

HOXNE PARISH COUNCIL
Minutes of meeting held at St Edmund's Hall on
Thursday 3 November 2022 at 19.30 hours

Present:

Cllrs Alan Garnham, Iain Gibson, Kath Farthing (Chairman), Rob Marsh-Feiley, Chris Parkin and Simon Wilby. Also in attendance Sarah Foote, Parish Clerk. Three members of the public observed the meeting.

1. Apologies

None. It was noted that Jo Chimes had resigned from the Parish Council. Ms Chimes was thanked for her contributions to the work of the Parish Council.

2. Declarations of Interests

Councillors were reminded of the requirement to update their register of interests as necessary.

3. Public Forum

Mr Guy McGregor reported the Parochial Church Council was submitting an application for District CIL and Asked for the Parish Council's support (agenda item 8e). The project cost for the lavatories was a total of approximately £42,000. The PCC would also be submitting an application for a contribution from Parish Council CIL.

Members of the public reported that they had contacted Suffolk Police and the Police and Crime Commissioner about speeding on the B1118.

District Councillor Hicks reported on the council tax reduction scheme and how a consultation was currently running. Details were available on the District Council website. Cllr Hicks also reported on budget setting and avian flu.

4. The minutes of the meeting held on 6 October 2022 were approved and signed by the chairperson.

5. Matters arising from minutes of 6 October 2022 – none.

6. Co-option to the Parish Council

It was agreed to co-opt Mr Robert Farley to the Parish Council.

7. Planning

a. The following planning applications were considered:

Ref	Location	Application
DC/22/04823	Cosy Cottage, 40 Heckfield Green	Application for Listed Building Consent. Erection of single storey extension

It was unanimously agreed to recommend support of this application

DC/22/04822	Cosy Cottage, 40 Heckfield Green	Erection of single storey extension
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It was unanimously agreed to recommend support of this application

b. The following planning determination was noted:

Ref	Location	Application
DC/22/04911	Land east of Abbey Hill	Application for a Non-Material Amendment relating to Reserved Matters Approval. DC/20/03632 – Re-positioning of Plot 2 by approx 1.5m to the west and 4m to south to provide required easement to previously unknown foul drain running within footprint of approved dwelling. Planning permission granted.

c. There were no other planning matters.

d. Hoxne Neighbourhood Development Plan – the plan was now ready for Regulation 16 Consultation.

8. Community Infrastructure Levy

a. Receipt of £9,183.51 in Parish Community Infrastructure Levy was noted. The CIL balance now stood at £12,595.76.

b. It was agreed to adopt the Terms of Reference for Community Infrastructure Levy Working Group. Cllr Farthing agreed to join the Working Group and it was understood that Jo Chimes would like to remain on the group as a member of the public.

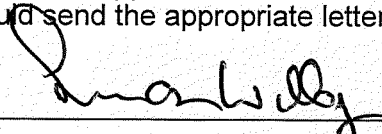
c. Cllr Parkin provided a report from the Community Infrastructure Levy Working Group. The Working Group would aim to complete a Parish Infrastructure Plan.

d. To consider items of expenditure from Community Infrastructure Levy – this was deferred until the PIP, as noted above, was completed.

e. It was agreed to support the Parochial Church Council's bid for District Community Infrastructure Levy and the Clerk would send the appropriate letter.

Page 2111

Signed :



Chairman.

1.12.2022

HOXNE PARISH COUNCIL
Minutes of meeting held at St Edmund's Hall on
Thursday 3 November 2022 at 19.30 hours

9. Assets

- a. The application to designate the Post Office Stores as an Asset of Community Value was being progressed by the Chairman and Clerk.
- b. Costs of illumination of Christmas Tree on Low Street Green – Cllr Garnham reported that private dwellings in Low Street had previously supported the illumination of the lights of the tree. It was understood that three dwellings in previous years had supplied electricity and given the increased costs of energy it was agreed to make a payment of £50 per household. It was noted that sub-metres could be installed in the future to give a more accurate picture of energy use to ensure all costs were covered.
- c. Costs for initial conveyance of land to be bequest to Parish Council (some matters may be confidential) – it was agreed to set a budget of up to £1500 to cover legal costs.
- d. To consider how to progress land transfer at Abbey Terrace – Cllr Mash-Feiley had not been able to meet with the developer but would continue to progress the matter.
- e. Wildflower planting on Low Street Green – a request from a parishioner was considered. The council were concerned about the cutting of the green if wildflowers were sown but were in favour of spring bulbs such as daffodils under the trees and around the village sign. It was agreed to progress this planting with a maximum £50 budget.
- f. To note repainting of Low Street Telephone Kiosk and consider additional works. Mr Ablitt and other helpers were thanked for repainting the kiosk. Black paint needed to be bought to complete the base of the kiosk. Cllrs Garnham, Wilby and Parkin would progress the painting of the roof of the kiosk.
- g. It was noted that the Clerk and Cllr Parkin had completed a product recall check for the defibrillator at St Edmund's Hall and it was confirmed that this defibrillator did not display the serial number in question for the product recall.

10. Finance and Governance

- a. The current financial position was reported at £30,484 within this total there was £12,595 of CIL funds.
- b. It was agreed to make the following payments:

Amount	Payee	Details	Transaction reference	Power
£571.80	S Foote	Clerk's salary November 2022	985668130	LGA 1972 S112
£143.00	HMRC	PAYE	142829172	LGA 1972 S112
£49.98 incl VAT	121Computer Services Limited	Lap Top Repair	839522549	LGA 1972 S111
£116.16	S Foote	Clerk's expenses November 2022	678416318	LGA 1972 S111
£69.50 incl VAT	Mid Suffolk District Council	Emptying of additional dog waste bins	470389804	LGA 1972 S111
£21.60	Sword and Trowel Limited	Payroll service (months 4 – 6)	286829902	LGA 1972 S111
£93.60 incl VAT	Suffolk Association of Local Councils	J Chimes – Councillor Training Modules 3, 4 and 6	INVOICE CANCELLED	LGA 1972 S111
£60.00 incl VAT	Community Action Suffolk	Website hosting	223121107	LGA 1972 S111
£30.00	Royal British Legion	Poppy Wreath	754492644	LGA 1972 S137

- c. A discrepancy had been noted in bank reconciliation work, however, supporting evidence had now been located and it was agreed that the matter needed to further action.
- d. National Association of Local Councils Civility and Respect Pledge – the pledge was considered and it was agreed to adopt.
- e. Grant Awarding policy – was reviewed and accepted.
- f. Low Street Green risk – was reviewed due to change of surface in one area and agreed.
- g. Internet Banking Policy – it was agreed to adopt this policy.
- h. Financial Regulations – were reviewed and adopted.

Simon Wilby
1-12-2022

HOXNE PARISH COUNCIL

Minutes of meeting held at St Edmund's Hall on
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11. Correspondence

The following items of correspondence were noted:

Date	From	Subject
23.10.22	Headway Suffolk	Letter to Parish Council for support
13.10.2022	Citizens Advice Bureau – Mid Suffolk	Invitation to AGM https://midsuffolkcab.org.uk/wp-content/uploads/2022/10/AGM-agenda-2022.docx

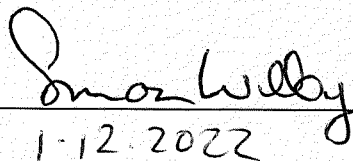
12. Urgent matters and matters for information

None.

13. Date of next meeting was agreed as 7.30 pm on Thursday 1 December at St Edmund's Hall.

Agenda Items:

The meeting was closed at 20.53.


1.12.2022