

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 25 July 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 Nic Knight, Cllr Robin Morley and Cllr Ralph Turner.

In Attendance: Suffolk County Cllr Robert Lindsay, District Cllr Clover and the Clerk S Ball. No members of the public attended.

2024/067 Apologies for Absence

District Cllr Margaret Maybury and Cllr Andy Golding,

2024/068 Declarations of Interest

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

2024/069 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 27 June 2024, be signed as a true record. The proposal was carried.

2024/070 Outstanding Actions

2022/178: Pavilion Balustrade:

Cllr Brinkley, Cllr Golding and the Clerk to meet Contractor at 6.00pm on 29 July to discuss a specification and request a quotation for a new balustrade.

2023/195.2.1 & 215.2.1: Greens Management:

The clerk has chased Vertas Group Ltd a couple of times more and has been promised an amended 3-year Agreement with Vertas Group Ltd for Grounds Management, which he will sign on behalf of the Parish Council.

2024/037: Lavenham Airfield War Memorial: John Pawsey has provided the price for the plaque for Cllrs approval (**Agenda Item 7.5**). Cllr Knight has created the original Artwork of the Cockfield Coat of Arms, which the Clerk will forward to John Pawsey with the proposed Plaque Inscription and format.

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

2024/040: Speed Limit Reduction Initiative: SCC Highways have completed the two 24/7 Speed Surveys at two locations (40mph and Unrestricted zones) and provided the data. Cllr to determine next steps (**Agenda Item 14**).

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2024/042.2.8: Pavilion: The Pavilion Working Group have reviewed maintenance requirements and will produce a Maintenance Schedule before the next meeting.

2024/056: Financial Governance - AGAR: The Clerk has submitted the AGAR to the External Auditors and published the information on the village Website. **(Action Closed)**

2024/059.2.1: Greens Management: The Clerk has asked the contractor to provide an estimate to replace the missing finial from the Bandstand.

2024/059.2.2: Glebe Land: Cllr Fletcher to repair the path between the allotments. Cllr Morley to meet with our Contractor to discuss the cost of further works.

2024/059.2.3 Earls Meadow/Bruffs Line/Jeffreys Green: Cllr Morley and the Clerk met with Matthew Lee (SCC Farms Manager) to discuss transferring responsibility for the maintenance of the SCC retained meadow to prevent weed spread. **(Agenda Item 9.2)**

The Clerk contacted the Head Teacher and obtained permission for the Parish Council to use the school's photo on its website. **(Action Closed)**

The Clerk has written a letter of thanks to Debbie Williams, for donating tools to the Earls Meadow Project. **(Action Closed)**

2024/059.2.11: Village Sign: The Clerk has written a letter of thanks to Mike Wells for carving a new Jeffreys Green emblem for the Village Sign at Parsonage Green. **(Action Closed)**

2024/071

Public Participation Session:

Suffolk County Cllr Lindsay circulated his report in advance of the Ordinary Parish Council meeting. Suffolk County Cllr Lindsay answered questions on SCC accrued CIL and S106 Funding and confirmed he is still able to fund the cost of the Speed Survey Report out of his Locality Budget.

District Cllr Clover attended the full BMSDC meeting on 23/07/24 and provided the following updates:

CIFCO Investments have flat lined,

BMSDC's low carbon & energy target is net zero by 2030,

Planning Orders dealing with window/secondary glazing and solar panel installation on listed buildings may be impacted by change of government policy,

Tom Barker (Director of Planning & Enforcement) has been appointed as the new Chief Operations and Monitoring Officer,

A 2 August Cabinet meeting will resolve the decision on BMSDC's Car Park Charging policy. Lavenham is negotiating a separate Car Park Charging Agreement with BMSDC.

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2024/072 Planning:

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

DC/24/02978: Application for works to trees in a Conservation Area - Reduce height of 1No Conifer (T1) by 3m and coppice 1No multi stem Holly Tree(T2): The Cottage, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG. **(The Parish Council have no objections)**

072.2 Decisions Received:

DC/24/02366: Discharge of Conditions Application for DC/23/01432 - Condition 7 (Construction Management Plan): 8 Mackenzie Place, Cockfield, Bury St Edmunds, Suffolk IP30 0HY **(Decision: Discharge of Conditions Approval)**

DC/24/02162: Application under S73a 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 2no semi-detached dwellings. To vary Condition 2 (Approved Plans and Documents) to supersede approved drawings 1689/18/02D and 1689/18/03I with amended first floor design. Land North Of 4 Hedgerow Cottages, Windsor Green, Cockfield, Bury St Edmunds Suffolk IP30 0LY **(Decision: Planning Permission has been APPROVED)**

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 **(Decision: Discharge of Conditions Approval)**

