

# 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 28 November 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 31 October 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 Clerk has chased Vertas again, but the corrected 3-year Agreement with Vertas Group Ltd for Grounds Management is still awaited.

**2024/040: Speed Limit Reduction Initiative:** SCC Cllr Lindsay and the Parish Council have agreed the latest draft SCC Highways report and await SCC's decision.

**2024/059.2.1: Greens Management:** The contractor is having trouble sourcing a suitable finial for the Bandstand, so the Clerk was requested to obtain a quotation from Suffolk Gates of Sudbury.

**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. Cllr Levett to circulate some possible meeting dates.

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**2024/070.2.1: Greens Management:** Cllr Knight to investigate options for semi-permanent kid's goal posts and nets to be installed at Great Green.

**2024/070.2.8: Pavilion (including Storage Shed):** The redecoration work is scheduled to be undertaken between 19<sup>th</sup> – 27<sup>th</sup> November. Cllrs Brinkley and Golding undertook to clear the pavilion of furniture etc by 18<sup>th</sup> November.

**2024/101.2.5 & 120.1.5: Playground:** Cllr Knight to contact APL to discuss the supply of additional woodchip and the rectification of issues raised in the recent Annual RoSPA Safety Inspection. **(See Agenda Item 8).**

**2024/101.2.7: Parish Paths:** Cllr Baber has raised the footpath defect on the SCC Website. SCC have put cones in place for protection.

**2024/115: Permissive Footpath:**

**115.1:** The Clerk to accept Hodge Farms Ltd's quotation to construct a permissive footpath.

**115.2:** The Clerk to instruct our solicitor (Excello Law) to commence drafting of permissive footpath lease.

**115.3:** The Clerk to advise Hodge Farms Ltd that the Parish Council will reimburse their legal costs incurred with the agreement of the lease.

**2024/116: Quotations:**

**116.1:** Cllr Turner to place order with Suffolk Gates for the supply of the Cemetery hardwood gate posts.

**116.2:** Cllr Fletcher to place order with BigDUG Ltd for the supply of interlocking outdoor grass protection mats.

**2024/117: The Pocket:** Cllr Morley to contact contractor on site and obtain quotation to trim hedges along the road perimeter. If the quote is within budget agreed at October meeting, then Cllr Morley to instruct the contractor to proceed.

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**2024/118: Cockfield Station Site:** Clarke & Simpson to submit a combined bid for the site on behalf of Cockfield Parish Council and Hodge Farms Ltd.

**2024/119: Social Media Policy:** Cllr Baber to review any potential conflicts between his draft policy and the Parish Council's GDPR Policy, to incorporate any further comments from Cllr and resubmit to the next meeting. **(See Agenda Item 10).**

**2024/120.1.1: Greens Management:** Cllr Morley to instruct S Bradnam to pollard the Oak tree adjacent to the Pavilion Klargestester.

**2024/126: Street Naming Request:** The Clerk to provide the Parish Council's suggested street name to BMSDC. (See Agenda Item

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

5.1 Suffolk County Councillor and Babergh District Councillor Reports.

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5.2 Public comment.

## 6. **Planning:**

6.1 To consider any applications received which have been referred to the Parish Council:

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

DC/24/04856 Proposal: Notification of Works to Trees in a Conservation Area - Fell 1 no. Leylandii Location: North Barn, Old Hall Lane, Cockfield, Bury St Edmunds Suffolk IP30 0LQ (**Consultation Response Deadline 26th November 2024**)

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

**DC/24/04357:** Application for a Non-Material Amendment relating to DC/19/04755 - Changing 1.2m high post and rail boundary treatment to the rear of the properties Plots 12 - 19 for 1.8m close boarded timber alternative: Land To The West Of Plough And Fleece Inn, Great Green, Cockfield, Suffolk (**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. **Playground Proposal:**

8.1 To approve a proposal from Cllr Knight to accept a quotation from APL Ltd (circulated to Cllrs in advance of the meeting) to supply, lay and spread 15m<sup>3</sup> of Playground Grade Woodchip to top up pits around play equipment.

8.2 To agree to fund the woodchip from the Parish Council's Neighbourhood CIL Funds.

9. **Social Media Policy:** To approve and adopt the Social Media Policy (circulated to Cllrs in advance of the meeting).

10. **Cockfield Station Site:** To receive a progress update from Cllr Morley.

11. **Remote Attendance at Meetings & Proxy Voting:** To agree the Parish Council's response to the Government Survey (circulated to Cllrs in advance of the meeting) on Cllrs Remote attendance at meetings and the principle of Proxy voting.

12. **Revisions to Allotment Tenancy Agreement:** To approve a proposal from Cllr Levett (circulated to Cllrs in advance of the meeting) to amend the Allotment Tenancy Agreement. **Note:** Proposed changes have been agreed by the Allotment Working Group.

## 13. **Maintenance Schedule and Asset Management:**

13.1 Maintenance Matters by exception:

13.1.1 Greens Management (including Bandstand)

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- 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/Cllr Levett.
  - 15.3 Police/Fire - Cllr Levett.
  - 15.4 BMSDC – Cllr Levett:
16. **Resident Requests:**
- 16.1 To consider a request from a resident to run a Saturday morning fitness bootcamp on Great Green. (Details and responses to questions have been circulated to Greens Management Group in advance of the meeting).
  - 16.2 To consider a request from Cockfield Community to host the 2025 Village Fair and a Classis Car Show on Great Green. (Request circulated to Greens Management Group in advance of the meeting).
17. **Street Name Request:** To consider the Developer’s alternative Street Name suggestion of ‘Vale Wood’ for the access road to the two dwellings behind the Horseshoes Pub. (Request circulated to Cllrs in advance of the meeting).
18. **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.
- Letters of Thanks for PC Donations from SARS and Citizen’s Advice Bureau.  
BMSDC Tax Base for 2025.
19. **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.**

Agreement of the 2025/26 Budget & Precept

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20. **Next Meetings:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 23 January 2024 at 7.30pm, in the Village Hall. (**Note:** this is one week earlier than usual to enable the 2025 Budget and Precept to be agreed and submitted by the BMSDC deadline.



Parish Clerk: Steve Ball, Proper Officer of the Council  
Address: Green Ridge, Howe Lane, Cockfield, Bury St  
Edmunds, Suffolk IP30 0HA  
Tel: 01284 828987  
E-mail: [parish.council@cockfield.org.uk](mailto:parish.council@cockfield.org.uk)

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