

# COCKFIELD PARISH COUNCIL

## Members of the Council:

You are hereby summoned to the **Ordinary Meeting of the Parish Council which will be held in the Village Hall on Thursday 25 April 2024 at 7.30pm** for the purpose of transacting the business below.

## Members of the public:

Members of the public are welcome to attend the meeting and may address the Council, during the Public Participation Session, Item 5 on the agenda.

## Reporting on Meetings

Except where members of the public have been excluded due to the confidential nature of the business, any person is normally able to film, photograph, audio record or use social media to report on meetings of the Council, including any public comment and/or questions.

## AGENDA

- 1.. **To receive any apologies for absence.**
2. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
3. **To approve the minutes of the Extraordinary Meeting of the Parish Council held on 28 March 2024.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

### **2022/178: Pavilion Balustrade:**

No progress since the last meeting.

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### **2023/195.2.1 & 215.2.1: Greens Management:**

The clerk to accept the 3-year option with Vertas Group Ltd for Grounds Management and sign the Agreement on behalf of the Parish Council.

### **2023/209: Speed Limits on A1141:**

The Clerk to arrange meeting on site with SCC Highways Warden to enable Cllrs discuss the PC's concerns about current speed limits and potential Safety Risks along the A1141 and around the junction of Howe Lane.

### **2023/215.2.3: Earls Meadow:**

Cllr Morley to purchase an engraved stainless-steel plaque on hardwood base and stainless-steel posts for the School Tree from Curry's Service Centre, BSE.

### **2023/215.2.6 Village Hall Car Park:**

The Clerk to instruct contractor to de-silt the Car Park.

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

The Clerk to write about the condition of the footpath between Howe Lane and the Church.

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

The Clerk to obtain a quotation to strim around the Bus Shelter base 5-6 times/year.

The Clerk to purchase a D-Day 80 Flag of Peace.

Cllr Morley to ascertain whether Hodge Farms will 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.

## **2023/227: Website Migration:**

Cllr Baber to resolve outstanding migration issues with OneSuffolk and to negotiate a solution to current re-directional email costs after training scheduled for 30<sup>th</sup> April. **(See Agenda Item 8)**

The Working Group to convene to determine website policy and protocols. **(See Agenda Item 8).**

## **2023/228: Parish Councillor Email Addresses:**

Clerk to instruct OneSuffolk to provide Cockfield.org.uk email addresses for all Cllrs.**(See Agenda Item 8)**

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

Cllr Levett to arrange a meeting with BMSDC's Richard Parmee at the potential Bio-Diversity site behind Jeffreys Green.

## **2023/230: Earls Meadow/Bruffs Line/Jeffreys Green Signage:**

Cllr Morley and Cllr Turner to review trial sign and submit signage schemes to cover various locations within agreed budget of £500 (funded from Neighbourhood CIL Budget). **(See Agenda Item 9)**

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

The Clerk to purchase a Flag for Peace to commemorate the D-Day 80 event.

**234.2.5 Playground:** The Clerk to seek advice from our current Inspector and obtain quotations from Play Equipment Inspection Companies. **(See Agenda Item 13)**

**234.2.7 Parish Paths:** Cllr Baber to submit a defect report of a slippery condition on the bridge on the footpath in Old Hall Lane with reported slips and falls.

**234.2.8 Pavilion (including storage shed):** The Clerk to get the barrels of the Pavilion entrance doors replaced.

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

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## 5. **Public Participation Session:** (25 minutes).

- 5.1 Suffolk County Councillor Report (5 Minutes)
- 5.2 Babergh District Councillor Reports (5 Minutes)
- 5.3 Public comments (15 Minutes)

## 6. **Planning:**

- 6.1 To consider any applications received which have 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)**

- 6.2 To note any Babergh District Council planning permissions/refusals 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**).

## 7. **Finance:**

- 7.1 To receive a financial statement and report.
- 7.2 To authorise Payments as presented and to note Income received.

## 8. **Village Website:**

- Cllr Baber to provide verbal progress updates on:
- 8.1 Resolution of legacy email issues resulting from the transfer of the Village Website to the One Suffolk domain
- 8.2 Creation of individual Cockfield.org.uk email addresses for Cllrs
- 8.3 Insurance Cover against Cyber risks

## 9. **Earls Meadow/Bruffs Line/Jeffreys Green Signage:**

To approve a proposal from Cllr Morley to purchase signage at the entrances to Parish Council amenity land at Earls Meadow, Jeffreys Green and Bruffs Line.

## 10. **Enforcement Action EN/24/00080 on Planning Application DC/22/06014:**

Clerk to provide a verbal update on Enforcement Action EN/24/00080.

## 11. **Insurance Renewal:**

To approve the Parish Council's Insurance Renewal with HISCOX, based on updated 2024 Asset Register, for £XXX

## 12. **Lavenham Airfield 487<sup>th</sup> Bomb Group War Memorial:**

- 12.1 To approve the installation of a Cockfield Parish Council Plaque to honour those that served with the 487<sup>th</sup> Bomb Group at Lavenham Airfield (Details and photos of War Memorial and the Lavenham/Alpheton Parish Council Plaques circulated to Cllrs in advance of the meeting) at a cost of approximately £250.
- 12.2 To agree the format and wording of the plaque.

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13. **Play Equipment Inspection for 2024:**  
To approve the appointment of a Play Equipment Inspector to undertake the 2024 Annual Safety Inspection for the Playground on the Great Green.
- 14.. **Maintenance Schedule and Asset Management:**
  - 14.1 Maintenance Calendar (Full Review, February, June, October only)  
To undertake full review of 2023/24 Maintenance Requirements for budget preparation purposes.
  - 14.2 Maintenance Matters by exception:
    - 14.2.1 Greens Management (including Bandstand)
    - 14.2.2 Glebe Land (including Allotments)
    - 14.2.3 Earls Meadow/Bruffs Line/Jeffreys Green
    - 14.2.4 Cemetery
    - 14.2.5 Playground
    - 14.2.6 Village Hall Car Park
    - 14.2.7 Parish Paths
    - 14.2.8 Pavilion (including Storage Shed)
    - 14.2.9 Bus Shelter
    - 14.2.10 Notice Boards & Benches
    - 14.2.11 Village Signx
    - 14.2.12 Speed Indicator Devices
    - 14.2.13 Other Assets
15. **D-Day 80 Celebration Event:**  
Clerk to update meeting in Cllr Cutting-Keyton's absence.
16. **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:
  - 16.1 Suffolk Association of Local Councils (SALC) - Cllr Knight
  - 16.2 Highways and Emergencies - Cllr Cutting-Keyton
  - 16.3 Police/Fire - Cllr Cutting-Keyton.
17. **Correspondence:**  
Correspondence schedule circulated in advance of the meeting,
18. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
19. **Next Meetings:**  
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 30<sup>th</sup> May 2024 at 7.30pm in the Village Hall.: Subsequent Ordinary Meetings of the Parish Council will be held in the Village Hall on 27<sup>th</sup> June 2024, 25<sup>th</sup> July 2024, 29<sup>th</sup> August 2024, 26<sup>th</sup> September 2024, 31<sup>st</sup> October 2024, 28<sup>th</sup> November 2024 and 26<sup>th</sup> December 2024.

# COCKFIELD PARISH COUNCIL



Parish Clerk:

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Published: 19th April 2024