Planning Enforcement investigation ref. **EN/24/00363:** **(Decision: BMSDC Planning Manager – Monitoring, Compliance & Enforcement, has concluded that the matter does not require any further action, so the Enforcement Investigation EN/24/00363 will be concluded and closed).**

DC/24/02289: Discharge of Conditions Application for DC/22/01627 - Conditions 5 (Illumination), 6 (Landscaping Scheme) and 8 (Materials): Earls Hall Farm, Earls Hall Road, Cockfield, Bury St Edmunds Suffolk IP30 0JD **(Decision: Discharge of Conditions Approval)**

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 **(Decision: Outline Planning Permission has been APPROVED)**

DC/22/06014: Application for a Non-Material Amendment relating to DC/22/06014 - Construction of footpath fronting the site (re pre-

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commencement conditions 8 & 9 Land Drainage Consent is required).
 Location: Land Adjacent to Plough and Fleece Inn, Great Green, Cockfield,
 Suffolk (**Decision: Discharge of Conditions Refusal**)

2024/073 Finance:

073.1: Financial Report: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Knight that the Financial Reconciliation Report endorsed by Financial Cllr Turner be approved. The proposal was carried.

073.2: Payments: It was proposed by Cllr Knight and seconded by Cllr Baber that the schedule of payments be approved. The proposal was carried. The 25 July 2024 schedule comprised the following:

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

To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for July 2024 (08/06/24 - 08/07/24), Invoice No. 13778595	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/06/24 - 30/06/24. (Debited 11.07.24) Inv. No. KI-446AB355-0053	64.53	3.23	67.76
S Ball	Clerk Salary July 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses July 2024	24.59	0.00	24.59
HMRC	Clerks PAYE July 2024	240.32	0.00	240.32
Suffolk County Council	2 x traffic survey - Lavenham Road and Bury Road Cockfield. Invoice No. 9547161 dated 15/07/24	635.00	127.00	762.00
BMSDC	Emptying 6 No. Dog Bins @ £69.00 & 2 No. Litter Bins @ £69.00, total £552.00 + £110.40 VAT = £662.40. Invoice No.10098935	552.00	110.40	662.40
J Cutting-Keyton	Reimbursement of Expenses from D-Day 80 Event	57.24	0.00	57.24
R. Morley	Purchase of Petrol for Earls Meadow/Jeffreys Green/Bruffs Line Mower	79.14	0.00	79.14
A Creasy	Cemetery Grass Cut No. (£120), Strimming Edge GG (£60), Playground Strim (£60), Strimming around Bus Shelter (£20) Total £260 . (Inv. No.25)	260.00	0.00	260.00
Hewicks Haulage Ltd	Cutting Edge of Great Green. Inv. No. INV-11612 dated 22/07/24	100.00	20.00	120.00
Totals		£2,386.63	£263.30	£2,649.93

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*Expenses for July Represented by:	Unit Cost £	Total Cost £
Instant Ink Printer Cartridge Subscription 5/06/24 - 5/07/24	11.99	11.99
Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit is taken 28/07/24	12.60	12.60
Totals		£24.99

Councillors to note the following Income received in July:

From:	Reason:	Payment £
UKPN	Wayleave Agreement No. 43763342, UKPN Document Ref. 60010885	156.73
Total		£156.73

073.3: August Payments: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Fletcher that the Pre-Authorisation Schedule of Payments for August be approved. The proposal was carried.

073.4: Financial Regulations: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Brinkley that the NALC Model Financial Regulations be approved. The proposal was carried. It was further proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that Cllrs Levett, Cutting-Keyton, Morley and Golding and the Clerk should meet to discuss options and procedures for introducing electronic banking, use of debit cards, petty cash etc. The proposal was carried.

073.5: War Memorial Plaque: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Baber that an order for a Cockfield Memorial Plaque for Lavenham Airfield be ordered from John Pawsey at a cost of £240.00 +/- 10%. The proposal was carried.

2024/074 Noticeboards:

It was proposed by Cllr Levett and seconded by Cllr Baber that two Tradition 8 x A4 glazed noticeboards be purchased from KBS Depot Ltd (Newmarket), each complete with 2 posts, a dome header panel inscribed Cockfield Parish Council, keyless entry and an extra set of magnets for a total cost of £1,354.00 + VAT. The proposal was carried.

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the Clerk obtain prices from KBS Depot Ltd and a local contractor to install the Notice boards and dispose of the old boards and that the Clerk be authorised to place an order if costs are within agreed budget. The proposal was carried

It was also proposed by Cllr Turner and seconded by Cllr Fletcher that the cost be funded from our Neighbourhood CIL Funds. The proposal was carried.

