

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 27 June 2024 at 7.30pm held in the Village Hall, Cockfield.

Present: Cllr Ian Levett (Chairman), Cllr Janne Cutting-Keyton, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight and Cllr Robin Morley.

In Attendance: District Cllr Clover, The Clerk S Ball and 3 members of the public.

2024/049 Apologies for Absence

Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, Cllr Dale Baber Cllr Joe Brinkley and Cllr Ralph Turner.

2024/050 Declarations of Interest

Cllr Levett and Cllr Morley declared a pecuniary interest in Agenda Item 7.2 Finance, as recipients of payments (Reimbursements for expenditure).

2024/051 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Knight that the minutes of the Annual Parish Council Meeting, held on 23 May 2024, be signed as a true record. The proposal was carried.

2024/052 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 'corrected' revised version is provided.

2023/215.2.7: Parish Paths:

SCC have confirmed that the condition of the footpath between Howe Lane and the Church is acceptable but can reassess its condition in the winter. **(Action Closed).**

2024/036: Neighbourhood CIL: The Clerk submitted the Cockfield Annual Neighbourhood CIL Expenditure Report to BMSDC and posted it on the Website. **(Action Closed).**

2024/037: Lavenham Airfield War Memorial: The Clerk has contacted John Pawsey, who will confirm price for the plaque. Cllr Knight will create original Artwork of the Cockfield Coat of Arms for the Clerk to forward to John Pawsey with the proposed Plaque Inscription and format.

2024/038: UKPN Wayleave Agreement for Great Green: The Clerk has chased UKPN for the Wayleave Agreement which has just been received, signed by the Clerk on behalf of the Parish Council and returned to UKPN. **(Action Closed).**

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2024/039: Noticeboards and Benches: (See Agenda Item 9)

2024/040: Speed Limit Reduction Initiative: The Clerk has commissioned 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 survey is currently taking place and they will collect the data on 5/07/24.

Neighbourhood Speed Teams would not be permitted to operate on the A1141 at Jeffreys Green as it is not a 30mph limit, so resident not invited to attend PC meeting. **(Action Closed)**.

2024/042.2.2: Glebe Land Allotments: Cllr Fletcher has contacted Allotment Holders who are not maintaining their plots and the matter has been resolved. **(Action Closed)**.

2024/042.2.4 Cemetery: The Clerk has posted the Revised Schedule of Burial Fees for Cockfield Cemetery on the website and forwarded to local Funeral Directors. **(Action Closed)**.

2024/042.2.6: Village Hall Car Park: Cllr Morley contacted the contractor about trimming the vegetation outside the Village Hall entrance and the work was undertaken when the village hall car park hedges were trimmed. **(Action Closed)**.

2024/042.2.8: Pavilion: The Pavilion Working Group to produce a Maintenance Schedule.

2024/042.2.9: Other Assets: The SID was purchased and has been delivered to Cllr Turner. **(Action Closed)**.

2024/044.3: Police/Fire: Cllr Cutting-Keyton contacted the Police Speed Team who had collected traffic speed data at three locations in the village where speeding incidents had been reported by residents. The data has been provided to Cllr Cutting-Keyton **(Agenda Item 14)**.

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

2024/053 Public Participation Session:

Suffolk County Cllr Lindsay circulated his report in advance of the Ordinary Parish Council meeting. In Suffolk County Cllr Lindsay's absence, there was nothing further to report.

District Cllrs Maybury and Clover's report was circulated in advance of the meeting. Cllr Clover highlighted various items from the report.

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A member of the public raised the issue about holes in the bridge over the ford in Old Hall Lane for Cllr Baber (Footpath Warden) to pursue. Members of the public raised concerns about works proceeding on the field adjacent to the FirstGrade workshops. Cllr Levett advised that the Clerk had notified BMSDC and was advised by BMSDC's Director of Planning and Enforcement, that one of his enforcement officers would be visiting the site on 28/07/24 to ascertain the extent and nature of the works and that the Parish Council would be notified of the outcome accordingly. The Parish Council were not therefore able to comment further at this time.

