes of the Ordinary Meeting of the Parish Council held on 25 April 2024 at 7.30pm held in the Village Hall, Cockfield.**

**Present:** Cllr Ian Levett (Chair), Cllr Dale Baber, Cllr Joe Brinkley, Cllr Sarah Fletcher, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

**In Attendance:** District Cllr Margaret Maybury, District Cllr Paul Clover, 1 Member of Public and the Clerk.

**2024/001 Apologies for Absence:**  
Suffolk County Cllr Robert Lindsay, Cllr Janne Cutting-Keyton (Vice-Chair) and Cllr Andy Golding.

**2024/002 Declarations of Interest**  
Cllr Morley declared a Non-Pecuniary Interest in Agenda Item 7.2 Payments, as the recipients of a cheque from the Parish Council.

**2024/003 Minutes of the Last Ordinary Meeting of the Parish Council**  
It was proposed by Cllr Baber and seconded by Cllr Turner that the minutes of the Ordinary Meeting of the Parish Council, held on 28 March 2024, be signed as a true record. The proposal was carried.

**2024/004 Outstanding Actions:**

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

**2023/195.2.1 & 215.2.1: Greens Management:**  
The Clerk has accepted Vertas Group Ltd 3-year option for Grounds Management services and is awaiting the contract from Vertas Group Ltd to sign.

**2023/209: Speed Limits on A1141:**  
Cllrs Levett, Morley and the Clerk are meeting SCC on site on 26<sup>th</sup> April at 2.00pm to discuss the PC's concerns about current speed limits and potential Safety Risks.

**2023/215.2.3: Earls Meadow:**  
Cllr Morley has purchased an engraved stainless-steel plaque on a hardwood base and steel legs for the School Tree. The School will be arranging a small ceremony on Friday 3<sup>rd</sup> May to fix the plaque by the tree in Jeffreys Green. **(Action Closed)**

**2023/215.2.6 Village Hall Car Park:**  
The Clerk instructed a local Contractor to clear out the build-up of silt. The work has been undertaken and the invoice included on the Payment Schedule. **(Action Closed)**

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

Clerk has written to SCC about the condition of Footpath 1 between Howe Lane and the Church. The Clerk was advised to raise a fault on the SCC Website.

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

The Clerk has received a quotation of £25 (per strim) from Anthony Creasy to strim around the Bus Shelter base as and when required. It was proposed by Cllr Morley and seconded by Cllr Brinkley that the quotation be accepted. The proposal was carried. **(Action Closed)**

Cllr Morley has spoken with Hodge Farms who have agreed to light the Beacon for the D-Day 80 Event.

## **2023/224.1: Suffolk County Cllr's Report 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.

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

Cllr Levett has arranged a meeting on 6<sup>th</sup> June at 1.00pm with BMSDC's Richard Parmee at the potential Bio-Diversity site behind Jeffrey's Green.

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

The Clerk has purchased a D-Day 80 Flag of Peace and the invoice is included on the Payment Schedule. **(Action Closed)**

**234.2.7 Parish Paths:** Cllr Baber has inspected the bridge on the footpath in Old Hall Lane following reports of slips and falls, but found it to be in acceptable condition.

**234.2.8 Pavilion (including storage shed):** The Clerk has had the barrels of both locks on the Pavilion entrance doors replaced and two Sets of keys have been provided to Cockfield FC. The invoice is included on the Payment Schedule. **(Action Closed)**

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

## **2024/005 Public Participation Session:**

### **2024/005.1 Suffolk County Councillor's Report:**

Cllr Lindsay circulated his report to Cllrs in advance of the meeting. In Cllr Lindsay's absence, there was nothing further to report.

### **2024/005.2 Babergh District Councillor's Report:**

Cllrs Clover's report was circulated to Cllrs in advance of the meeting. Cllr Clover confirmed that although BMSDC had approved the introduction of Car Parking Charges in Hadleigh, Sudbury and Lavenham, the Scrutiny

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Committee had called in the decision due to insufficient weight having been given to the Petition opposing the Charges. A proposal (including the possibility of 1 Hour Free parking will be presented to the Full Cabinet.

**2024/005.3 Public Participation Session:**  
Nothing raised.

**2024/006 Planning:**

**2024/006.1 Applications Received:** It was noted that the following applications had been referred to the Parish Council:

**DC/24/00522:** Application for Outline Planning Permission (all matters reserved) Town and Country Planning Act 1990 (as amended) - Erection of 1No dwelling.: Plot South Of Woodend House, Bury Road, Cockfield, Suffolk (**Consultation Response Deadline 9<sup>th</sup> May 2024, extended until 31<sup>st</sup> May 2024**) Cllrs agreed to defer this item until the 30<sup>th</sup> May meeting.

