

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 26 September 2024 at 7.30pm held in the Village Hall, Cockfield.

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

In Attendance: District Cllr Margaret Maybury, District Cllr Clover, 2 members of the public and the Clerk S Ball.

2024/094 Apologies for Absence

Suffolk County Cllr Robert Lindsay, Cllr Joe Brinkley, Cllr Nic Knight and Cllr Ralph Turner.

2024/095 Declarations of Interest

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

2024/096 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the minutes of the Extraordinary Meeting of the Parish Council, held on 22 August 2024, be signed as a true record. The proposal was carried.

2024/097 Outstanding Actions

2022/178: Pavilion Balustrade:

A second Contractor's quotation for a new balustrade is still outstanding. Cllr Brinkley to provide a copy of the first quotation and specification to the Clerk.

2023/195.2.1 & 215.2.1: Greens Management:

The corrected 3-year Agreement with Vertas Group Ltd for Grounds Management is still awaited.

2024/037: Lavenham Airfield War Memorial: Cllr Knight has provided original Artwork of the Cockfield Coat of Arms, which the Clerk has forwarded to John Pawsey. An invoice will be provided once the plaque has been Inscribed.

2024/039: Noticeboards and Benches: It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the quotation provided by J Tarling Fencing Ltd to install two notice boards at Cross Green and the Abbey be approved, to be funded from Neighbourhood CIL. The proposal was carried, and the Clerk instructed to place an order.

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. SCC Cllr Lindsay has funded the report and provided his input. It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that Cllr Levett and the Clerk draft the

COCKFIELD PARISH COUNCIL

Parish Council's input into the report and to circulate to and incorporate Cllrs comments before submitting to SCC by the agreed deadline.

2024/042.2.8: Pavilion: It was proposed by Cllr Golding and seconded by Cllr Morley that the Pavilion Maintenance Schedule produced by the Working Group and circulated prior to the meeting be approved. The proposal was carried. **(Action Closed)**

2024/056: Financial Governance - AGAR: The External Audit has been completed and the Clerk has received the Auditor's report on the 2023/24 AGAR. **(Action Closed)**

2024/059.2.1: Greens Management: The contractor is having trouble sourcing a suitable final for the Bandstand.

2024/066.4: Financial Regulations: The Working Group have yet to convene, to discuss options and procedures for introducing electronic banking, use of debit cards, petty cash etc.

2024/068.2: Maintenance Responsibility: The Clerk has received a letter from SCC Farms Manager containing a maintenance schedule and confirming that SCC will reimburse all the Parish Council's future maintenance costs for the SCC Retained land below Jeffreys Green. **(Action Closed)**

2024/069.2: Playground Risk Register: It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Playground Risk Register produced by the Greens & Playground Working Group and circulated to Cllrs in advance of the meeting be approved. The proposal was carried **(Action Closed)**.

2024/070.2.1: Greens Management: Cllr Brinkley to investigate options for semi-permanent kid's goal posts and nets to be installed at Great Green.

2024/070.2.2: Glebe Land: Cllr Fletcher and Cllr Levett to investigate pathing options and submit a proposal to the next meeting. Cllr Morley to meet with our Contractor to discuss the cost of further works.

2024/070.2.4: Cemetery: Cllr Turner is still awaiting an estimate to replace the Cemetery gate post (or pair of posts).

2024/070.2.8: Pavilion (including Storage Shed): It was proposed by Cllr Golding and seconded by Cllr Morley that any replastering/repainting of the Ladies Toilet be delayed until fully dried out. The Clerk to agree a programme for all the other repairs and redecoration with Crawfords Contractor Connection. The Greens & Pavilion Working Group have selected the colour scheme and type of finish (matt/silk etc).

COCKFIELD PARISH COUNCIL

2024/070.2.1.1: 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 and revarnish it on completion

2024/083: Old Cockfield Station Site: It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that a budget of up to £120,0000 be allocated from Neighbourhood CIL Funds and a transfer from Earmarked Reserves to fund the potential project (purchase, legal fees, renovation). The proposal was carried.

2024/084 Street Naming: The Clerk notified BMSDC of the Parish Council's suggested name for the 3 dwelling Close, located adjacent to the Plough & Fleece. **(Action Closed)**

2024/098 Public Participation Session:

Suffolk County Cllr Lindsay circulated his report in advance of the meeting. Cllr Levett thanked Cllr Lindsay for his input into the speed reduction report. In Cllr Lindsay's absence, there were no further questions.

