

# COCKFIELD PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council held on 31 October 2024 at 7.30pm held in the Village Hall, Cockfield.**

**Present:** Cllr Ian Levett (Chairman), Cllr Janne Cutting-Keyton, Cllr Dale Baber, Cllr Joe Brinkley, Cllr Sarah Fletcher, Cllr Andy Golding, Cllr Nic Knight, Cllr Robin Morley and Cllr Ralph Turner.

**In Attendance:** Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, District Cllr Clover, 2 members of the public and the Clerk S Ball.

**2024/109 Apologies for Absence**

None.

**2024/110 Declarations of Interest**

Cllr Morley declared a pecuniary interest in Agenda Item 7.2 Finance, as recipients of payments (Reimbursements for expenditure).

**2024/111 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Knight and seconded by Cllr Cutting-Keyton that the minutes of the Ordinary Meeting of the Parish Council, held on 26 September 2024, be signed as a true record. The proposal was carried.

**2024/112 Outstanding Actions**

**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 to enable him to seek an alternative quote.

**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:** An invoice will be provided once the inscription has been added to the plaque. **(Action: Complete)**

**2024/039: Noticeboards and Benches:** Order placed with J Tarling Fencing Ltd to install two notice boards at Cross Green and the Abbey and funded from Neighbourhood CIL. **(Action: Complete)**

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

**2024/042.2.8: Pavilion:** It was proposed by Cllr Golding and seconded by Cllr Morley that the Pavilion Maintenance Schedule produced by the Working Group and circulated prior to the meeting be approved. The proposal was carried. **(Action Closed)**

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**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.

**2024/070.2.1: Greens Management:** Cllr Brinkley to investigate options & provide a proposal for semi-permanent kid's goal posts and nets for Great Green.

**2024/070.2.8: Pavilion (including Storage Shed):** The Clerk confirmed that 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.

**2024/070.2.1.1: Village Sign:** Cllr Turner has repainted parts of the sign to match the colours on the new Jeffreys Green carved banner, recently added to the sign and is revarnishing the sign. **(Action: Complete)**

**2024/101.2.5: Playground:** Cllr Knight will be speaking to APL on 4<sup>th</sup> November to discuss the supply of additional woodchip and the rectification of issues raised in the recent Annual RoSPA Safety Inspection. Cllr Knight will provide a proposal to the next meeting.

**2024/101.2.7: Parish Paths:** Cllr Baber has inspected the footpath (which was the subject of a resident's complaint) and has raised the 'issue on the SCC Website. SCC have put cones in place for protection.

**2024/101.2.9: Bus Shelter:** Cllr Morley confirmed that the repairs to the bus shelter base had been completed and the bus stop is back in service. **(Action: Complete)**

2024/106: 2023-24 AGAR: The Clerk has added the AGAR onto the Website. **(Action: Complete)**

## 2024/113

### **Public Participation Session:**

Suffolk County Cllr Lindsay circulated his report in advance of the meeting. Cllr Lindsay outlined the Government funding SCC have applied for and the funding they have already set aside to deliver flood prevention measures following Storm Babet. A new £3m fund is being launched for interest-free loans to homeowners wishing to undertake energy efficiency upgrades such as insulation, solar panels, batteries, glazing, or heat pumps. The loans (up to £15,000) to be repaid over a maximum of seven years at 0% interest. The scheme will be open to homeowners across Suffolk from November, but you can register your interest now at <https://www.lendology.org.uk/warm-home-suffolk-loan>.

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District Cllr Clover circulated his and Cllr Maybury's joint report in advance of the meeting, but highlighted BMSDC's development of the old council offices in Hadleigh is now forecast to return a £3-3.5m loss, that any change to BMSDC's Governance Policy would not take place until May 2026, that the repairs to Sudbury's Kingfisher Swimming Pool would now take around 12 weeks to complete and provided details of BMSDC's HRA Charging Policy.

## 2024/114 Planning:

**114.1 Applications Received:** It was noted that the following applications had 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 **(The Parish Council SUPPORTS the Application, albeit with some conditions).**

**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 **(The Parish Council has NO OBJECTIONS to this Application)**

**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. **(The Parish Council OBJECTS to this Application)**

## 114.2 Decisions 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 without compliance**

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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)**

## 2024/115 Finance:

**115.1: Financial Report:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Financial Reconciliation Report endorsed by Financial Cllr Turner be approved. The proposal was carried.