**2024/006.2 Decisions Received:**

**DC/24/01392:** Discharge of Conditions Application for DC/23/03374 - Condition 6 (Bat Licence): Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF (**Decision: Conditions Approved**).

**2024/007 Finance:**

**2024/007.1 Financial Statement:**  
No Financial Statement was submitted.

**2024/007.2 Payments & Income:**  
It was proposed by Cllr Knight and seconded by Cllr Brinkley that the schedule of payments be approved. The proposal was carried. The 25 April 2024 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for January 2024 (01/03/24 - 31/04/24)	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/03/24 - 31/03/24. (Debited 16.04.24) Inv. No. KI-446AB355-0050	178.84	8.94	187.78
S Ball	Clerk Salary April 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48

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S Ball	Clerks Expenses April 2024	59.23	0.00	59.23
HMRC	Clerks PAYE April 2024	240.32	0.00	240.32
All Saints School Trust	Section 137.3 Donation to Cockfield CEVP School to assist with the Refurbishment of the library. Approved Parish Council Meeting 29.02.24	3,000.00	0.00	3,000.00
SALC	SALC Annual Membership 2024/25. Inv.No. 28546	440.78	0.00	440.78
The Information Commissioner	Data Protection Fees for 2024/25 (GDPR: Data Protection Act 2018) Ref: ZA377725	40.00	0.00	40.00
A Creasy	Cemetery Grass Cut No.2 (£120), Strimming Edge GG (£60), Strimming Playground (£60), De-silting VH Car Park (£15) and purchase of fertiliser for Cross Green (£20) Total £275. (Inv. No.3)	275.00	0.00	275.00
Vertas Group Ltd	Grounds Maintenance Great Green. Qtr 1 (01.04.24 - 30.06.24) Inv.No. VG00-CIN-000006558	696.68	139.34	836.02
One Suffolk (IT Sevices at CAS Ltd)	Provision of 8 No. New Parish Cllr 'cockfield.org.uk' email accounts for a period of 11 months. Accounts to be renewed at the same time as the Parish Council and Cllrs Levett accounts in 2025. Inv. No. 0473	220.00	0.00	220.00
R Morley	Purchase of petrol for Earls Meadow/Jeffreys Green/Bruffs Line Mower	56.77	0.00	56.77
W Wright	Purchase of petrol and 2 stroke oil for strimmer/chainsaw at Earls Meadow	10.49	0.00	10.49
J Bryne	Replacement of locks to 2 No. Pavilion entrance doors. Inv. Dated 24/04/24	145.00	0.00	145.00
AJ Gallagher	Parish Council Insurance Premium for 2024/25. Quotation Ref: 129489874	3,435.38	0.00	3,435.38
Hewicks Haulage Ltd	Cutting Edge of Great Green. Inv. No.	100.00	20.00	120.00
	<b>Totals</b>	<b>£9,272.30</b>	<b>£170.95</b>	<b>£9,443.25</b>

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*Clerk's Expenses for April 2024 Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/03/24 - 5/04/24	11.99	11.99
Newton Newton Flags Ltd	Purchase of D-Day 80 Flag of Peace (£30 + £4.80 postage)	34.80	34.80
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts)	12.44	12.44
		<b>Total</b>	<b>£59.23</b>

**Councillors to note the following Income received in April 2024:**

From:	Reason:	Payment £
BMSDC	Parish Precept 2024/25, Part 1 (Paid 08.04.24)	30,095.00
BMSDC	Parish Council Neighbourhood CIL Payment (CIL receipts received between 01 October 2023 to 31 March 2024). (Paid 15.04.24)	13,602.73
		<b>Total</b>
		<b>£43,697.73</b>

**2024/008 Village Website:**

**2024/008.1 Legacy Website & Email Issues:**

Cllr Baber confirmed that he will be undertaking Website training (along with a representative of the Community Council) next week, so will be able to address the legacy email issues. Cllr Baber has listed the redirection email addresses embedded into the website and has worked with the Clerk to minimise their impact and cost. Neil Ashton has been asked to close down the old Names & Co Website.

Cllr Baber is drafting a Website Protocols document which he hopes to circulate in 2 weeks.

**2024/008.2 Parish Cllr Email Addresses:**

Cllr Baber has issued PC email addresses to all Cllrs.

**2024/008.3 Cyber Risk Insurance:**

The Clerk confirmed that the HISCOX quotation for Insurance against Cyber Risks was £183.68. Cllr Baber and the Clerk to discuss benefits of taking out insurance and make any recommendation to the next meeting.

**2024/009 Earls Meadow/Bruffs Line/Jeffreys Green Signage:**

It was proposed by Cllr Morley and seconded by Cllr Turner that a budget of £750 be approved (funded from Neighbourhood CIL) for the suite of signage required at Earls Meadow, Bruffs Line and Jeffreys Green, The proposal was carried.

