

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 Committee Room of the Village Hall on Thursday 27 June 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 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 Annual Meeting of the Parish Council held on 23 May 2024.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

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 revised version is provided.

2023/215.2.7: Parish Paths:

The Clerk has written to SCC the condition of the footpath between Howe Lane and the Church and raised a fault on the SCC Website Reporting Tool. A response from SCC is awaited.

2024/036: Neighbourhood CIL: The Clerk to submit Cockfield's Annual Neighbourhood CIL Expenditure Report to BMSDC and post it on the Website.

2024/037: Lavenham Airfield War Memorial: The Clerk to provide John Pawsey with a copy of the proposed Plaque Inscription and format.

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2024/038: UKPN Wayleave Agreement for Great Green: The Clerk to sign the UKPN Wayleave Agreement on behalf of the Parish Council.

2024/039: Noticeboards and Benches: Cllr Levett to investigate the cost of new notice boards at Cross Green and the Abbey and submit costings to the June Meeting.

2024/040: Speed Limit Reduction Initiative: The Clerk to commission 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 Clerk to invite a resident to come to the June Parish Council meeting to seek Cllrs support for a Neighbourhood Speed Team on the A1141 at Jeffreys Green.

2024/042.2.2: Glebe Land Allotments: Cllrs Levett and Fletcher to contact Allotment Holders who are not maintaining their plots.

2024/042.2.4 Cemetery: The Clerk to post the Revised Schedule of Burial Fees for Cockfield Cemetery on the website and notify local Funeral Directors.

2024/042.2.6: Village Hall Car Park: Cllr Cutting-Keyton asked Cllr Morley to ensure the vegetation outside the Village Hall entrance is trimmed when the hedges are trimmed.

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

2024/042.2.9: Other Assets: The Parish Council to purchase a SID to replace the life expired SID at a cost of £3,280 + VAT (inclusive of batteries and delivery) to be funded from our S137 budget.

2024/044.3: Police/Fire: Cllr Cutting-Keyton to seek a Police Speed Team presence in the village at locations where speeding incidents had been reported by residents.

5. **Public Participation Session:** (15 minutes).

- 5.1 Suffolk County Councillor and Babergh District Councillor Reports.
- 5.2 Public comment.

6. **Planning:**

- 6.1 To consider any applications received which have 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

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IP30 0HN (**Consultation Response Deadline 25th June 2024, extended until 2nd July**)

DC/24/02605: Householder Application - Erection of front porch extension.: 17 Old Stone Pit Way, Cockfield, Bury St Edmunds, Suffolk IP30 0BW (**Consultation Response Deadline 1st July 2024**)

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

7. **Finance:**

7.1 To receive a financial statement and report.

7.2 To authorise Payments as presented and to note Income received

8. **Financial Governance - AGAR:**

8.1 To review the systems of internal control & take action as appropriate and in compliance with the Accounts & Audit Regulations 2015, to approve the completion of Section 1 of the Annual Return – “Annual Governance Statement 2023/24” for Cockfield Parish Council.

8.2 To approve Section 2 of the Annual Return – “Accounting Statements 2023/24” for Cockfield Parish Council.

9. **Noticeboards and Benches:**

To approve a proposal from Cllr Levett to purchase Noticeboards for Cross Green and the Abbey (Cllr Levett’s proposal circulated to Cllrs in advance of the meeting).

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

To receive a debrief from Cllr Cutting-Keyton.

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

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

To undertake full review of 2024/25 Maintenance Requirements for budget preparation purposes.

11.2 Maintenance Matters by exception:

11.2.1 Greens Management (including Bandstand)

11.2.2 Glebe Land (including Allotments) – Clerks update on UKPN Works

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- 11.2.3 Earls Meadow/Bruffs Line/Jeffreys Green
 - 11.2.4 Cemetery
 - 11.2.5 Playground
 - 11.2.6 Village Hall Car Park
 - 11.2.7 Parish Paths
 - 11.2.8 Pavilion (including Storage Shed) – Clerks update on repair/redecoration Works
 - 11.2.9 Bus Shelter
 - 11.2.10 Notice Boards & Benches – To review Schedule circulated by Cllr Levett in advance of the meeting.
 - 11.2.11 Village Sign
 - 11.2.12 Speed Indicator Devices
 - 11.2.13 Other Assets
12. **Local Needs Housing:**
To consider any matters – Cllr Morley
13. **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:
- 13.1 Suffolk Association of Local Councils (SALC) - Cllr Nic Knight
 - 13.2 Highways and Emergencies - Cllr Cutting-Keyton
 - 13.3 Police/Fire - Cllr Cutting-Keyton.
14. **Speeding In Cockfield:**
To receive an update from Cllr Cutting-Keyton on the recent speed monitoring initiative undertaken by Suffolk Constabulary Speed Team.
15. **Correspondence:**
To consider the list of correspondence received and to agree any appropriate actions.
- 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 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.

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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.

16. **Statement by the Chair:**

To receive a statement from Cllr Levett following recent correspondence.

17. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**

18. **Next Meetings:**

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



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