District Cllr Clover advised that the devolution deal had been withdrawn by the new Government, that residents can save on energy bills by pooling resources under the new community led 'Solar Together' initiative, that BMSDC had lodged a formal objection to the National Grid's Norwich to Tilbury pylon proposals and that BMSDC's Fix First Time project had been launched to deliver faster housing repairs. Cllr Clover outlined the proposed new recycling proposals due to be introduced over the next two years.

2024/099 Planning:

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

DC/24/03681: Householder Application - Erection of 58M long x 1.5M high close boarded fencing on the left side of the plot and 12M long x 1.5M high fencing and 6M wide entry gates on front boundary (retention of): Mulberry House, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HQ **(The Parish Council has No Comment on this Application).**

DC/24/03778: Application under S73 for the Removal or Variation of a Condition following grant of DC/22/02540 dated 15/06/2023 Town and Country Planning Act 1990 (as amended) - Submission of Details for Appearance, Landscaping, Layout and Scale for the erection of 5 No dwellings. - To vary Condition 1 (Approved Plans and Documents) as per revised plans: Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ **(The Parish Council has No Objections to this Application).**

Appeal Reference: PP/D3505/W/24/3348561: Full Planning Application - Change of use of agricultural building to light industrial (Class E) , Application DC/23/05157: Parsonage Green Farm, Parsonage Green, Cockfield, Bury St Edmunds Suffolk IP30 0HB. Appeal Start Date:

COCKFIELD PARISH COUNCIL

02/09/2024 (The Parish Council has nothing further to add to its original Submission)

099.2 Decisions Received:

DC/24/03349: Discharge of Conditions Application for DC/18/03048 (Allowed under Appeal ref APP/D3505/W/18/3213481) - Condition 11 (Archaeology): Plough and Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ (**Decision: Conditions APPROVED**).

DC/24/03424: Householder Application – Conversion of and alterations to outbuilding to provide annexed accommodation for family members. South Barn, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG (**Decision: Planning Permission has been GRANTED**).

2024/100 Finance:

100.1: Financial Report: It was proposed by Cllr Golding and seconded by Cllr Baber that the Financial Reconciliation Report endorsed by Financial Cllr Turner be approved. The proposal was carried.

100.2: 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 26 September 2024 schedule comprised the following:

Councillors are recommended to authorise the following payments covering September 2024.				
To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for July 2024 (08/07/24 - 08/08/24), Invoice No.	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/07/24 - 31/07/24. (Debited 12.08.24) Inv. No. KI-446AB355-0054	124.61	6.23	130.84
S Ball	Clerk Salary August 2024 (40 hours @ £15.02) Gross: £600.80 Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses August 2024	24.59	0.00	24.59
HMRC	Clerks PAYE August 2024	240.32	0.00	240.32
S Shepherd & Son	Cutting 18.4 km Verges £450 + £90 VAT, Total £540	450.00	90.00	540.00
A Creasy	Cemetery Cut £120, Strim Edge GG £60, Strim Playground £60, Lossen Bark in Play areas £20, Total £260.00	260.00	0.00	260.00
R Morley	Petrol for Earls Meadow/Jeffreys Green £26.98 (01/08/24), £25.54 (05/08/24), £27.00 (15/08/24), Total £79.52	79.52	0.00	79.52
Hewicks Haulage Ltd	Cutting Edge of Great Green (Invoice No. Inv 11819)	100.00	20.00	120.00