**2024/010 Enforcement Action EN/24/00080 on Planning Application DC/22/06014:**

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The Clerk provided a verbal update on the Enforcement Action. **(Action Closed)**

**2024/011 Annual Insurance Renewal:**

It was proposed by Cllr Morley and seconded by Cllr Brinkley that the 2024 Insurance Renewal Premium quotation from AJ Gallagher (HISCOX) for £3,435.38 (including IPT and all Fees) be accepted. It was noted that the premium has increased by 6% (inflation and some new assets added to the Insured Assets list). The proposal was carried.

**2024/012 Lavenham Airfield 487<sup>th</sup> Bomb Group War Memorial:**

**2024/012.1 Memorial Plaque:**

It was proposed by Cllr Knight and seconded by Cllr Morley that Cockfield Parish purchase a memorial plaque at a cost of approximately £250 to honour the those that served with the 487<sup>th</sup> Bomb Group at Lavenham Airfield. The proposal was carried.

**2024/012.2 Wording on Plaque:**

It was proposed by Cllr Morley and seconded by Cllr Levett that the Clerk should approach Gillian Hodge to suggest the wording for the plaque. The proposal was carried.

**2024/013 Play Equipment Inspection for 2024:**

It was proposed by Cllr Knight and seconded by Cllr Levett that the quotation from RoSPA Play Safety (Swindon) to undertake the annual play equipment safety inspection at Great Green for £78.00 (up to 5 pieces of play equipment) plus £5 per additional piece of play equipment (Total cost approximately £140 + VAT. Cllrs Morley and Knight to accompany the Inspector during his visit.

**2024/014 Maintenance Schedule and Asset Management:**

**2024/014.1 Maintenance Calendar:**

Maintenance Calendar (Full Review, February, June, October only)  
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes

**2024/014.2 Maintenance Matters by exception:**

**014.2.1 Greens Management (Including Bandstand):**

Cllr Brinkley advised that the Finial had fallen off the Bandstand Roof. It was proposed by Cllr Brinkley and seconded by Cllr Morley that the Clerk instructs a Contractor to refix it. The proposal was carried.

**014.2.2 Glebe Land (including Allotments):**

It was proposed by Cllr Fletcher and seconded by Cllr Baber that a budget of £200 be approved to improve the path between the 10 Allotment plots. The proposal was carried.

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## **014.2.3 Earls Meadow/Bruffs Line/Jeffreys Green:**

None.

## **014.2.4 Cemetery:**

Cllr Turner advised that he is awaiting quotations to replace the right hand Cemetery gate post and some of the fencing that is in need of repair.

## **014.2.5 Playground:**

Cllr Knight has undertaken the monthly inspection and tightened the top shackle on the swing chain.

## **014.2.6 Village Hall Car Park:**

The Clerk highlighted the growth in the Village Hall Car Park hedges. Cllr Morley advised that they are usually trimmed in June.

## **014.2.7 Parish Paths:**

None.

## **014.2.8 Pavilion (including storage shed):**

None.

## **014.2.9 Bus Shelter:**

The Clerk was asked to Chase Orwell Housing about repairs to the cracks in the Bus Shelter base.

## **014.2.10 Notice Boards & Benches:**

Cllr Levett to provide update in May..

## **014.2.11 Village Signs:**

The Clerk was asked to obtain progress update on the changes to the Village Sign to incorporate Jeffreys Green.

## **014.2.12 Speed Indicator Devices:**

Cllr Turner advised that the original SID is now life expired, so he would obtain estimates for a replacement SID.

## **014.2.13 Other Assets:**

None.

**2024/015**

### **D-Day 80:**

Cllr Cutting-Keyton has published the activity programme for the event in the May Edition of Green Links. The Flag of Peace will be given to Ian Dowling to raise for 7 days.

**2024/016**

### **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:

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**016.1 Suffolk Association of Local Councils (SALC):** None.

**016.2 Highways and Emergencies:** None.

**016.3 Police/Fire:** None.

**2024/017 Correspondence:**

The Clerk highlighted the following correspondence to Cllrs.

Gallagher's Cyber Insurance Quotation.

SCC's quotation to kerb the triangle island at the corner of Great Green.

BMSDC's People and Places Plan

BMSDC's Taxi Policy Consultation

Invite from the Cockfield Village Group to Cllr Levett and Cllr Morley to attend a P & F briefing update prior to engagement with the Village. – Cllrs Levett and Morley gave verbal feedback on the meeting.

**2024/018 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Approval of the AGAR

**2024/019 Next Meeting:**

The Annual Parish Meeting will be held on Thursday 16<sup>th</sup> May 2024 at 7.30pm in the Village Hall.

The next Ordinary Meeting of the Parish Council will be held on Thursday in the Village Hall (Main Hall) on 23<sup>rd</sup> May 2024.

**The meeting closed at 9.10 pm.**