

# HOXNE PARISH COUNCIL

## Minutes of Parish Council meeting held via Video Conferencing on Thursday 14 May 2020 at 19.30 hours

### Present:

Cllrs Colin Ablitt, Juliette Easey, Katherine Farthing, Alan Garnham, Rob Marsh-Fieley (joined at 7.34), Edward O'Connor, Gill O'Connor, Kevin Potter, Paula Tebbs and Simon Wilby and Sarah Foote, Parish Clerk. One member of the public and County Councillor Guy McGregor observed the meeting. Please note details within the minutes for when individual councillors were in attendance during the meeting.

### 1. Apologies

None

### 2. Video Meetings

Pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 the following two documents were adopted.

- Video Meeting policy
- Video Meeting protocol

The protocol was then read to all in attendance.

### 3. Declarations of Interests

Cllr Marsh-Fieley declared a pecuniary interest in Planning Application DC/20/01717. The Clerk, as host of the video meeting, would remove Cllr Marsh-Fieley from the meeting when this application was discussed. Councillors were asked for any matters of pre-determination in relation to the planning application to be declared. There were none. Councillors were reminded of the requirement to update their register of interests as necessary.

**4. Delegated Authority to the Officer of the Council during COVID-19 pandemic** – the Clerk's report from 17 March to 14 May was noted and accepted. This would be appended to the minutes in due course. Delegation should remain in place as necessary for the Clerk to take action whilst the normal business of the council may be affected by the COVID-19 restrictions.

**5. Councillor Vacancy** – the resignation of Iain Gibson from the Parish Council was noted. Councillors thanks Mr Gibson for his work during his time on the Parish Council. Electoral services had been notified and the relevant notices had been published.

### 6. Annual General Meeting

To was agreed, pursuant to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 that the Parish Council would next hold an Annual General Meeting on 6 May 2021. Cllr Edward O'Connor would continue as Chairman of the Parish Council (as elected in May 2019). All Councillor appointments would carry forward to May 2021 unless individual members request otherwise.

- Vice Chairman – it was agreed to appoint a Vice Chairman when the vacancy on the Council had been filled, either by election or co-option.
- It was agreed that Cllrs Ablitt and Wilby was assist Cllr Garnham with the operation of the Vehicle Activated Sign. The offer to download data from the VAS would be followed up.

### 7. Confirmation of Minutes

The Minutes of Parish Council meeting held on 5 March were noted and would be approved and signed at the next appropriate meeting.

**8. Matters arising from Minutes of 6 February 2020** - None.

### 9. Planning

a. The following planning applications were considered:

19.45 Cllr Marsh-Fieley left the meeting

Ref	Location	Application
DC/20/01717	Land east of Abbey Hill	Application for approval of reserved matters following outline approval under DC/17/02868 dated 25/8/2017 the access, appearance, landscaping, layout and scale for erection of up to four no. dwellings.

It was noted that Planning application ref DC/20/00588 considered at the March meeting of the Parish Council had since been withdrawn. The above application consultation had been sent to the Parish Council (on 30 April) and the supporting documents provided to the council for consideration. Since publication of the agenda, the Parish Council had liaised with the agent for the application and revised plans had been provided directly to the Council to consider. These were displayed at the meeting but at the time of the meeting were not part of the formal planning consultation nor available on the planning portal. Therefore, the recommendation, as below would be supplied directly to the agent and not form, at this stage, a formal response to the planning authority.

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Whilst the Council were appreciative of measures to address comments which had been submitted either via previous consultations or in direct communication with the agent. The Council considered the revised drawings (20.20 Cllr Edward O'Connor and Cllr Gill O'Connor left the meeting and did not return) and it was agreed to submit the following comments:

1. The merits of widening the entrance splay are noted and agreed as beneficial.
2. Concern was expressed about the removal of trees(s) and was this necessary.
3. Increased access to, and visibility of, St Edmund's monument was appreciated by the widening of the access path however it was asked if this could be emphasised more if the properties were further 'angled'.
4. The size and scale of the properties remained unacceptable and there was an agreed preference for all four proposed dwellings to be single storey.

As Cllr E O'Connor was no longer present at the meeting, it was agreed to elect Cllr Wilby as Chairman for the remainder of the meeting.

Therefore, the Council's agreement for the plans as presented would be to recommend refusal of the application (six votes in favour, one against)

20.12 Cllr Marsh-Fieley returned to the meeting.

b. There were no planning determinations to note.

c. Other planning matter – Planning Enforcement had communicated with the Parish Council regarding the erection of a new fence adjacent to the highway on Green Street. The Enforcement Officer had suggested that the fence be painted green to be more in character with the area. It was agreed to support this suggestion (seven votes favour, one against) but it was also asked if some planting could be used to further screen the fence.

#### 10. Finance and Governance

a. The Internal Audit Report for year ending 31 March and action plan to address issues arising was noted.

b. It was agreed to accept the Accounts for the year ending 31 March 2020.

c. Section One (Annual Governance Statement) and Section Two (Accounting Statement) and of the Local Councils' Annual Governance and Accountability Return for year ending 31 March 2020 were duly considered, completed and would be signed by the Chairman of the meeting and the Clerk.

d. The notice period for the exercise of public rights was noted and the corresponding notice would duly be published.

e. The Certificate of Exemption was noted and this would be submitted to the external auditor

**11. Asset of Community Value** – it was noted that an application to re-register the Swan Public House as an Asset of Community Value was being progressed.

**12. Payments:** it was agreed to make the following payments as detailed:

Amount	Payee	Details	Chq No	Power
£713.58	Mrs S Foote	Clerk's salary May 2020	101518	LGA 1972 S112
£220.39	HMRC	PAYE	101519	LGA 1972 S111
£527.00	Langton Brook Consultants	Neighbourhood Development Plan Stage 1	101520	LGA 1972 S111
£192.61 inc VAT	Mid Suffolk District Council	Annual Litter and Dog Bin Emptying fee	101521	Highways Act 1980 S302
£21.60	Guy McGregor Associates	Payroll service	101522	LGA 1972 S111
£162.82	Mrs S Foote	Clerks expenses – including Zoom subscription.	101523	LGA 1972 S111

#### 13. Urgent matters and matters for information

None.

The meeting was closed at 20.40