

# **COCKFIELD PARISH COUNCIL**

## **Members of the Council:**

You are hereby summoned to the **Annual Meeting of the Parish Council which will be held in the Committee Room of the Village Hall on Thursday 23 May 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 15 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 elect the Chairman of the Council for the coming year.**
- 2.. **To elect the Vice-Chairman of the Council for the coming year.**
- 3.. **To receive the Chairman's and Vice-Chairman's Declaration of Acceptance of Office.**
4. **To receive any apologies for absence.**
5. **To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
6. **To approve the minutes of the Ordinary Meeting of the Parish Council held on 25 April 2024.**
7. **To agree any Council committees, sub-committees and/or working groups and their membership.**
8. **To appoint Representatives to external bodies, as appropriate.**
9. **To appoint Council officers.**
10. **To appoint Council portfolio-holders.**
11. **Adoption of Governance Documents.** (Circulated to Cllrs in advance of the meeting)
  - 11.1 To review and adopt Standing Orders
  - 11.2 To review and adopt Financial Regulations
  - 11.3 To review and adopt Asset Register

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11.4 To review and adopt Risk Register

11.5 To review and adopt LGA Councillor Code of Conduct

12. **To review progress on all outstanding actions from minutes of previous meetings.**

**2022/178: Pavilion Balustrade:**

No progress since the last meeting.

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

The Clerk has accepted Vertas Group Ltd 3-year option for Grounds Management services and is awaiting the contract from Vertas Group Ltd to sign.

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

Cllrs Levett, Morley and the Clerk are meeting SCC on site on 26<sup>th</sup> April at 2.00pm to discuss the PC's concerns about current speed limits and potential Safety Risks.

**2023/215.2.3: Earls Meadow:**

Cllr Morley has purchased an engraved stainless-steel plaque on a hardwood base and steel legs for the School Tree. The School will be arranging a small ceremony on Friday 3<sup>rd</sup> May to fix the plaque by the tree in Jeffreys Green.

**(Action Closed)**

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

The Clerk instructed a local Contractor to clear out the build-up of silt. The work has been undertaken and the invoice included on the Payment Schedule. **(Action Closed)**

**2023/215.2.7: Parish Paths:**

Clerk has written to SCC about the condition of Footpath 1 between Howe Lane and the Church. The Clerk was advised to raise a fault on the SCC Website.

**2023/215.2.9: Other Assets:**

The Clerk has received a quotation of £25 (per strim) from Anthony Creasy to strim around the Bus Shelter base as and when required. It was proposed by Cllr Morley and seconded by Cllr Brinkley that the quotation be accepted. The proposal was carried. **(Action Closed)**

Cllr Morley has spoken with Hodge Farms who have agreed to 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.

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

Cllr Levett has arranged a meeting on 6<sup>th</sup> June at 1.00pm with BMSDC's Richard Parmee at the potential Bio-Diversity site behind Jeffreys Green.

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

The Clerk has purchased a D-Day 80 Flag of Peace and the invoice is included on the Payment Schedule. **(Action Closed)**

## **234.2.7 Parish Paths:**

Cllr Baber has inspected the bridge on the footpath in Old Hall Lane following reports of slips and falls but found it to be in acceptable condition.

**234.2.8 Pavilion (including storage shed):** The Clerk has had the barrels of both locks on the Pavilion entrance doors replaced and two Sets of keys have been provided to Cockfield FC. The invoice is included on the Payment Schedule. **(Action Closed)**

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

## 13. **Public Participation Session:** (15 minutes).

13.1 Suffolk County Councillor and Babergh District Councillor Reports.

13.2 Public comment.

## 14. **Planning:**

14.1 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 1 No dwelling.: Plot South of Woodend House, Bury Road, Cockfield, Suffolk **(Consultation Response Deadline 9<sup>th</sup> May 2024, extended until 31<sup>st</sup> May 2024)**

**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 **(Consultation Response Deadline 30th May 2024)**

**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 **(Consultation Response Deadline 7th June 2024).**

14.2 To note any Babergh District Council planning permissions/refusals received:

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**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**)

15. **Finance:**

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

16. **Neighbourhood CIL:**

To review and approve the PC's Annual Neighbourhood CIL Report for 2023-24 (Circulated to Cllrs in advance of the meeting)

17. **Lavenham Airfield War Memorial:**

To approve the format and inscription on the Cockfield Plaque for the 487<sup>th</sup> Bomb Group memorial on Lavenham Airfield (Circulated to Cllrs in advance of the meeting).

18. **UKPN Wayleave Agreement for Great Green:**

To agree the movement of overhead power cables via an underground route across the edge of Great Green to supply the Plough & Fleece Site and approve a UKPN Wayleave Agreement.

19. **Noticeboards and Benches:**

To approve any treatment or replacement of Noticeboards and Benches (Cllr Levett's Schedule circulated to Cllrs in advance of the meeting).

20. **Speed Limit Reduction Initiative:**

- 20.1 To receive an update from Cllrs Levett and Morley from meeting with SCC Highways.
- 20.2 To authorise the commissioning of a SCC Highways 24/7 Speed Survey in two locations (30mph and Unrestricted zones) at a cost of £635 and the preparation of a Speed Report at a cost of £750 to be submitted to Head of Highways and the Cabinet Member for Highways. (Note: SCC Cllr Lindsay has offered to fund the cost of the Report £750).

21. **D-Day 80 Celebration:**

:To receive an update from Cllr Cutting-Keyton.

22. **Maintenance Schedule and Asset Management:**

- 22.1 Maintenance Calendar (Full review, February, June, October only)  
To undertake full review of 2024/25 Maintenance Requirements for budget preparation purposes.
- 22.2 Maintenance Matters by exception:

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- 22.2.1 Greens Management (including Bandstand)
  - 22.2.2 Glebe Land (including Allotments) – Clerks update on UKPN Works
  - 22.2.3 Earls Meadow/Bruffs Line/Jeffreys Green
  - 22.2.4 Cemetery
  - 22.2.5 Playground
  - 22.2.6 Village Hall Car Park
  - 22.2.7 Parish Paths
  - 22.2.8 Pavilion (including Storage Shed) – Clerks update on repair/redecoration Works
  - 22.2.9 Bus Shelter
  - 22.2.10 Notice Boards & Benches – To review Schedule circulated by Cllr Levett in advance of the meeting.
  - 22.2.11 Village Sign
  - 22.2.12 Speed Indicator Devices
  - 22.2.13 Other Assets
23. **Local Needs Housing:**  
To consider any matters – Cllr Morley
24. **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:
- 24.1 Suffolk Association of Local Councils (SALC) - Cllr Nic Knight
  - 24.2 Highways and Emergencies - Cllr Cutting-Keyton
  - 24.3 Police/Fire - Cllr Cutting-Keyton.
25. **Planning Alternative Uses:**  
To receive an update from the Planning Consultation Group from their meeting with Cockfield land owner
26. **Correspondence:**  
To consider the list of correspondence received and to agree any appropriate actions.
- 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 Firstgrade Recycling Ltd site clearance & fencing - Circulated to Cllrs
  - 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.

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- 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.

27. **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

28. **Next Meetings:**

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



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