2024/054 Planning:

054.1 Applications Received: It was noted that the following applications had been referred to the Parish Council:

DC/24/02293: Discharge of Conditions Application for DC/23/05936 - Conditions 4 (Wall Cladding), 5 (Roof Cladding), 6 (Fenestration), 7 (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 OBJECTION to the Application, subject to comments about parking restrictions).**

DC/24/02605: Householder Application - Erection of front porch extension.: 17 Old Stone Pit Way, Cockfield, Bury St Edmunds, Suffolk IP30 0BW **(The Parish Council has NO OBJECTION to the Application).**

054.2 Decisions Received:

DC/24/01799: Discharge of Conditions Application for DC/21/03681 - Conditions 4 (Material), 8 (Sustainability), 9 (Biodiversity Enhancement Strategy), 10 (Wildlife Sensitive Design Scheme) and 12 (Construction Management Plan) (Plot 23): 22 Old Stone Pit Way, Cockfield, Bury St Edmunds, Suffolk IP30 0BW **(Decision: Discharge of Conditions Approval)**

DC/23/05157: Full Planning Application - Change of use of agricultural building to light industrial (Class E) Parsonage Green Farm, Parsonage Green, Cockfield, Bury St Edmunds Suffolk IP30 0HB. **(Decision: Planning Permission has been REFUSED)**

2023/055 Finance:

055.1: Financial Report: There was no Financial Report submitted to the meeting.

055.2: 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 27 June 2024 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for May 2024 (01/05/24 - 31/05/24)	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/05/24 - 31/05/24. (Debited 16.06.24) Inv. No. KI-446AB355-0052	91.82	4.59	96.41
S Ball	Clerk Salary June 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses June 2024	51.79	0.00	51.79
HMRC	Clerks PAYE June 2024	240.32	0.00	240.32
I Levett	Purchase of 100 No. Laminating Pouches from Rymans Ltd for use by the Parish Council (£26.99)	26.99	0	26.99
Cockfield Community Council	Printing 60 No. Song sheets @ £0.15	9.00	0.00	9.00
Westcotec Ltd	Purchase of SID with smiley/angry face, battery powered. Inv. No. 15888	3,289.00	657.80	3,946.80
R Turner	4 No. Timber mounting posts for Jeffreys Green Signage (£28.00) and extra No Dog Fouling signs (£22.00). Total £50.00. Inv. Dated 30/04/24	50.00	0.00	50.00
A Creasy	2 No. Cemetery Grass Cut No. (£240), Strimming Edge GG (£60), 3 No. Playground Strims (£180), Total £480. (Inv. No.15)	480.00	0.00	480.00
R Morley	Purchase of 54.9L petrol for mower for Earls Meadow, Bruffs Line and Jeffreys Green (£80.63), Plastic Tree Guard for School Tree Jeffreys Green (£20.35), 2.5L Sandolin Light Oak Paint (£28.99+ £5.80 VAT), 15l Sandolin Burma Teak Paint (£164.97 + £33.00 VAT) for Earls meadow Benches and Picnic Tables, Total £294.94 + £38.80 VAT	294.94	38.80	333.74
R. Morley	Repayment of VAT deducted in error from 30/11/23 Payment. Cheque No.102076 paid at £155.21 instead of £170.21, therefore a balance of £15.00 is still payable	15.00	0.00	15.00
S Bradnam	Cutting Hedges at Village Hall car park and area in front of VH Entrance, Cutting Hedges in Cemetery and along boundaries.	480.00	80.00	560.00
Vertas Group Ltd	Grounds Management Great Green 01/07/24 - 30/09/24. Inv.No.VG00-CIN-000011163	696.68	139.34	836.02

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SALC	Planning Webinars Nos.2-4 for Cllr Golding. 3 No. @ £35.00 each = £105.00 + £21.00 VAT. Inv No.28950	105.00	21.00	126.00
BL Colson	Topping Meadow of Glebe Land (adjacent to allotments) Invoice No. 3450.	235.00	47.00	282.00
Hewicks Haulage Ltd	Cutting Edge of Great Green. Cheque to be withheld pending receipt of Hewicks Haulage Invoice.	100.00	20.00	120.00
Totals		£6,539.35	£1,011.20	£7,550.55

