

# COCKFIELD PARISH COUNCIL

**Minutes of the Ordinary Meeting of the full Council held on 27 February 2025 at 7.30pm held in the Village Hall, Cockfield.**

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

**In Attendance:** District Cllr Clover, 5 members of the public and the Clerk S Ball.

**2024/168 Apologies for Absence**

Suffolk County Cllr Robert Lindsay, District Cllr Margaret Maybury, Cllr Dale Baber & Cllr Joe Brinkley.

**2024/169 Declarations of Interest**

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

**2024/170 Minutes of the Last Parish Council Meeting**

It was proposed by Cllr Morley and seconded by Cllr Knight that the minutes of the Ordinary Meeting of the Parish Council, held on 23 January 2025, be signed as a true record. The proposal was carried.

**2024/171 Outstanding Actions**

**2022/178: Pavilion Balustrade:**

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

**2024/066.4: Financial Regulations:** Cllr Levett will produce a briefing note and circulate to Bank Signatories and the Clerk in advance of the March Parish Council Meeting.

**2024/070.2.1: Greens Management:** Cllr Brinkley to reinstate the goal posts in their original position near the Pavilion.

**2024/070.2.8: Pavilion (including Storage Shed):** The Clerk confirmed that the redecoration work to the Pavilion, had been signed off. **(Action Closed)**

**2024/101.2.7: Parish Paths:** Cllr Baber Cllr Baber will continue to pursue with SCC, the permanent repair to the bridge in Old Hall Lane. A member of the public confirmed that SCC had scheduled the repair.

**2024/116.2: Allotments:** Cllr Levett with the assistance of one of the Plot holders, has laid weed proof membrane and fitted the interlocking paving slabs to the path. **(Action Closed)**.

**2024/117: The Pocket:** The Clerk has written to thank the Resident who has offered to cut the grass in the Pocket, free of charge. **(Action Closed)**

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**2024/136.1: Playground:** Cllr Knight confirmed that the supply of additional woodchip and rectification of issues raised in the 2025 Annual RoSPA Safety Inspection had been completed. (**Action Complete**).

**2024/141.1.6 Village Hall Car Park:** The Clerk to review the response from the Chair of the VH Management Group about Parish Council concerns over the wording of the VH Hire Agreements.

**2024/144.1 Great Green Bootcamp:** The Greens Working Group will review any impact on the Green after 4 weeks.

**2024/156: Vegetation Management:** S Bradnam has trimmed back vegetation around the pond on Great Green and raised the canopies of 2 No. Oak trees and 1 No. Poplar tree in the Pocket. (**Action Closed**)

**2024/157: Jeffreys Green:** ADM Contracting Ltd have coppiced and cut back trees along the riverbank in Jeffreys Green. (**Action Closed**)

**2024/158.2: 2025/26 Precept:** BMSDC have accepted Cockfield's 2025/26 Precept submission for 2025/26. (**Action Closed**)

**2024/159: Social Media Policy:** The Clerk has uploaded the adopted Social Media Policy onto the Parish Council page of the website. (**Action Closed**)

**2024/161.1: Fencing:** The Clerk has written to the resident, explaining the Parish Council's decision to refuse her request for fencing around Great Green. The resident had written a further request which the Clerk was instructed to respond to.

**2024/163.1.2: Glebe Land:** Cllr Levett has drafted an advert about Allotment availability in 2025 for the March edition of Green Links . The Clerk has issued a Community Broadcast & placed an advert on the website and Cllr Levett has posted the advert on 4 notice boards. (**Actions Closed**).

**2024/164.3: Police/Fire:** The Speed Camera team have visited Cross Green, following complaints of speeding from residents. (**Action Closed**)

## **2024/172 Public Participation Session:**

District Cllr Clover circulated his report in advance of the meeting. Cllr Clover confirmed that the Babergh & Mid-Suffolk Devolution Extraordinary Meeting had to be cancelled due to lack of information, that District & County Councils will merge under a Unitary Authority and that Retailers in Sudbury had experienced quitter trading since the introduction of parking charges on 13<sup>th</sup> January.

