

COCKFIELD PARISH COUNCIL

Minutes of the Ordinary Meeting of the full Council held on 28 November 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 Nic Knight, Cllr Robin Morley and Cllr Ralph Turner.

In Attendance: The Clerk S Ball.

2024/129 Apologies for Absence

Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, District Cllr Clover and Cllr Andy Golding.

2024/130 Declarations of Interest

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

2024/131 Minutes of the Last Parish Council Meeting

It was proposed by Cllr Turner and seconded by Cllr Cutting-Keyton that the minutes of the Ordinary Meeting of the Parish Council, held on 31 October 2024, be signed as a true record. The proposal was carried.

2024/132 Outstanding Actions

2022/178: Pavilion Balustrade:

A second Contractor's quotation for a new balustrade is still awaited.

2023/195.2.1 & 215.2.1: Greens Management:

The corrected 3-year Agreement with Vertas Group Ltd for Grounds Management is still awaited, however as Vertas Group Ltd are continuing to undertake the work at the agreed price and the Clerk will continue to pursue the signed agreement, it was agreed that this action should be closed. **(Action: Closed)**

2024/040: Speed Limit Reduction Initiative: The Clerk has provided agreement to SCC's final report, which has been submitted to the Cabinet Member and to Head of Transport Strategy this week. The parties only meet once each month so a decision is not likely until the New Year.

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)**

2024/059.2.1: Greens Management: The Clerk was unable to obtain a quotation from Suffolk Gates of Sudbury for a replacement finial as they do not own the necessary turning equipment. The Clerk was asked to approach a resident who might be able to assist

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2024/066.4: Financial Regulations: It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the Working Group undertake research in the New Year on options and procedures for introducing electronic banking, use of debit cards, petty cash etc. The Group would make a proposal to a Parish Council Meeting before the AGM in May 2025.

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 for completion on 29th November he will meet the Contractor to sign off the work.

2024/101.2.7: Parish Paths: Cllr Baber has inspected the footpath (which was the subject of a resident's complaint) and noted a lack of progress on the fault since he raised the 'issue on the SCC Website. SCC cones are still in place for protection.

2024/115: Permissive Footpath:

115.1: The Clerk has accepted Hodge Farms Ltd's quotation to construct a permissive footpath. **(Action: Closed)**

115.2: The Clerk has instructed the Parish Council's solicitor (Excello Law) to commence drafting of permissive footpath lease. **(Action: Closed)**

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

2024/116: Quotations:

116.1: Cllr Turner placed the order with Suffolk Gates for the supply of the Cemetery hardwood gate posts, which will be delivered on 29/11/24. **(Action: Closed)**

116.2: Cllr Fletcher placed the order with BigDUG Ltd for the supply of interlocking outdoor grass protection mats, which were delivered on 27/11/24. **(Action: Closed).**

Cllrs Levett & Fletcher to install matting.

2024/117: The Pocket: Cllr Morley met contractor on site to agree scope of work to trim hedges along the road perimeter and cut the grass and to obtain a quotation. If the quotation is within Budget agreed by Cllrs in October, then contractor to be instructed to proceed.

2024/120.1.1: Greens Management: Cllr Morley has instructed S Bradnam to pollard the Oak tree adjacent to the Pavilion Klargester. **(Action: Closed)**

2024/133 Public Participation Session:

In Suffolk County Cllr Lindsay's absence, there was no report for the meeting

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District Cllr Clover and Cllr Maybury circulated their joint report in advance of the meeting. In Cllrs Clover and Maybury's absence, there was no further update or questions.

2024/134 Planning:

134.1 Applications Received: It was noted that the following applications had 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 1no. Leylandii Location: North Barn, Old Hall Lane, Cockfield, Bury St Edmunds Suffolk IP30 0LQ **(The Parish Council have NO OBJECTIONS to the application).**

134.2 Decisions 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)**

2024/135 Finance:

135.1: Financial Report: It was proposed by Cllr Morley and seconded by Cllr Brinkley that the Financial Reconciliation Report endorsed by Financial Cllr Turner be approved. The proposal was carried.

135.2: Payments: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Levett that the 28 November 2024 schedule of payments be approved and that the December 2024 Schedule of Payments be Pre-Authorised. The proposal was carried.