*Expenses for June Represented by:	Unit Cost £	Total Cost £
HP Instant Ink: Instant Ink Printer Cartridge Subscription 5/05/24 - 5/06/24	11.99	11.99
Mailchimp Ltd: Instant Ink Printer Cartridge Subscription 5/05/24 - 5/06/24	12.60	12.60
Post Office: Book 4 No 1st Class stamps	5.40	5.40
Post Office: Book 8 No 2nd Class stamps	6.80	6.80
Cockfield Store: 2 No. Reams A4 Printing paper	7.50	15.00
Totals		£51.79

Councillors to note the following Income received in June:

From:	Reason:	Payment £
UKPN	Wayleave Agreement No. 1000001850, UKPN Consent No.SK276044	66.75
Total		£66.75

2024/056 Financial Governance - AGAR:

056.1: The systems of internal control in compliance with the Accounts & Audit Regulations 2015 were reviewed. It was proposed by Cllr Morley and seconded by Cllr Knight that the completion of Section 1 of the Annual Return – “Annual Governance Statement 2023/24” for Cockfield Parish Council was approved. The proposal was carried.

056.2: It was proposed by Cllr Fletcher and seconded by Cllr Cutting-Keyton that Section 2 of the Annual Return – “Accounting Statements 2023/24” for Cockfield Parish Council be approved. The proposal was carried.

2024/057 Noticeboards and Benches:

Cllr Levett and/or the Clerk to look at the noticeboard at Little Whelnetham, before making a proposal to the July Parish Council Meeting about new notice boards at Cross Green and the Abbey.

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2024/058 D-Day 80 Celebration:

Cllr Cutting-Keyton provided Cllrs with a debrief Cllrs on the D-Day 80 Celebration Events. The Flag of Peace had been flown for 7 days and donated to the Village School. The photos of the event to be retained by the Clerk and uploaded onto the website as a record of the event.

2024/059 Maintenance Schedule and Asset Management:

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

059.2 Maintenance Matters by exception:

059.2.1 Greens Management: The Clerk was asked to check whether our contractor had removed the finial from the Bandstand Roof to repair it and if not, then to produce another one.

059.2.2 Glebe Land: Cllr Fletcher has contacted Allotment Holders who are not maintaining their plots and reallocated a couple of the plots. Cllr Fletcher confirmed she still needs to repair the path between the allotments. Cllr Morley to meet with our Contractor to discuss the cost of further works.

059.2.3 Earls Meadow/Bruffs Line/Jeffreys Green: Cllr Morley advised that he had repainted the three bench seats and the two picnic tables and benches in Earls Meadow. Concern was raised by Cllr Morley about the lack of SCC maintenance on the SCC retained land below the housing development and the risk of weed spread. It was agreed that Cllr Morley and the Clerk should contact Matthew Lee (SCC Farms Manager) about transferring responsibility for this. The Clerk was asked to contact Bury Free Press to ask them to allow the Parish Council to use their photo on its website and waive any copywrite issues. The Clerk was asked to write to Debbie Williams, thanking her for donating tools to the Earls Meadow Project.

059.2.4 Cemetery: None

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

059.2.6 Village Hall Car Park: None

059.2.7 Parish Paths: Residents have commented on the recently cut footpaths.

059.2.8 Pavilion (including Storage Shed): Cllr Golding advised that the wall between the Away Changing Room and the Ladies Toilet is being allowed to dry out thoroughly before any repairs to the plaster/paintwork are undertaken.

059.2.9 Bus Shelter: None

059.2.10 Notice Boards & Benches: None

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059.2.11 Village Sign: The Clerk was asked to write a letter of thanks to Mike Wells for carving a new Jeffreys Green emblem for the Village Sign at Parsonage Green.

059.2.12 Speed Indicator Devices: A new device has been purchased using Section 137 funds, to replace the defective one.

059.2.13 Other Assets: None.

2024/060 Local Needs Housing: None.