In Suffolk County Cllr Lindsay's absence, Cllr Levett read out Cllr Lindsay's report which had been circulated in advance of the meeting.

## **2024/173 Planning:**

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**173.1 Applications Received:** It was noted that the following applications had been referred to the Parish Council:

**DC/25/00324:** Application for a Lawful Development Certificate for an Existing Use or Operation or Activity including those in breach of a Planning Condition. Town and Country Planning Act 1990 (as amended) - Confirmation that the existing lawful use of the site is agricultural: Land To The East Of, Sudbury Road, Cockfield, Suffolk **(This was issued to the Parish Council for information and requires no comment as it is for BMSDC to determine whether the application is factually correct)**

**DC/24/04252:** Full 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: Land At Elmers, Howe Lane, Cockfield, IP30 0HA **(The Parish Council SUPPORTS the application).**

## **173.2 Decisions Received:**

**DC/24/05289:** Application under S73 for the Removal or Variation of Conditions following grant of DC/24/03778 dated 16/10/2024 Town and Country Planning Act 1990 (as amended) - Erection of 5No. Dwellings - variation of Condition 1 (Approved Plans and Documents) for Plots 2, 3, 4 and 5 as per revised plans and schedule of amendments 2 Plough And Fleece Inn, Great Green, Cockfield, Bury St Edmunds Suffolk IP30 0HJ **(Decision: Planning Permission without Compliance of Conditions has been GRANTED subject to certain conditions)**

**DC/24/04016:** Full Planning Application - Siting of 4 no. 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 **(Decision: Planning Permission has been GRANTED subject to certain conditions)**

## **173.3 Neighbourhood Plan:**

It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the Parish Council explore opportunities to produce a Cockfield Neighbourhood Plan. The proposal was carried. District Cllr Clover offered to provide contact details of advisors at BMSDC to assist.

## **2024/174 Finance:**

**174.1: Financial Report:** There is no separate Financial Report.

**174.2: Payments:** It was proposed by Cllr Golding and seconded by Cllr Morley that the 27 February 2025 schedule of payments be approved. The proposal was carried.

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**Councillors are recommended to authorise the following payments covering February 2025.**

To:	Reason:	Net £	VAT £	Total £
Octopus Energy	Electricity Bill for Pavilion for 01/01/25 - 31/01/25. (Debited 11.02.25) Inv. No. KI-446AB355-0060 - (Payment based on meter reading of actual usage)	168.78	8.44	177.22
Anglian Water	Water Bill for Pavilion for January 2024 (08/01/25 - 08/02/25), debited 10.02.25	13.33	2.67	16.00
Anglian Water	Water Bill for Allotments for January 2024 (08/01/25 - 08/02/25), debited 10.02.25	13.33	2.67	16.00
S Ball	Clerk Salary February 2025 (40 hours @ £16.93) Gross: £677.20. Net £406.32 [PAYE: £270.88].	406.32	0.00	406.32
S Ball	Expenses February 2025	36.03	0.00	36.03
HMRC	Clerk's PAYE February 2025	270.88	0.00	270.88
I Levett	Purchase of Weed suppressant membrane from Toolstation Ltd for Allotments £29.96	29.96	0.00	29.96
Friends of Lavenham Airfield	Cockfield Plaque for 487th Bomber Group Memorial	240.00	0.00	240.00
Saxon Fire Ltd	Annual inspection and maintenance fire extinguishers on 10/02/25 (£61.50), Fire Blanket check (£2.95) + Foam Extinguisher Recharge (£39.95) = £104.40 + £20.88 VAT = £125.27	104.4	20.88	125.28
ADM Contracting	Coppicing Riverbank (funded with Neighbourhood CIL)	3,575.00	715.00	4,290.00
Wayne Tanswell	Signwriting on 2 No. Notice Board Header Panels	150.00	0.00	150.00
One Suffolk	Renewal of Cockfield Web Site Hosting, SSL and 10 No. PC emails + 1 No. Cockfield WI email (£30), which will be reimbursed	435.00	0.00	435.00
Zaros Machinery	Purchase of William Hackett B-HG05 5ft Fixed Grass Drag Harrow (incl delivery) - Note: Costs to be reimbursed from District Cllr Clover's Locality Budget.	308.33	61.67	370.00