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2024/075 Suffolk County Council Land:

075.1: Updates from Meeting with SCC: Cllr Morley advised that he and the Clerk had attended separate meetings with SCC Farms Manager, UKPN Contractor and BMSDC Surveyor. SCC have appointed a contractor to trim back the vegetation around the old stonepit in September to expose the old boundary fencing. BMSDC have agreed to install HERAS fencing as a temporary barrier around the pit to mitigate the safety risk. BMSDC have appointed project managers to develop and install a permanent fencing scheme. Cllr Morley has requested UKPN trim back vegetation along route of power cables located on SCC land and adjacent to the river. SCC's contractor has topped the SCC (retained) meadow below the housing development.

075.2: Maintenance Responsibility: It was proposed by Cllr Morley and seconded by Cllr Brinkley that the Cockfield Parish Council assume responsibility from SCC to maintain the SCC retained land subject to SCC agreement to reimburse the Parish Council. The proposal was carried.

075.3: Legal Fees: It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the revised quotation from Excello Law for legal services on the Transfer of SCC land to Cockfield Parish Council be accepted. The proposal was carried.

2024/076 Risk Registers:

076.1: Main Risk Register: It was proposed by Cllr Levett and seconded by Cllr Fletcher that the Updated Risk Register (circulated to Cllrs in advance of the meeting) be approved and adopted by the Parish Council. The proposal was carried.

076.2: Playground Risk Register: The Greens & Playground Working Group have undertaken a review of the risks and will update and circulate the Register.

2024/077 Maintenance Schedule and Asset Management:

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

077.2 Maintenance Matters by exception:

077.2.1 Greens Management: It was proposed by Cllr Morley and seconded by Cllr Knight that Cllr Brinkley should investigate options for semi-permanent kids goal posts and nets to be installed at Great Green.

077.2.2 Glebe Land: Cllr Fletcher to investigate pathing options and submit a proposal to the Allotments Working Group before the next meeting.

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077.2.3 Earls Meadow/Bruffs Line/Jeffreys Green: Cllr Morley advised that the wild-flower and grass meadow in Jeffreys Green has now been cut to prevent the spread of Ragwort.

077.2.4 Cemetery: Cllr Turner advised that he is still awaiting an estimate to replace the Cemetery gate post and that the supplier has been chased.

077.2.5 Playground: Cllr Knight has undertaken the monthly safety check. Cllr Baber has asked a contractor to rake up the woodchip around the bases of various play equipment and may need to purchase additional woodchip to top up levels.

077.2.6 Village Hall Car Park: None.

077.2.7 Parish Paths: None.

077.2.8 Pavilion (including Storage Shed): The Clerk has challenged the extent of the scope of work (repairs and redecoration) in the Home Changing Room with Crawfords Contractor Connection, who are reviewing it. The Clerk has also chased Charter Property Repairs for a quotation to replaster an area of wall in the Ladies Toilet where the plaster is blown, as this has not been provided along with the scope of works. The Greens & Pavilion Working Group have selected the colour scheme and type of finish (matt/silk etc). Once the above issues are resolved, the Clerk will agree the time schedule with the Contractors.

077.2.9 Bus Shelter: Cllr Morley has enlisted a volunteer to clean the Bus Shelter on a regular basis.

077.2.10 Notice Boards & Benches: Cllr Knight has scraped off and cleaned the benches on Great Green.

077.2.1.1 Village Sign: Cllr Turner to repaint parts of the sign to match the colours on the new Jeffreys Green carved banner, recently added to the sign. The sign to be revarnished on completion

077.2.12 Speed Indicator Devices: The new device has been in use at various locations around the village.

077.2.13 Other Assets: None.

2024/078 Local Needs Housing: Cllr Morley raised concerns about the standard of Orwell Housing Association's grounds maintenance at Jeffreys Green and Home Meadow.

2024/079 Third Party Liaison:

079.1 Suffolk Association of Local Councils (SALC): Cllr Knight has been booked onto the SALC BMSDC Area Forum on 24 September 2024.

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079.2 Highways and Emergencies: Cllr Levett updated Cllrs on new Emergency Planning representatives at Cross Green and Crowbrook/MacKenzie and Jeffrey's Green.

079.3 Police/Fire: Cllr Cutting-Keyton advised that the second police speed survey undertaken at Great Green resulted in lower average speeds than their 1st survey, therefore the police will not be taking any further action or monitoring at this location.

2024/080 **Speed Survey & Report:** The Speed Surveys have been undertaken by SCC Highways and results circulated to Cllrs. The next stage is to commission SCC Highways to produce the Report, which Suffolk County Cllr Lindsay agreed to fund from his Locality Budget and has advised Highways accordingly. It was proposed by Cllr Brinkley and seconded by Cllr Morley that the report be commissioned. The proposal was carried.