**115.2: Payments:** It was proposed by Cllr Golding and seconded by Cllr Knight that the schedule of payments be approved. The proposal was carried. The 31 October 2024 schedule comprised the following:

Councillors are recommended to authorise the following payments covering October 2024.				
To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for September 2024 (08/09/24 - 08/10/24), debited 10.10.24	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/09/24 - 30/09/24. (Debited 9.10.24) Inv. No. KI-446AB355-0056	129.10	6.46	135.56
S Ball	Clerk Salary October 2024 (40 hours @ £16.30) Gross: £652.00. Net £391.20 [PAYE: £260.80]	391.20	0.00	391.20
S Ball	Clerks Backpay £288.00 (inflationary increase 2023/24) + £184.32 (Salary increase from Point 21 to Point 22 from 01.04.24 - 30.09.24)	472.32	0.00	472.32
S Ball	Clerks Expenses October 2024	25.80	0.00	25.80
HMRC	Clerks PAYE October 2024	260.80	0.00	260.80
HMRC	Clerks PAYE on Backpay £192.00 (inflationary increase 2023/24) + £122.88 (Salary increase to Point 22 from 01.04.24 - 30.09.24)	314.88	0.00	314.88
S Bradnam	To trim all hedges in Cemetery & Village Hall Car Park (Invoice dated 05/10/24)	400.00	80.00	480.00
S Shepherd & Son	Cutting Hedges around Allotments (Invoice dated 10/10/24)	110.00	22.00	132.00
Community Heartbeat Trust	Annual Support Cost Zoll AED3 Year 7 (Inv. No. 23464, dated 11/10/24)	165.00	33.00	198.00
A Creasy	Strim Playground (£60, Bus Shelter Base (£20) and Edge Great Green (£60), Cemetery Cut (£120). Total £260 (Invoice No.41)	260.00	0.00	260.00
RoSPA Play Inspections	Annual Playground Safety Inspection Inv. No.84222. Basic Cost £78 + Meeting with Cllrs £50 + Extras £28 (7 extra items @£4/item). Total £156 + VAT	156.00	31.20	187.20

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BL Colson	Cutting Allotment paddocks. Inv. No.3467	100.00	20.00	120.00
R Morley	Petrol for Earls Meadow/Jeffreys Green Total £25.48	25.48	0.00	25.48
Hewicks Haulage Ltd	Cutting edge Great Green (Invoice dated 10/10/24)	100.00	20.00	120.00
BL Colson	Digging out ditches, clearing self seeded hedges, removing barbed wire fencing, levelling earth mounds (£1,050 + VAT), mowing meadow & surface water overflow reservoir (£200 + VAT) on SCC Retained Land below Jeffreys Green housing development. Cost to be reimbursed by Suffolk County Council	1,250.00	250.00	1,500.00
<b>Totals</b>		<b>£4,173.91</b>	<b>£465.33</b>	<b>£4,639.24</b>

*Clerk's Expenses for October Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/09/24 - 5/10/24	11.99	11.99
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit is taken 28/10/24	12.11	12.11
Cockfield Store	Packet of Envelopes	1.70	1.70
<b>Total</b>			<b>£25.80</b>

Cllrs to note income received in October		
BMSDC	Parish CIL Payment for October 2024	2,903.97
Halstead Memorial	Application for new Memorial Headstone	150.00
Mr P Jackson	Reservation of Cemetery Plot	300.00
<b>Total</b>		<b>£3,353.97</b>

## 2024/115 Howe Lane Permissive Footpath:

**115.1:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the offer from Hodge Farms Ltd to construct a Permissive Footpath on Hodge Farms land for an estimated cost of £10,321.57 + VAT +/- 10% contingency be accepted. The proposal was carried.

**115.2:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the quotation of £1,050.00 to £1,260.00 + VAT + Disbursements (Searches, Land Registry etc) from Excello Law to draft and agree with Hodge Farms solicitors (Birketts LLP) a 25 year Lease for the footpath be accepted. The proposal was carried.

**115.3:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Parish Council agree to reimburse all Hodge Farms Ltd's legal costs incurred with the agreement of the lease. The proposal was carried.

**115.4:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that all costs for the footpath be funded as follows:

- a) £8,000 from Earmarked Reserves
- b) £5,000 from Allocated Neighbourhood CIL
- c) Any balance over £13,00 from Unallocated Neighbourhood CIL

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The proposal was carried.

