

# 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 26 September 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 Extraordinary Meeting of the Parish Council held on 22 August 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 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:** The Clerk will forward Cllr Knight's original artwork of the Cockfield Coat of Arms to John Pawsey with the proposed Plaque Inscription and format.

**2024/039: Noticeboards and Benches:** The Clerk to obtain a quotations from the Noticeboard supplier and a local contractor to install two noticeboards at Cross Green and the Abbey and to place order if within the budget agreed by Cllrs at the July Meeting.

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**2024/040: Speed Limit Reduction Initiative:** The Clerk to commission SCC Highways to provide their report for £750, which SCC Cllr Lindsay has agreed to fund.

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

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

**2024/066.4: Financial Regulations:** Cllrs Levett, Cutting-Keyton, Morley and Golding and the Clerk to meet to discuss options and procedures for introducing electronic banking, use of debit cards, petty cash etc.

**2024/068.2: Maintenance Responsibility:** The Clerk to obtain confirmation from SCC that they will reimburse all of the Parish Council's costs for the future maintenance of the SCC retained land below the Jeffreys Green Housing Development.

**2024/069.2: Playground Risk Register:** The Greens & Playground Working Group to update and circulate the Playground Risk Register.

**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 to investigate pathing options and submit a proposal to the Allotments Working Group before the next meeting. Cllr Morley to meet with our Contractor to discuss the cost of further works.

**2024/070.2.4: Cemetery:** Cllr Turner to provide estimate to replace the Cemetery gate post.

**2024/070.2.8: Pavilion (including Storage Shed):** The Clerk is awaiting the revised scope of work (repairs and redecoration) in the Home Changing Room from Crawfords Contractor Connection. The Clerk is also awaiting a quotation from Charter Property Repairs 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.

**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:** A working group (comprising a few Cllrs and the Clerk) to meet on site with the Estate Agent to explore opportunities.

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**2024/084 Street Naming:** The Clerk was asked to notify BMSDC of the Parish Council's suggested name for the 3 dwelling Close, located adjacent to the Plough & Fleece,

.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/24/03681:** 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 (**Consultation Response Deadline 11th September 2024, extended until 27<sup>th</sup> September 2024**).

**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 5No 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 (**Consultation Response Deadline 13th September 2024, extended until 27<sup>th</sup> September 2024**).

**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: 02/09/2024 (**Consultation Response Deadline 7th October 2024**)

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

7. **Finance:**

7.1 To receive a financial reconciliation report.

7.2 To authorise Payments as presented and to note Income received.

7.3 To consider a request from Marie Curie for a Parish Council Donation

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8. **Noticeboards:** To approve a proposal from Cllr Levett to accept the quotation from Contractor to erect two notice boards at Cross Green and the Abbey.
9. **Playground Risk Register:** To approve the Parish Council's Playground Risk Register, updated by the Greens Committee and circulated to Cllrs in advance of the meeting (deferred from the Annual Meeting of the Parish Council).
10. **Communications from the Parish Council:** Cllrs to agree who should issue communications on behalf of the Parish Council.
11. **A1141 Cockfield – 40mph Speed Limit Report:** To agree the Parish Council's response to and input into the Report, prior to submission to SCC Highways. (Note: SCC Highways Engineer's draft report with Police input circulated to Cllrs in advance of the meeting).
12. **Cockfield Station Site:** To receive a progress update from Cllr Morley and to consider options available to Cllrs and to agree next steps.
13. **Maintenance Schedule and Asset Management:**
  - 13.1 Maintenance Calendar (Full review, February, June, October only)  
To undertake full review of 2024/25 Maintenance Requirements for budget preparation purposes.
  - 13.2 Maintenance Matters by exception:
    - 13.2.1 Greens Management (including Bandstand)
    - 13.2.2 Glebe Land (including Allotments)
    - 13.2.3 Earls Meadow/Bruffs Line/Jeffreys Green
    - 13.2.4 Cemetery
    - 13.2.5 Playground
    - 13.2.6 Village Hall Car Park
    - 13.2.7 Parish Paths
    - 13.2.8 Pavilion (including Storage Shed)
    - 13.2.9 Bus Shelter
    - 13.2.10 Notice Boards & Benches.
    - 13.2.11 Village Sign
    - 13.2.12 Speed Indicator Devices
    - 13.2.13 Other Assets
14. **Local Needs Housing:**  
To consider any matters – Cllr Morley
15. **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:
  - 15.1 Suffolk Association of Local Councils (SALC) - Cllr Nic Knight
  - 15.2 Highways and Emergencies - Cllr Cutting-Keyton
  - 15.3 Police/Fire - Cllr Levett.

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16. **Correspondence:**  
To consider the list of correspondence received and listed in the Correspondence Register (circulated to Cllrs in advance of the meeting) and to agree any appropriate actions.
17. **2023-24 AGAR:**  
To note External Auditors Report and agree any actions before the 2024-25 AGAR submission.
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 next Ordinary Meeting of the Parish Council will be held on Thursday 31 October 2024 at 7.30pm, in the Village Hall.



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