2024/081: **Grass Cutting Verges in 2025:** It was proposed by Morley and seconded by Cllr Brinkley that the Parish Council commission their own contractor to undertake up to 3 cuts during 2025. The proposal was carried.

2024/082 **Correspondence:**
22/06/24 - Resident letter asking PC to replace dead trees – Clerk responded
23/06/24 – Veridion Privacy Personal privacy notice about use of data – Cllrs Baber, Cutting-Keyton & Levett
26/06/24 – Sudbury Citizens Advice Bureau Letter to the PC seeking a donation and assistance in promoting their website – Circulated to Cllrs
28/06/24 (2) – BMSDC Planning Team confirmation that they have action
Clerk's request for BMSDC to de-couple old planning applications from new ones at Windsor Green Farmhouse – Advised owners of Windsor Green Farmhouse.
28/06/24 – Resident email thanking Clerk for action
01/07/24 – A Heard UKPN copy of completed (signed Wayleave Agreement) – Filed
01/07/24 – S Bailey BMSDC Planning Manager (Monitoring, Compliance & Enforcement) Copy of response to Mr & Mrs Hannaford & their solicitors on BMSDC's decision not to take any enforcement action – circulated to Cllrs
02/07/24 – BMSDC Summer Holidays Activity Programme Forwarded to the Head Teacher, Cockfield School
04/07/24 – T Barker BMSDC Director of Planning & Building Control Further correspondence to and from Mr & Mrs Hannaford's solicitors and residents on their FirstGrade complaint – Circulated to Cllrs
05/07/24, 17/07/24 – SCC Problem Report 00479902 Acknowledgement of Clerk's complaint about the lack of verge grass cutting and delay to the SCC Grass Cutting Schedule.
07/07/24 – Clerk (Whelnetham) Response to Clerk's enquiry about Notice Boards
08/07/24 – K Nixon BMSDC Deputy CEO Response to Clerk's complaint about lack of promised action to fence the pit below Crowbrook/Mackenzie

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Place – forwarded to Cllr Morley
09/07/24 – E Atak BMSDC Director Property, Development & Regeneration Response to Clerk’s chase up letter on fencing around pit – Forwarded to Cllr Morley
10/07/24 – BMSDC Communications Team Monthly briefing document for July 2024 – circulated to Cllrs
11/07/24 – M Lee Suffolk County Farms Manager Email to E Atak (BMSDC) seeking to coordinated SCC and BMSDC activities around the pit – forwarded to Cllr Morley
11/07/24 – M Lee Suffolk County Farms Manager Email confirming progress on actions agreed with Cllr Morley and the Clerk on SCC land
11/07/24, 12/07/24 – E Lally Orwell Housing Association Emails relating to mutual tenant exchange – Clerk responded and forwarded to Cllr Morley
12/07/24 – S Carter BMSDC Public Realm Officer Email progress update on blocked drain in Dukes Meadow – Forwarded to Resident (who made complaint)
12/07/24 (3) – P Hampshire BMSDC Surveyor Email correspondence relating to agreed actions on erecting temporary safety fencing around pit to mitigate the safety risk – forwarded to Cllr Morley
12/07/24 – KBS Depot Ltd Notice board quote – circulated to Cllrs with covering email from the Clerk
12/07/24 – Resident – Letter of thanks to the Clerk
15/07/24 – M Hall SCC Highways – Speed Survey Data from the two surveys commissioned by the PC – circulated to Cllrs
16/07/24 (2) and 17/07/24 – Crawford Contractor Connection – Correspondence about the repairs and redecoration to the pavilion, the schedule of work etc – Responded to Crawfords rejecting PC’s obligation to pay excess.
07/06/24 – D Edwards (Orwell Housing Association) confirmation that Orwell would cut the verge in front of Jeffreys Green.
18/07/24 (2) – Charter Property Repairs – providing schedule of work, acceptance letter & authorisation form and customer choices & materials forms – circulated to Greens & Pavilion Committee
18/07/24 – D Edwards Orwell Housing Email responding to Clerk’s questions about Jeffreys Green maintenance boundaries, limits of responsibility and residents helpline details.
It was proposed by Cllr Cutting-Keyton and seconded by Cllr Brinkley that the Parish Council make S137 donations of £250 to each of SARs (Search and Rescue) and Sudbury & South Suffolk Citizens Advice Bureau. The proposal was carried.

2024/083 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:

Policy on whether all correspondence should be sent from the Clerk on behalf of the Parish Council.

2024/084 Next Meeting:

As Ordinary Meetings of the Parish Council are not scheduled for August, the next Ordinary Meeting of the Parish Council will be held on Thursday 26 September 2024 at 7.30pm, in the Village Hall.

The meeting closed at 9.28 pm.