**2024/116**

**Quotations:**

**116.1: Cemetery Gateposts:** It was proposed by Cllr Turner and seconded by Cllr Fletcher that the quotation of £870.00 + VAT from Suffolk Gates Ltd to supply 2 No. 300 x 300 x 2800mm Iroko carved gateposts be accepted and that the purchase be funded from Allocated Neighbourhood CIL. The proposal was carried.

**116.2: Allotment Pathing:** It was proposed by Cllr Fletcher and seconded by Cllr Baber that the quotation of £511.15 + VAT from BigDUG Ltd to supply interlocking outdoor grass protection mats to create a footpath through the Allotments. The proposal was carried.

**2024/117**

**The Pocket:** Cllr Baber has complained to SCC Highways that the entrance/exit of the footpath emerging from the pocket at the junction with Bury Rd, Great Green should have signage warning motorists. It was proposed by Cllr Morley and seconded by Cllr Baber that Cllr Morley should meet our contractor on site to obtain a price to flail the perimeter hedges along the Pocket, and to instruct him to proceed, if his price is within a proposed budget of £200. The proposal was carried.

**2024/118**

**Cockfield Station Site:** Cllr Morley advised that the owners had asked for Best and Final Offers by 12<sup>th</sup> November 2024. The Parish Council remain committed to acquiring part of the site and Hodge Farms Ltd have expressed an interest in the remainder of the site. Both parties will submit their bids via our agents, messrs Clarke & Simpson, who will then submit a combined bid for the site.

**2024/119**

**Social Media Policy:** Cllr Baber agreed to review any conflicts between his draft and the Parish Council's GDPR Policy and to incorporate any further comments from Cllr and then resubmit to the next meeting.

**2024/120**

**Maintenance Schedule and Asset Management:**

**120.1 Maintenance Matters by exception:**

**120.1.1 Greens Management:** It was proposed by Cllr Morley and seconded by Cllr Blinkley that the quotation of £800 from S Bradnam to pollard the Oak Tree between beside the Pavilion Klargestar be accepted. The proposal was carried.

**120.1.2 Glebe Land:** None.

**120.1.3 Earls Meadow/Bruffs Line/Jeffreys Green:** Cockfield Community have agreed to fund the purchase of Bluebells and Cllr Morley has arranged for the School to plant them in Jeffreys Green in the Spring.

**120.1.4 Cemetery:** None.

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**120.1.5 Playground:** Cllr Knight to explore playground equipment options to provide a children's Goalpost facility.

**120.1.6 Village Hall Car Park:** None.

**120.1.7 Parish Paths:** None.

**120.1.8 Pavilion (including Storage Shed):** None

**120.1.9 Bus Shelter:** None.

**120.1.10 Notice Boards & Benches:** None.

**120.1.11 Village Sign:** None.

**120.1.12 Speed Indicator Devices:** None.

**120.1.13 Other Assets:** None.

**2024/120.2 Maintenance Calendar:** (Full review, February, June, October only)  
None.

**2024/121 Local Needs Housing:** None.

**2024/122 Third Party Liaison:**

**122.1 Suffolk Association of Local Councils (SALC):** None

**122.2 Highways and Emergencies:** None.

**122.3 Police/Fire:** Cllr Levett confirmed he will be attending an online Teams meeting with the Police Commissioner and Chief Constable on 6<sup>th</sup> November.

**2024/123 Plough & Fleece:** Cllr Fletcher advised that there had been no further progress on the Cockfield Village Group's offer to purchase the Pub and that the Group is awaiting the Government's decision on the future of the Community Ownership Fund and therefore whether their application might be acceptable.

**2024/124 Correspondence:** Cllrs considered the list of correspondence received and listed in the Correspondence highlighted by the Clerk and agreed to any appropriate actions.

**2024/125 Review of the Clerk's Salary:** It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Clerk's salary be increased by one increment on the SALC Scale, commencing 1<sup>st</sup> April 2025. The proposal was carried.

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**2024/126** **Street Naming Request:** It was proposed by Cllr Fletcher and seconded by Cllr Cutting-Keyton that the Access Lane to the two dwellings behind the Horseshoes Pub be named 'Stows Close'. The proposal was carried.

**2024/127** **Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Social Media Policy

Station Site Update

Proposed Legislation to allow remote meetings

**2024/128** **Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 28 November 2024 at 7.30pm, in the Village Hall.

**The meeting closed at 10.07pm.**