COCKFIELD PARISH COUNCIL

Anglian Water	Water Bill for Pavilion for August 2024 (08/08/24 - 08/09/24), Invoice No.	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/08/24 - 31/08/24. (Debited 12.09.24) Inv. No. KI-446AB355-0055	107.96	5.40	113.36
Sudbury & South Suffolk Citizens Advice Bureau	Section 137 Donation (Approved at Ordinary Meeting of the Parish Council on 22/09/24)	250.00	0.00	250.00
SARs	Section 137 Donation (Approved at Ordinary Meeting of the Parish Council on 22/09/24)	250.00	0.00	250.00
S Ball	Clerk Salary September 2024 (40 hours @ £15.02) Gross: £600.80. Net £360.48 [PAYE: £240.32].	360.48	0.00	360.48
S Ball	Clerks Expenses September 2024	23.89	0.00	23.89
HMRC	Clerks PAYE September 2024	240.32	0.00	240.32
R Turner	Purchase of gifts for Mrs Rose (Maintenance of War Memorial area) and Mr Mills (Internal Audit) (Invoice dated 09/09/24)	70.00	0.00	70.00
S Bradnam	Tree Surgery on Great Green in advance of Playground Inspection (Invoice dated 08/09/24)	90.00	18.00	108.00
PKF LittleJohn LLP	Limited Assurance Review by External Auditors (2023-24)	420.00	84.00	504.00
A Creasy	Cemetery Cut £120 (Invoice No. 36)	120.00	0.00	120.00
R Morley	Petrol for Earls Meadow/Jeffreys Green £26.52 (2/09/24), £25.30 (23/09/24), Total £51.82	51.82	0.00	51.82
Totals		£3,650.65	£228.97	£3,879.62

Cllrs to Note:

Payments shaded in blue are August payments pre-authorized at the 25/07/24 Ordinary Meeting of the Parish Council, so included as a record only

Payments shaded in green were expected in September, but invoices have not yet been received

*Clerk's Expenses for September Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/08/24 - 5/09/24	11.99	11.99
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit is taken 28/09/24	11.90	11.90
Total			£23.89

From:	Reason:	Payment £
BMSDC	Parish Precept 2024-25 Part 2	30,095.00
Bury Town Community	Hire of Football Pitches Inv. BT002 BT003	800.00
Total		£30,895.00

COCKFIELD PARISH COUNCIL

100.3: Donation Request: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the Parish Council decline the latest request for a donation. The proposal was carried.

2024/101 Maintenance Schedule and Asset Management:

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

101.2 Maintenance Matters by exception:

101.2.1 Greens Management: None.

101.2.2 Glebe Land: It was proposed by Cllr Levett and seconded by Cllr Baber that the budget for the new allotment pathway be increased to £600. The proposal was carried.

101.2.3 Earls Meadow/Bruffs Line/Jeffreys Green: None

101.2.4 Cemetery: None.

101.2.5 Playground: Cllr Knight has undertaken the August and September monthly safety checks and there were no new matters arising. A contractor has been asked to rake up the woodchip around the bases of various play equipment. Cllr Knight has requested a meeting with APL to review repair options for the Astroturf and to obtain a quotation for topping up the woodchip. The Clerk has chased up RoSPA for the date of the annual Safety Inspection, and advised that it may now roll over into October.

101.2.6 Village Hall Car Park: None.

101.2.7 Parish Paths: A resident from Cross Green has raised concerns about repairs needed to the footpath bridge in Old Hall Lane.

101.2.8 Pavilion (including Storage Shed): None

101.2.9 Bus Shelter: The Clerk confirmed that Contractors will start repairs to the Bus Shelter Base week commencing 30/09/24.

101.2.10 Notice Boards & Benches: None.

101.2.11 Village Sign: None.

101.2.12 Speed Indicator Devices: None.

101.2.13 Other Assets: None.

2024/102 Communications from the Parish Council: It was proposed by Cllr Baber and seconded by Cllr Levett that Cllr Baber incorporates guidance on Communications to and from the Parish Council in his draft of the Parish

COCKFIELD PARISH COUNCIL

Council's Social Media Policy (to be circulated to Cllrs in advance of the October meeting).

2024/103 Local Needs Housing: None.

2024/104 Third Party Liaison:

104.1 Suffolk Association of Local Councils (SALC): None

104.2 Highways and Emergencies: Cllr Cutting-Keyton confirmed that SCC Highways have repainted the road markings at the junctions of Great Green, Chapel Road and Felsham Road.

104.3 Police/Fire: None.

2024/105 Correspondence:

Cllrs considered the list of correspondence received and listed in the Correspondence Register (circulated to Cllrs in advance of the meeting) and agreed to any appropriate actions.

2024/106 2023/24 AGAR:

It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the External Auditor's comments on the AGAR be accepted and instructed the Clerk to post it on the website and incorporate any recommendations into next year's AGAR submission.

2024/107 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 of Clerk's Salary for 2024/25
Social Media Policy
Station Site Update

2024/108 Next Meeting:

The next Ordinary Meeting of the Parish Council will be held on Thursday 28 November 2024 at 7.30pm, in the Village Hall.

The meeting closed at 10.24pm.