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S Bradnam	To pollard Oak tree on Great Green (Quotation approved at 31/10/24 PC Meeting)	800.00	160.00	960.00
S Bradnam	Tree Surgery around pond (GG), raising canopies of 3 trees in the pocket	300.00	60.00	360.00
BT Payphones	Adoption of the Red BT Phone Box in Cross Green	1.00	0.00	1.00
<b>Totals</b>		<b>£6,852.36</b>	<b>£1,031.33</b>	<b>£7,882.69</b>

<b>*Clerk's Expenses for February 2025 Represented by:</b>		<b>Unit Cost</b>	<b>Total Cost</b>
HP Instant Ink	Instant Ink Printer Cartridge Subscription 5/01/25 - 5/02/25	11.99	11.99
Mailchimp Ltd	Mailchimp Essential Monthly Subscription (Community Broadcasts) Direct Debit is taken 28/02/25	12.54	12.54
Cockfield Village Store	2 Reams A4 printing paper	5.00	10.00
Cockfield Village Store	Packet of A4 Clear sleeves	1.50	1.50
<b>Total</b>			<b>£36.03</b>

<b>Councillors to note the following Income received in February:</b>			
<b>Cash/BACs/ Cheque</b>	<b>From:</b>	<b>Reason:</b>	<b>Payment £</b>
BACs	Cockfield United FC	Payment for hire of Pavilion 2024/25	650.00
BACs	Residents	Annual Allotment Fees for 4 No. Plots	80.00
<b>Total</b>			<b>£730.00</b>

## 174.3: Locality Budget Proposal:

It was proposed by Cllr Morley and seconded by Cllr Turner that an application to District Cllr Clover be submitted for a donation from his Locality Budget of £370.00 to enable the purchase of a towable 150mm Fixed Grass Drag Harrow be purchased. The proposal was carried and the Clerk was instructed to submit the application.

## 174.4: Website Hosting and Email Account Renewable:

It was proposed by Cllr Fletcher and seconded by Cllr Knight that the quotation from OneSuffolk to provide a 12 month web hosting service, SSL Certificate and 10 No.Cockfield.org.uk email addresses for Cllrs and the Clerk for £405.00 and or the Parish Council to purchase another email address for the Cockfield WI for £30.00 (Parish Council to be reimbursed by Cockfield WI) be accepted. The proposal was carried.

It was also proposed by Cllr Levett and seconded by Cllr Cutting-Keyton, that the email address of Cllr Levett be standardised with all other Cllr email addresses. The proposal was carried.

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## **174.5: Jeffreys Green:**

It was proposed by Cllr Morley and seconded by Cllr Cutting-Keyton that the quotation of £1,175.00 + VAT from ADM Contracting Ltd to clear and burn all cut vegetation/trimmings from Jeffreys Green be accepted. The proposal was carried and the cost is to be funded from Neighbourhood CIL. The proposal was carried.

