

COCKFIELD PARISH COUNCIL

Minutes of the Annual Meeting of the full Council held on 23 May 2024 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett (Chairman), Cllr Janne Cutting-Keyton, Cllr Dale Baber, Cllr Joe Brinkley, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley & Cllr Ralph Turner.

In Attendance: The Clerk, S Ball.

2024/020 Election of Chairman

It was proposed by Cllr Turner and seconded by Cllr Baber, that Cllr Levett be elected Chairman for the coming year. The proposal was carried.

2024/021 Declaration of Acceptance of Office

Cllr Levett duly signed the Declaration of Acceptance of Office of Chairman, after the Parish Council Meeting.

2024/022 Chairman's Election of Vice-Chairman

It was proposed by Cllr Morley and seconded by Cllr Brinkley, that Cllr Cutting-Keyton be elected Vice-Chairman for the coming year. The proposal was carried.

2024/023 Vice-Chairman's Declaration of Acceptance of Office

Cllr Cutting Keyton duly signed the Declaration of Acceptance of Office of Vice-Chairman, after the Parish Council Meeting.

2024/024 Apologies for Absence

Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury and District Cllr Paul Clover.

2024/025 Declarations of Interest

Cllr Turner and Cllr Morley declared a pecuniary interest in Agenda Item 15 – Finance, as recipients of payments (Reimbursements for expenditure).

2024/026 Minutes of the Last Parish Council Meeting

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

2024/027 Council Committees, Sub-Committees and Working Groups

Council Committees, Sub-Committees and Working Groups were confirmed and members elected unopposed (see Appendix, Item 7).

2024/028 Representatives to External Bodies

Representatives to External Bodies were elected unopposed (see Appendix, Item 8).

2024/029 Council Officers

Council Officers were elected unopposed (see Appendix, Item 9).

COCKFIELD PARISH COUNCIL

2024/030 Council Portfolio-Holders

Council Portfolio-holders were elected unopposed (see Appendix, Item 10).

2024/031 Governance

031.1 Standing Orders: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Turner that the Standing Orders be adopted. The proposal was carried.

031.2 Financial Regulations: It was proposed by Cllr Morley and seconded by Cllr Baber that the Financial Regulations be adopted but that a review of the new Model Financial Regulations (issued by SALC on 23/05/24) and update be undertaken by the Clerk and presented to the July Parish Council meeting. The proposal was carried.

031.3 Asset Register It was proposed by Cllr Cutting-Keyton and seconded by Cllr Turner that the Asset Register be adopted with some minor additions. The proposal was carried.

031.4 Risk Register: It was proposed by Cllr Morley and seconded by Cllr Knight that the Risk Register be adopted, but a review of the Risk Register and the Playground Risk Register and updates be undertaken by the Cllr Levett and the Greens Working Group respectively and presented to the July Parish Council meeting. The proposal was carried.

031.5 LGA Councillor Code of Conduct It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the LGA Councillor Code of Conduct be adopted. The proposal was carried.

2024/032 Outstanding Actions

2022/178: Pavilion Balustrade:

Cllr Brinkley, Cllr Golding and the Clerk to meet Contractor on site to obtain a specification and quotation for a new balustrade.

2023/195.2.1 & 215.2.1: Greens Management:

The clerk to sign the 3-year Agreement with Vertas Group Ltd for Grounds Management on behalf of the Parish Council, once a revised version is provided.

2023/209: Speed Limits on A1141:

Cllr Levett, Cllr Morley and the Clerk met with SCC Highways and raised the PC's concerns about current speed limits and potential Safety Risks along the A1141 and around the junction of Howe Lane. (See Agenda Item 20)

2023/215.2.7: Parish Paths:

The Clerk has written to SCC the condition of the footpath between Howe Lane and the Church and raised a fault on the SCC Website Reporting Tool. A response from SCC is awaited.

COCKFIELD PARISH COUNCIL

2023/215.2.9: Other Assets:

Cllr Morley has spoken to Hodge Farms who have agreed to light the Beacon for the D-Day 80 Event. **(Action: Closed)**

2023/224.1: Suffolk County Cllr's Report Cllr Report:

Suffolk County Cllr Lindsay circulated SCC Cabinet's decision regarding the use of Glycosulphate alternatives to control weeds. **(Action: Closed)**

2023/229: Bio-Diversity Expenditure Initiative:

Cllr Levett has arranged a meeting on 6th June at 1.00pm with Cllr Morley, the Clerk and BMSDC's Richard Parmee at the potential Bio-Diversity site behind Jeffreys Green. **(Action: Closed)**

234.2.10 Notice Boards & Benches: Cllr Levett has reviewed the maintenance register for all benches and noticeboards. **(See Agenda Item 19).**

2024/033 Public Participation Session:

Suffolk County Cllr Lindsay circulated his report in advance of the Annual Parish meeting. In Suffolk County Cllr Lindsay's absence, there was no further update.

