

HOXNE PARISH COUNCIL

Minutes of meeting held at St Edmund's Hall, Hoxne on
Thursday 2 March 2023 at 19.30 hours

Present:

Cllrs Alan Garnham, Kath Farthing, Rob Marsh-Feiley (arrived at 19.47), Chris Parkin and Simon Wilby. Also in attendance Sarah Foote, Parish Clerk. Five members of the public observed the meeting.

1. Apologies

Apologies were received from Cllr Farley and accepted. Apologies were also noted from County Councillor Gould.

2. Declarations of Interests

Cllr Garnham declared a pecuniary interest in planning application DC/23/00879. Councillors were reminded of the requirement to update their register of interests as necessary.

3. Public Forum

A member of the Green Street Community Group gave a report of their meeting with Suffolk Highways and County Councillor Gould. Driver behaviour, road markers, enforcement, and issues affecting residents, pedestrians and drivers had all been discussed. It was also suggested that the Police and Crime Commissioner for Suffolk may visit Hoxne to discuss enforcement.

At this stage in the meeting, the Clerk reported that she had asked the Traffic Consultants if they could release the first part of their survey results as the second stage, which relied on the continually delayed temporary traffic regulation order (HGV ban) for the centre of Eye coming into force, was unlikely to be achieved in the near future. The Clerk reported that this would involve compilation of an additional report by the consultants at a cost of £400. It was unanimously agreed to proceed with this.

4. The minutes of the meeting held on 2 February 2023 were approved and signed by the chairperson.

5. Matters arising from minutes of 2 February 2023 – none which were not detailed on the agenda.

6. Planning

a. The following planning applications were considered:

Ref	Location	Application
DC/23/00879	Grasmere, Abbey Hill,	Erection of two storey side extension

It was agreed unanimously agreed to recommend support of this application.

DC/23/00756	Three Gables, Low Street	Tree works in a conservation area – fell one Walnut Tree
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19.38 Cllr Garnham left the meeting. It was agreed unanimously agreed to recommend support of this application. 19.42 Cllr Garnham returned to the meeting.

b. The following planning determination was noted:

Ref	Location	Application
DC/22/06189	Primrose Cottage, Pond Lane	Erection of single storey garden room, extension of single storey kitchen extension, and insertion of new window into north gable – planning permission granted.

7. Assets

a. It was noted that the defibrillator at St Edmund's Hall had completed the software upgrade as requested by East of England Ambulance Service.

b. An update on the work of the Hoxne Volunteer Group in relation to the Post Office Stores was given. In summary, pre purchase costs (to approximately £5k for valuations, structural surveys) were being explored for retaining the Post Office in its current location. If this was not financially viable, an alternative location would have to be sought. A community survey would be required to gain evidence that the community were behind the scheme before government would consider any funding. The Parish Council could be asked for funding. A breakdown would be provided. It was agreed to set a maximum budget £300 to support leaflet printing for the survey.

c. Repair works to Low Street Green shelter – quotes were being sought. Cllr Marsh-Feiley would provide a drawing of the work required and this may assist in seeking quotes for the work.

d. The conveyancing drawing for the meadow at Abbey Hill development – this was still being completed.

8. Donation request

A request for funding to support an event to celebrate the Coronation in May 2023 was re-considered. It had

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previously been agreed to provide £500 of funding. It was unanimously agreed to provide an additional £250 of funding from the 2023/24 financial year.

9. Community Infrastructure Levy

- a. The latest report from the CIL Working Group had been provided to Councillors.
- b. Items of expenditure – would be considered again when the survey, which was currently being circulated to every household in the village, had been completed and analysed.

10. Finance and Governance

- a. The current financial position was reported at £30,211 within this total there was £12,595 of CIL funds.
- b. It was agreed to make the following payments:

Amount	Payee	Details	Power
£656.65	S Foote	Clerk's salary March 2023	LGA 1972 S112
£432.00	R Williams	Street Caretaker salary January/February/March 2023	LGA 1972 S111
£460.87	HMRC	PAYE	LGA 1972 S111
£86.60	S Foote	Clerk's expenses	LGA 1972 S111
£21.60	Sword and Trowel	Payroll Service	LGA 1972 S111

c. It was noted that a payment of £288 for CIL surveys had been made and it was agreed that this would be taken from a virement of £300 from the training budget to the council expense budget.

d. A delegation to the Clerk and bank signatory to pay the Suffolk County Council annual street lighting energy and maintenance invoice when received and by the end of the financial year was agreed to a maximum budget of £1200.

e. The following were reviewed and adopted:

- e.i Standing Orders
- e.ii Financial Regulations
- e.iii Statement of Internal Control
- e.v Risk Register
- e.vi Grant Awarding Policy

f. It was agreed to appoint Trevor Brown as internal auditor for the year ending 31 March 2023.

11. Annual Parish Meeting on 9 March 2023 – several village organisations would have stands before the meeting proper and the Parish Council would provide a display on the Neighbourhood Development Plan, CIL and the role of the Parish Council and forthcoming Parish Council elections.

12. Arrangements for annual Village Spring Clean on 26 March 2023 – Cllr Garnham offered to pick up the collected bags of rubbish from various locations in the village. The Scouts would provide refreshments from St Edmund's Hall.

13. Correspondence

The following items of correspondence were noted:

Date	From	Subject
17.02.2023	Mid Suffolk District Council	CIL Funding Bid Window – May 2023
20.02.2023	Mid Suffolk District Council	Spring Litter Picks 2023

14. Urgent matters and matters for information

A memorial tree planting request had been received and would be considered at the next meeting. It was noted that the Woodland Trust was carrying out a tree thinning programme at Brakey Wood. The St Edmund's Hall Management Committee and the Playingfield Management Committee had both been informed of the District CIL Funding application.

15. Date of next meeting was agreed as 7.30 pm on Thursday 6 April 2023 at St Edmund's Hall. Annual Parish Meeting on Thursday 9 March 2023.

The meeting was closed at 20.49.

