

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 31 October 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 Ordinary Meeting of the Parish Council held on 26 September 2024.**
4. **To review progress on all outstanding actions from minutes of previous meetings.**

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

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

2024/059.2.1: Greens Management: The contractor is having trouble sourcing a suitable finial 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.

2024/070.2.1: 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. (See Agenda Item 9.2). 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 (or pair of posts) (See Agenda Item 9.1).

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).

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

2024/101.2.5: Playground: Contractor to rake up the woodchip around the bases of various play equipment. Cllr Knight to meet with APL to review repair options for the Astroturf and to obtain a quotation for topping up the woodchip. The Clerk to chase up RoSPA for the date of the annual Safety Inspection.

2024/101.2.7: Parish Paths: Cllr Baber to investigate resident's complaint about repairs needed to the footpath bridge in Old Hall Lane.

2024/101.2.9: Bus Shelter: Contractor to commence repairs to the Bus Shelter Base week commencing 30/09/24.

2024/102: Communications from the Parish Council: Cllr Baber to circulate his draft Social Media Policy in advance of the next meeting. (See Agenda Item 12).

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2024/106: 2023/24 AGAR: The Clerk to post the AGAR on the website and to incorporate any recommendations from the external auditor into next year's AGAR submission.

.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/24/04252: Planning Application. Demolition of parts of listed building, erection of 1No self-build dwelling, construction of new vehicular access to Howe Lane and installation of 2no domestic sewage treatment plants. Location: Land At Elmers, Howe Lane, Cockfield, IP30 0HA (**Consultation Response Deadline 18th October 2024, extended until 1st November 2024**).

APPLICATION FOR WORKS TO TREE(S) IN A CONSERVATION AREA -

DC/24/04605: Notification of Works to Trees in a Conservation Area- (T1) Ginko: fell (T2) Rowan: reduce height by 3m: Lanterns, Cross Green, Cockfield, Bury St Edmunds Suffolk IP30 0LG (**Consultation Response Deadline 6th November 2024**)

DC/24/04016: Application. Siting of 4no glamping pods for overnight guest use, external decking areas, mown-grass footpaths, new pedestrian and vehicular entrances, permeable grass-grid track, parking & turning areas, storage hut, secure bicycle storage, recycling/refuse storage, package treatment plant and associated works.: Land North East Of, The Abbey Cottage, Windsor Green, Cockfield IP30 0LY. (**Consultation Response Deadline 15th November 2024**)

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

DC/24/03681: Erection of 58M long x 1.5M high close board fencing, on left side of 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 (**Decision: Planning Permission has been GRANTED**)

DC/24/03778: Application under S73 for the Removal or Variation of Conditions following grant of Outline Permission DC/18/03048 dated 30/08/2018 - (Access to be considered) - Erection of up to 5no. dwellings - variation of Condition 3 (Ecological Mitigation Measures) and Reserved Matters 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. - variation of Condition 1 (Approved Plans and Documents) and Condition 3 (Parking) as per revised plans. Plough And Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ (**Decision: Planning Permission**)

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without compliance with condition(s) has been GRANTED subject to a number of conditions).

DC/24/04415: Discharge of Conditions Application for DC/21/02037 - Condition 4 (Construction Management Plan): Colchester Green Farm, Colchester Green, Cockfield, Bury St Edmunds Suffolk IP30 0HG. (**Decision: Condition Approved**)

7. Finance:

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

8. Howe Lane Permissive Footpath:

- 8.1 To accept an offer from Hodge Farms Ltd to construct a permissive footpath on Hodge Farms Ltd.'s land, along Howe Lane from the Cockfield Hall entrance gates up to Mill Corner, complete with boundary fencing (Stock Fencing and Close Boarded Fencing) to provide a safe passage along Howe Lane, at a cost of £10,321.57 + VAT.
- 8.2 To accept a quotation of between £1,050 and £1,260 + VAT + Disbursements (Searches, Land Registry etc) from Excello Law to draft and agree (with Hodge Farm Ltd.'s Solicitors Messrs Birketts LLP) a 25-year Lease for the Parish Council and residents to utilise the permissive footpath.
- 8.3 To agree to reimburse all Hodge Farms Ltd.'s legal fees incurred in the agreement of the 25-year lease.
- 8.4 To agree that the above costs will be funded as follows:
 - 8.4.1: £8,000 from Earmarked Reserves
 - 8.4.2: £5,000 from Allocated Neighbourhood CIL
 - 8.4.3: Any balance over £13,000 from Unallocated Neighbourhood CIL

9. Quotations:

- 9.1 **Cemetery Gateposts:** To approve a proposal from Cllr Turner to accept a quotation of £870 + VAT from Suffolk Gates Ltd to supply 2 No. 300mm x 300mm x 2800mm Iroko moulded gate posts. (Note: £1,000 has been Allocated from Neighbourhood CIL Funding for the Supply and Installation of the Gateposts).
- 9.2 **Allotment Pathing:** To approve a proposal from Cllr Fletcher (circulated to Cllrs in advance of the meeting) to purchase interlocking outdoor grass protection mats from BigDUG Ltd for £511.15 + VAT, including purchase of mats (& 10% spares), fixings and delivery. (Note: Cllrs approved a budget of £600 for this purchase at the Ordinary Meeting of the Parish Council in September).
- 10. **The Pocket:** To consider a proposal from Cllr Baber to trim the hedges bordering the Pocket (Great Green) and remove one or more trees to improve pedestrian safety.
- 11. **Cockfield Station Site:** To receive a progress update from Cllr Morley and to consider options available to Cllrs and to agree next steps.
- 12. **Social Media Policy:** To approve and adopt the Social Media Policy (circulated to Cllrs in advance of the meeting).

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13. **Maintenance Schedule and Asset Management:**
 - 13.1 Maintenance Matters by exception:
 - 13.1.1 Greens Management (including Bandstand)
 - 13.1.2 Glebe Land (including Allotments)
 - 13.1.3 Earls Meadow/Bruffs Line/Jeffreys Green
 - 13.1.4 Cemetery
 - 13.1.5 Playground
 - 13.1.6 Village Hall Car Park
 - 13.1.7 Parish Paths
 - 13.1.8 Pavilion (including Storage Shed)
 - 13.1.9 Bus Shelter
 - 13.1.10 Notice Boards & Benches.
 - 13.1.11 Village Sign
 - 13.1.12 Speed Indicator Devices
 - 13.1.13 Other Assets
 - 13.2 Maintenance Calendar (Full review, February, June, October only)
To undertake full review of 2024/25 Maintenance Requirements for budget preparation purposes.
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.
 - 15.4 BMSDC – Cllr Levett
16. **Plough & Fleece:** To receive an update on the acquisition of the Plough & Fleece Pub by the Cockfield Village Group.
17. **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.
18. **Review of Clerk's Salary:** To review and agree the Clerk's salary for 2025.
19. **Street Naming:** To consider a request from BMSDC to name the road leading to New Development at the Three Horseshoes Stows Hill Cockfield Bury St Edmunds (Response deadline 24th November 2024).
20. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**
21. **Next Meetings:**
The next Ordinary Meeting of the Parish Council will be held on Thursday 28 November 2024 at 7.30pm, in the Village Hall.

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