District Cllrs Maybury and Clover's report was circulated in advance of the meeting. In Cllrs Maybury and Clover absence, there was no further update.

Cllr Levett to draft a letter of congratulations to Cllr Deborah Shaw (newly elected Leader of BMSDC).

2024/034 Planning:

034.1 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 1 No dwelling.: Plot South of Woodend House, Bury Road, Cockfield, Suffolk **(The Parish Council Objects to this Application)**

DC/24/02162: Application under S73 for the Removal or Variation of a Condition following grant of DC/19/03793 allowed under appeal APP/D3505/W/20/3251308 dated 08/10/2020 Town and Country Planning Act 1990 (as amended) - Erection of 2 no semi-detached dwellings. To vary Condition 2 (Approved Plans and Documents) to supersede approved drawings 1689/18/02D replaced by 1689/18/02E and 1689/18/03I replaced by 1689/18/03K for first floor amended design.: 4 Hedgerow Cottages, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY **(The Parish Council Supports this Application)**

DC/24/02293: Discharge of Conditions Application for DC/23/05936 - Conditions 4 (Wall Cladding), 5 (Roof Cladding), 6 (Fenestration), 7

COCKFIELD PARISH COUNCIL

(Rainwater Goods), 8 (External Vents), 9 (Biodiversity Enhancements Measures) and 10 (Construction Management Plan): Highview, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HN **(The Parish Council has No Objections to Conditions 4,5,6,7,8 and 9, but Objects to Condition 10).**

032.2 Decisions Received:

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 **(Decision: Planning Permission has been REFUSED)**

DC/24/01393: Discharge of Conditions Application for DC/23/03375 - Condition 17 (Bat Licence): Buttons Green Farm, Buttons Green, Cockfield, Bury St Edmunds Suffolk IP30 0JF **(NO FORMAL DISCHARGE OF CONDITIONS, BUT NO FURTHER ACTION REQUIRED)**

2024/035 Finance:

035.1: Financial Report: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the financial Expenditure Report be approved. The proposal was carried.

035.2: Payments: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Golding that the schedule of payments be approved. The proposal was carried. The 23 May 2024 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for April 2024 (01/05/24 - 30/04/24)	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/04/24 - 30/04/24. (Debited 16.04.24) Inv. No. KI-446AB355-0050	145.66	7.28	152.94
S Ball	Clerk Salary May 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses May 2024	24.59	0.00	24.59
HMRC	Clerks PAYE May 2024	240.32	0.00	240.32
A Creasy	Cemetery Grass Cut No.3 & 4 (£240), Strimming Edge GG (£60), Strimming Playground (£60), Total £360. (Inv. No.6)	360.00	0.00	360.00
A Creasy	Strimming around Bus Shelter 21/05/24 (Invoice to be provided in June)	20.00	0.00	20.00

COCKFIELD PARISH COUNCIL

Hewicks Haulage Ltd	Cutting Edge of Great Green. Inv. No. INV-11189 dated 13/05/245	100.00	20.00	120.00
R Morley	Purchase of 5L Sanolin Superdec Base paint for two sheds in Earls Meadow (£71.99), Purchase of 36.64L petrol for mower for Earls Meadow, Bruffs Line and Jeffreys Green (£54.55), Total £126.54	126.54	0.00	126.54
S Shepherd & Son	Cutting 18km grass verges on C & U roads	450.00	90.00	540.00
R Turner	Purchase of 9 Village Green Directional Signs (as approved at April PC Meeting). Note: Costs of posts to follow	698.96	131.00	829.96
W Wright	Purchase of Strimmer Cable from Screwfix (Inv. No. A94506125715	20.99	0.00	20.99
Totals		£2,560.87	£250.95	£2,811.82

*Expenses for May Represented by:	Unit Cost £	Total Cost £
Instant Ink Printer Cartridge Subscription 5/04/24 - 5/05/24	11.99	11.99
Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit taken 28/05/24	12.60	12.60
Total		£24.59

Councillors to note the following Income received in May:

From:	Reason:	Payment £
Mr & Mrs JR Marshall	Cemetery Fees (D Shepherd)	100.00
Cockfield Community Council	Cemetery Fees (Evans). Received 19/04/24 but not accounted for in April Income	100.00
Mr & Mrs Sexton	Allotment Fees (2nd Plot) received 19/04/24, but not accounted for in April Income	20.00
Total		£220.00

2024/036 Neighbourhood CIL:

It was proposed by Cllr Morley and seconded by Cllr Golding that the Parish Council's Annual Neighbourhood CIL report for 2023/24 be approved and the Clerk to submit it to BMSDC. The proposal was carried.

2024/037 Lavenham Airfield War Memorial:

It was proposed by Cllr Morley and seconded by Cllr Levett that the format and inscription on the Cockfield Plaque for the 487th Bomb Group memorial on Lavenham Airfield (Circulated to Cllrs in advance of the meeting) be approved. The proposal was carried and the Clerk to notify John Pawsey. The proposal was carried.