The Payment and Income schedules comprised the following:

Councillors are recommended to authorise the following payments covering November 2024.				
To:	Reason:	Net £	VAT £	Total £
Anglian Water	Water Bill for Pavilion for October 2024 (08/10/24 - 08/11/24), debited 11.11.24	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/10/24 - 31/10/24. (Debited 12.11.24) Inv. No. KI-446AB355-0057	94.45	4.72	99.17
S Ball	Clerk Salary November 2024 (40 hours @ £16.30) Gross: £652.00. Net £391.20 [PAYE: £260.80]	391.20	0.00	391.20
S Ball	Clerks Expenses November 2024	25.75	0.00	25.75
HMRC	Clerks PAYE November 2024	260.80	0.00	260.80

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R Turner	Payment on behalf of Parish Council to Suffolk Timber Products Ltd for 2 New Cemetery Gate Posts £870 + £174 VAT	870.00	174.00	1,044.00
S Fletcher	Payment on behalf of Parish Council to BigDUG.co.uk for outdoor grass protection locking mats, each size 500 x 500mm 23mm (complete with 4 securing pegs) £491.92 + £9.95 Delivery + £100.37	501.87	100.37	602.24
R Morley	Petrol for Earls Meadow/Jeffreys Green	25.53	0.00	25.53
Totals		£4,173.91	£465.33	£4,639.24

Councillors are recommended to Pre-Authorise the following payments covering December 2024 (as there is not an Ordinary Meeting of the Parish Council scheduled

Anglian Water	Water Bill for Pavilion for November 2024 (08/11/24 - 08/12/24), debited 11.12.24	13.33	2.67	16.00
Octopus Energy	Electricity Bill for Pavilion for 01/11/24 - 30/11/24. (Debited 12.12.24) Inv. No. KI-446AB355-0058 - (Payment based on meter reading of actual usage)			
S Ball	Clerk Salary December 2024 (40 hours @ £16.93) Gross: £677.20. Net £406.32 [PAYE: £270.88]. Note: Hourly rate includes NALC 2024-25 Salary Award	406.32	0.00	406.32
S Ball	Clerk Salary Backpay (New NALC 2024-25 Salary Scale) from 01/04/24 - 31/10/24. (£0.63/Hr x 40 x 8 months = £201.60 Gross). Net £120.96 [PAYE: £80.64]	120.96	0.00	120.96
S Ball	Clerks Expenses December 2024 (up to a limit of £40.00)	40.00	0.00	40.00
HMRC	Clerks PAYE December 2024	270.88	0.00	270.88
HMRC	Clerks PAYE on Backpay between 01/04/24 - 31/10/24	80.64	0.00	80.64
S Bradnam	To pollard Oak tree on Great Green (Quotation approved at 31/10/24 PC Meeting)	800.00	160.00	960.00
BL Colson	Rolling, harrowing and seeding on SCC Retained Land below Jeffreys Green housing development. Cost to be reimbursed by Suffolk County Council			
Simpson & Clarke	Professional Services (advice & tender preparation & submission) in association with Parish Council's offer to purchase Station Site	750.00	150.00	900.00
Cargate Engineering Ltd	Annual Inspection & Service of Klargester scheduled for 02/12/24 (£148.90 + £29.78 VAT), Desludge & Wash of Cargester & Pump Station (£220.00 + £44.00 VAT). Total will depend on cost of any repairs/spare parts required	£368.90 + Spares	73.78 + VAT on Spares	441.68 + Spares
A Creasy	Strim Playground (£60) and Edge Great Green (£60), Cemetery Cut (£120). Total £240 (Note: This work may not be required)	260.00	0.00	260.00
Hewicks Haulage Ltd	Cutting edge Great Green (Note: This work may not be required)	100.00	20.00	120.00

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John Pawsey	Purchase of a Commemorative Plaque for the 487th Bomb Group War Memorial at Lavenham Airfield	250.00	0.00	250.00
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*Clerk's Expenses for November 2024 Represented by:		Unit Cost	Total Cost
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/10/24 - 5/11/24	11.99	11.99
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit is taken 28/11/24	12.11	12.11
Post Office	1st Class Stamp to post Burial Certificate	1.65	1.65
Total			£25.75

Cllrs to note income received in November 2024		
Suffolk County Council	Payment for Cockfield Parish Council Invoice No.SCC/2024/001	1,250.00
Total		£1,250.00

2024/136 Playground Proposal:

136.1: It was proposed by Cllr Brinkley and seconded by Cllr Morley that the quotation of £1,856.10 + VAT from Action Play & Leisure Ltd for the Supply and Laying of 15m3 of Playground Grade Woodchip be accepted. The proposal was carried.