2024/061 Third Party Liaison:

061.1 Suffolk Association of Local Councils (SALC): The Clerk was asked to book Cllr Knight onto the SALC AGM.

061.2 Highways and Emergencies: Cllr Cutting-Keyton advised that SCC will be repainting the Stop Lines on the road junction at the Playground end of Great Green within the next 12 weeks.

061.3 Police/Fire: Cllr Cutting-Keyton has reported youth activity at the Bandstand to the Police and provided Cllr Brinkley's contact details for them to liaise with.

2024/062 Speeding in Cockfield:

Cllr Cutting-Keyton provided an overview of the results of the Police Speeding initiative and advised that limited further checks will be undertaken on a regular basis.

2024/063 Correspondence:

23/05/24 - Suffolk County Council: VCFSE Sector Grant funding alert - May 2024 (2) – Forwarded to M Gilbert (Cockfield School)

24/05/24 – Resident complaint about overgrown footpaths – Forwarded to Cllr Baber.

24/05/24, 31/05/24 – BMSDC Public Realm progress update on blocked drains in Dukes Meadow.

24/05/24 – Resident complaint about worn road markings and speeding traffic at Great Green. Cllr Cutting-Keyton contacted SCC about road markings and Suffolk Constabulary about speeding and Clerk provided resident with update on the various initiatives.

28/05/24 – BMSDC Response to Norwich to Tilbury NSIP statutory consultation –Forwarded to Cllrs.

28/05/24 – SCC confirmation of work to be undertaken to repair worn road markings at Great Green.

29/05/24 – Savannah Properties Cockfield Site 3 Unit Scheme - Planning Application Ref: DC/22/06014, pre-submission of planning application

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provision of plans and details to Parish Council. Forwarded to Planning Consultation Group.

29/05/24 – Police Speed Team confirmation of speed monitoring exercise at various locations in Cockfield.

3/06/24, 4/06/24 - Resident's complaints about BMSDC's lack of response to their complaints - Circulated to Cllrs. Chairman responded.

31/05/24 – BMSDC Local Plan Babergh and Mid Suffolk District Councils Gypsy and Traveller and Travelling Showpeople Call for Sites 2024 – circulated to Cllrs.

03/06/24, 07/06/24 – BMSDC Elections Notice of Election, Statement of Persons Nominated, Notice of Poll, and Situation of Polling Stations and the Notice of Election Agents for the South Suffolk Constituency issued – Cllr Levett posting on Notice boards.

05/06/24 – Resident's complaint about footbridge in Old Hall Lane – forwarded to Cllr Baber.

07/06/24 – SCC Bus Timetables Update. New Timetable for Bus Route 375 – To be added to Village Website (as no bus shelter or noticeboard on route through Cockfield).

07/06/24 – R Parmee (BMSDC Bio-Diversity Manager) confirmation that flytipping in the pit had been reported, was being investigated and preventative measures being considered - Clerk has written to SCC requesting foliage around the pit be cut back to facilitate BMSDC access.

07/06/24 – D Edwards (Orwell Housing Association) confirmation that Orwell would cut the verge in front of Jeffreys Green.

07/06/24 – Resident's complaint about the overgrown verges on the Felsham Rd near Monks Piece - Clerk Responded.

11/06/24 – Resident's thanks to PC for facilitating public footpath cutting in Cockfield – forwarded to Cllr Baber (footpath warden).

12/06/24 – Resident's thanks to Cllr Morley and volunteers who maintain Earls Meadow, Jeffreys Green and Bruffs Line – circulated to Cllrs.

18/06/24 – Resident seeking assistance from the Parish Council on a planning application – Clerk is pursuing on resident's behalf.

19/06/24 – S Carter (BMSDC Public Realm) progress update on Drain inspection and clearance in Dukes Meadow. – Forwarded to Resident.

20/06/24 – N Luxton (Stone Masons) permit application for cemetery memorial inscription – Forwarded to Cllr Turner.

2024/064 Statement by the Chair:

Cllr Levett outlined his position relating to receipt and response to correspondence. Cllrs shared their views in an open discussion.

2024/065 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

2024/066 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 25 July 2024 at 7.30pm in the Village Hall.

The meeting closed at 10.36 pm.