COCKFIELD PARISH COUNCIL

2024/038 UKPN Wayleave Agreement for Great Green:

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Parish Council agree for the consideration of £1, to the re-routing of overhead power cables to supply the Plough & Fleece Site and that the Clerk signs a UKPN Wayleave Agreement on behalf of the Parish Council. The proposal was carried.

2024/039 Noticeboards and Benches:

Cllr Levett to investigate the cost of new notice boards at Cross Green and the Abbey and submit costings to the June Meeting.

2024/040 Speed Limit Reduction Initiative:

Cllrs Levett and Morley provided Cllrs with feedback from their meeting with SCC Highways.

It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Parish Council commission SCC Highways to undertake 24/7 Speed Surveys at two locations (40mph and Unrestricted zones) at a cost of £635 and to prepare a Speed Report at a cost of £750. (Note: SCC Cllr Lindsay has offered to fund the cost of the Report £750). The proposal was carried and the Clerk requested to advise SCC.

The Clerk was asked to invite a resident to come to the June Parish Council meeting to seek Cllrs support for a Neighbourhood Speed Team on the A1141 at Jeffreys Green.

2024/041 D-Day 80 Celebration:

: Cllr Cutting-Keyton updated Cllrs on the Programme of Events .

2024/042 Maintenance Schedule and Asset Management:

042.1 Maintenance Calendar (Full review, February, June, October only)

042.2 Maintenance Matters by exception:

042.2.1 Greens Management: None.

042.2.2 Glebe Land: Cllrs Levett and Fletcher to contact Allotment Holders who are not maintaining their plots.

042.2.3 Earls Meadow: Cllr Morley advised that he had repainted two Storage sheds.

042.2.4 Cemetery: It was proposed by Cllr Turner and seconded by Cllr Knight that the Revised Schedule of Burial Fees for Cockfield Cemetery be approved. The proposal was carried. The Clerk to update the website and notify local Funeral Directors.

042.2.5 Playground: Cllr Knight has undertaken the monthly safety check.

042.2.6 Village Hall Car Park: Cllr Cutting-Keyton asked Cllr Morley to ensure the vegetation outside the Village Hall entrance is trimmed when the hedges are trimmed.

COCKFIELD PARISH COUNCIL

042.2.7 Parish Paths: Cllr Baber confirmed that the bridge on Footpath No.6 had been replaced by SCC. The Clerk had obtained the SCC Cutting Schedule for the Footpaths throughout Cockfield.

042.2.8 Pavilion: It was proposed by Cllr Morley and seconded by Cllr Golding that the Working Group should produce a Maintenance Schedule.

042.2.9 Other Assets: It was proposed by Cllr Turner and seconded by Cllr Fletcher that a SID be purchased to replace the life expired SID at a cost of £3,280 + VAT (inclusive of batteries and delivery) and that it should be funded from our S137 budget. The proposal was carried.

2024/043 Local Needs Housing:
Nothing to report.

2024/044 Third Party Liaison:

044.1 Suffolk Association of Local Councils (SALC):
Nothing to report.

044.2 Highways and Emergencies:
Nothing to report.

044.3 Police/Fire:
Cllr Cutting-Keyton was asked to seek a Police Speed Team presence in the village at locations where speeding incidents had been reported by residents.

2024/045 Planning Alternative Uses:
Cllr Cutting-Keyton updated Cllrs on the Planning Consultation Group's meeting with the owners of land in Cockfield and their plans for its use.

2024/046 Correspondence:
Quotation from SCC Highways for Speed Survey Works – Circulated to Cllrs

Response from BMSDC CIL Team to Clerk's Neighbourhood CIL expenditure queries – Circulated to CIL Working Group

Response from SALC as to Parish Council's legal powers to spend CIL

Information Commissioner's confirmation of PC's registration

Emails between BMSDC Planning and applicant on DC/24/00690 and Pre-Planning Advice – Circulated to Cllrs

Resident email complaints about land owner's shrub clearance, fencing and storage - Circulated to Cllrs

COCKFIELD PARISH COUNCIL

Correspondence with Crawfords Loss Adjusters on repair/redecoration works at Pavilion.

SCC Cllr Lindsay's email containing SCC Highways Verge Cutting and Weed Treatment Programme.

BMSDC Advice on Capital Grants availability – Forwarded to Cockfield Village Group.

BMSDC School Holiday Activity Programmes – Forwarded to Marc Gilbert.

Farmer's complaints about overgrown footpaths – Forwarded to Cllr Baber.

BMSDC JLP Draft Supplementary Planning Documents Consultation – Circulated to Cllrs.

Vertas Group Ltd 3-Year Contract Agreement for PC to sign – rejected and returned to Vertas Group Ltd to correct.

SALC Offering Planning Training Webinars – The Clerk to circulate dates & details of training modules.

2024/047 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

Review and Approval of the Governance Statement and the AGAR

2024/048 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 27 June 2024 at 7.30pm in the Village Hall.

The meeting closed at 10.01 pm.