136.2: It was proposed by Cllr Brinkley and seconded by Cllr Morley that all cost of the Woodchip be funded from Neighbourhood CIL. The proposal was carried.

2024/137 Social Media Policy: Cllrs agreed to defer this item until the next Parish Council Meeting. Cllr Baber will submit a proposal to the next meeting.

2024/138 Cockfield Station Site: Cllr Morley provided Cllrs with an update on the Parish Council's offer to acquire the site.

2024/139 Remote Attendance at Meetings & Proxy Voting: Cllrs reviewed the Government's Survey questionnaire and unanimously agreed that the Parish Council were not interested in pursuing Remote Attendance at meetings or Proxy Voting. No further action needed.

2024/140 Revisions to Allotment Tenancy Agreement: It was proposed by Cllr Levett and seconded by Cllr Cutting-Keyton that the draft Allotment Tenancy Agreement incorporating comments from Cllr Cutting-Keyton, be adopted and issued to Allotment Holders in March 2025. The proposal was carried.

2024/141 Maintenance Schedule and Asset Management:

141.1 Maintenance Matters by exception:

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141.1.1 Greens Management: The Clerk confirmed that a replacement finial was being produced by a resident.

141.1.2 Glebe Land: None.

141.1.3 Earls Meadow/Bruffs Line/Jeffreys Green: None

141.1.4 Cemetery: None.

141.1.5 Playground: None.

141.1.6 Village Hall Car Park: The clerk had written to the Village Hall Management Group raising concerns about the wording of the VH Hire Agreements. The Chair of the VH Management Group to respond.

141.1.7 Parish Paths: None.

141.1.8 Pavilion (including Storage Shed): The Clerk confirmed that the redecoration works were due to be completed on 29/11/24. The annual Klargetser Service and emptying was scheduled for 02/12/24.

141.1.9 Bus Shelter: None.

141.1.10 Notice Boards & Benches: None.

141.1.11 Village Sign: None.

141.1.12 Speed Indicator Devices: None.

141.1.13 Other Assets: None.

2024/141.2 Maintenance Calendar: (Full review, February, June, October only) None.

2024/142 Local Needs Housing: None.

2024/143 Third Party Liaison:

143.1 Suffolk Association of Local Councils (SALC): None

143.2 Highways and Emergencies: Cllr Cutting-Keyton confirmed that Highways had repaired most of the Windsor Green potholes.

132.3 Police/Fire: Cllr Levett attended an online Teams meeting with the Police Commissioner and Chief Constable on 6th November.

143.4 BMSDC: None

2024/144 Residents Requests:

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144.1 Great Green Bootcamp: Cllr Brinkley to contact applicant to arrange a meeting with the Greens Working Group on Great Green to understand implications of holding a Saturday morning Bootcamp on the Green and to assess any impact on the Green.

144.2 Village Fair and Classic Car Show in 2025: It was proposed by Cllr Brinkley and seconded by Cllr Morley that the permission be granted to Cockfield Community to host the 2025 Village Fair on Great Green. It was also agreed that subject to weather conditions (which would be assessed nearer the time, permission be granted to host the Classic Car Show on the Green. The Clerk was requested to advise the Community Council.

2024/145 Street Name Request: It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the access to the two houses behind the Horseshoes by named Stowes Hill Close. The Clerk was requested to advise BMSDC.

2024/146 Correspondence: Cllrs considered the list of correspondence received and listed in the Correspondence highlighted by the Clerk and agreed to any appropriate actions.

- Letter from BMSDC Heritage Team advising that BT plan to decommission the Telephone Box in Cross Green. The Clerk was requested to enquire about adopting the Telephone Box.
- Email from Headteacher inviting Cllrs to attend Suffolk Free Press photo session at School during opening of new School Library.

2024/147 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 2025/26 Budget and Precept
Social Media Policy
Station Site Update

2024/148 Next Meeting:
The next Ordinary Meeting of the Parish Council will be held on Thursday 23 January 2025 at 7.30pm, in the Village Hall.

The meeting closed at 9.38 pm.