- 2024/175 Plough & Fleece:** The Chair of the Cockfield Village Group provided Cllrs with an update on the CVG's progress on the potential acquisition of the Plough & Fleece pub. The Clerk outlined the advice provided by SALC & NALC/Legal on options available to Cllrs to assist the CVG. The Clerk is awaiting further advice from SALC on certain options. A briefing note will be provided to Cllrs before the next Parish Council meeting and a meeting will be arranged with the CVG.
- 2024/176 Defibrillator Coverage at Cross Green:** The Clerk confirmed that the Parish Council's application to BT to adopt the red Phone Box in Cross Green had been approved and the power supply would be left to connect a defibrillator. The Clerk had obtained a quotation from Community Heartbeat Trust (the Parish Council's existing supplier) but this appeared excessive. The Clerk was asked to obtain comparable quotations and submit a proposal to the March Parish Council Meeting.
- 2024/177 Grit Bin at Old Hall Lane:** The Clerk has obtained permission from the landowner to site a grit bin on their land and has applied to SCC Highways for a grit bin licence. It was proposed by Cllr Knight and seconded by Cllr Turner that subject to SCC approval of the licence, the Parish Council purchase a Glasdon Nestor 90L grit bin to be sited in Old Hall Lane. The proposal was carried.
- 2024/178 Weekend Closure on A134:** It was proposed Cllr Morley and seconded by Cllr Levett that the Parish Council write to SCC Highways, BMSDC Planning and the Developer to express its concerns about access for the Emergency services both during and outside the planned closures. The proposal was carried and Cllr Knight agreed to draft the letter on behalf of Cllrs.
- 2024/179 Signage on A1141 approaching Howe Lane junction:** It was proposed by Cllr Cutting-Keyton and seconded by Cllr Morley that the Parish Council accept SCC Cllr Lindsay's offer to fund half the cost of SCC Highways providing a 'junction warning sign'. The proposal was carried.
- 2024/180 Maintenance Schedule and Asset Management:**
- 180.1 Maintenance Matters by exception:**
- 180.1.1 Greens Management:** Cllr Morley advised that Maintenance work is continuing in readiness for the Spring.

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**180.1.2 Glebe Land:** It was proposed by Cllr Levett and seconded by Cllr Golding that additional timber battens be purchased at a cost up to £18 + VAT to complete the allotment footpath. The proposal was carried.

**180.1.3 Earls Meadow/Bruffs Line/Jeffreys Green:** None

**180.1.4 Cemetery:** None.

**180.1.5 Playground:** None.

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

**180.1.7 Parish Paths:** None.

**180.1.8 Pavilion (including Storage Shed):** None.

**180.1.9 Bus Shelter:** None.

**180.1.10 Notice Boards & Benches:** The Clerk advised that he would be collecting the two Notice Board Header panels from the Signwriter in Sudbury. The Clerk confirmed that he would be contacting the contractor to schedule the installation of the Notice Boards at Cross Green and the Abbey.

**180.1.11 Village Sign:** None.

**180.1.12 Speed Indicator Devices:** None.

**180.1.13 Other Assets:** None.

**2024/180.2 Maintenance Calendar:** (Full review, February, June, October only)  
None.

**2024/181 Third Party Liaison:**

**181.1 Suffolk Association of Local Councils (SALC):** Cllr Knight advised that he would be attending the SALC conference.

**181.2 Highways and Emergencies:** The Clerk advised that he had reported the 'mud on the road' problem at Great Green caused by contractor's vehicles from the construction site to BMSDC Enforcement, however they confirmed they have no powers to address the issue. Cllr Cutting-Keyton will raise the problem with SCC Highways and Cllr Levett will contact the police.

**181.3 Police/Fire:** Cllr Cutting-Keyton will write to the Speed Camera team to enquire why they have not undertaken any of the promised monthly speed checks in Howe Lane since their last visit in May 2024.

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**181.4 BMSDC:** District Cllr Clover advised that BMSDC were hosting workshops on Devolution for Clerks/Cllrs.

**2024/182 Correspondence:** Cllrs considered the list of correspondence received and listed in the Correspondence highlighted by the Clerk and agreed to any appropriate actions.

- Confirmation received from Cockfield Community that they will do the PA at the VE80 celebrations and agreement from Cockfield FC that they will provide the Bar. The date for the Annual Parish Meeting will need to be moved as it clashes with the VE80 celebration.
- Resignation letter received from one of the United Charities Trustees, so Cllrs will need to appoint a new Trustee in May 2025

**2024/183 Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting:**

Cloud Storage for Parish Council

**2024/184 Next Meeting:**

The next Ordinary Meeting of the Parish Council will be held on Thursday 27 March 2025 at 7.30pm, in the Village Hall.

**The meeting closed at 10.02 pm.**