

HOXNE PARISH COUNCIL

Councillors are summoned to attend a meeting of Hoxne Parish Council on Thursday 2 April 2026 at 19.30 at St Edmund's Hall, Hoxne. The press and public are welcome to observe the meeting.

1. To receive apologies for absence.
2. To receive declarations of pecuniary and non-pecuniary interests and consider requests for dispensations. Councillors to be reminded of the requirement for them to individually update their Registers of Interests as appropriate.

3. Public Forum

To receive a report from Suffolk County Council and Mid Suffolk District Council.

To receive any comments from members of the public in attendance, or submitted in advance of the meeting, relating to matters on this Agenda.

4. To consider acceptance of the Minutes of 5 March 2026 meeting.
5. Matters arising from Minutes of 5 March 2026 meeting.
6. To consider any applications for co-option to the vacancy on the Parish Council.

7. Planning

a. To consider the following planning applications:

Ref	Location	Application
DC/26/00872	Yew Tree House, 37-39 Church Hill, Hoxne, IP21 5AT	Householder Application: Blocking up of external doorway into a modern 1980s shower room extension on the rear west elevation. Comments deadline: 08/04/2026
DC/26/00873	Yew Tree House, 37-39 Church Hill, Hoxne, IP21 5AT	Application for Listed Building Consent: Blocking up of external doorway into a modern 1980s shower room extension on the rear west elevation. Comments deadline: 08/04/2026

b. To note the following planning determinations:

Ref	Location	Application
DC/25/05084	Abbey View Cottage, Cross Street, Hoxne, IP21 5AL	Full Planning Application - Link 2 No. dwellings (Abbey View and Abbey View Cottage) to create 1 No. dwelling to be known as Abbey View. Erection of rear extension. Erection of fence to side and front and gates to drive. Erection of garage to side (following demolition of existing garage). Granted
DC/25/05085	Abbey View Cottage, Cross Street, Hoxne, IP21 5AL	Application for Listed Building Consent - Works to facilitate linking of 2 No. dwellings (Abbey View and Abbey View Cottage) to create 1 No. dwelling to be known as Abbey View. Erection of rear extension. Erection of fence to side and front and gates to drive. Erection of garage to side (following demolition of existing garage). Granted

c. Update following the Mid Suffolk/Parish Council liaison meeting at Elmswell and the implications for five-yearly reviews of Local Development Plans.

8. Highways

- a. Update on Eye Road and B1118 / Green Street projects.
- b. Update regarding proposed 20mph Speed Limit.
- c. Update regarding the letter submitted to Councillor Chambers, The Cabinet Member for Transport, regarding the new 20mph policy.
- d. Update regarding sign cleaning.
- e. To consider purchases under the Community Self-Help Scheme of a cordless hedge trimmer, battery and charger at a cost of £271.61 inc VAT and cordless brushcutter at a cost of £307.38 with Auto Cut Mowing Head or £418.09 with Grass Cut Blade.

9. Flood Management

- a. To consider the location for a flood depth gauge board.

10. Asset Management

- a. To consider planting natural hedging around the Orchard as part of BMSDC's Bio Diversity meadow management project and identification of other potentially suitable areas for meadow management.
- b. To consider No Dogs Allowed signage for the Orchard.
- c. To consider renovating the red telephone box on the Denham Road.

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11. Finance and Governance

- a. To receive the Council's financial position as at 31 March 2026.
b. To note the following payment:

Amount	Payee	Details
£1,083.70	Suffolk County Council	Street lights energy and maintenance charges (referenced in the Minutes of 5 th March 2026 at 13.ii)

- c. To approve the following payments:

Amount	Payee	Details
£352.40	V O'Hegarty	Clerk's salary March 2026
£208.00	Mr R Woods	Street Caretaker's salary April 2026
£312.33	HMRC	PAYE
£55.13	V O'Hegarty	Clerk's expenses – WFH allowance, mobile phone data, box of gripper gloves for use by street caretaker
£39.60	Suffolk Ass'n of Local Councils	Cllr Code of Conduct Training Course
£382.10	Limelight Signs	Flood water depth gauge board

- d. To review spend against budget for 2025-2026.

- e. To approve the following virements:

- i. £521 from Clerk's Salary to Street Cleaner's Salary budget line
- ii. £300 from Audit to Street Cleaner's Salary budget line
- iii. £360 from Street Lighting to Meeting Rooms budget line
- iv. £225 from Elections to Council Expenses budget line

- f. To note that due to the Clerk opting into a NEST pension scheme and the level of the Clerk's salary, the Council will be required to make a minimum contribution of £2.02 per month.

- g. To approve the Asset Register for the year ending 31 March 2026.

- h. To review and adopt the following:

- i. Data and Electronic Data Retention Policy
- ii. Filming and Recording at Meetings Policy
- iii. Freedom of Information Act Publication Scheme
- iv. Grant Awarding Policy
- v. Internal Control Statement and Report
- vi. Lawful Basis for Processing Data
- vii. Low Street Green Hire Policy
- viii. Privacy Notice
- ix. Public Participation Protocol
- x. Reserves Policy
- xi. Risk Assessment Register
- xii. Subject Access Request Policy

12. Correspondence

To note receipt of the following correspondence:

Received	From	Subject
24/03/2026	Hoxne PCC	Decision taken not to display the old heritage boards in the Church.
18/03/2026	SALC	Factsheet – Declarations of Interest

13. Urgent matters and matters for information.

14. Date and location of next meeting – Thursday 7 May 2026 at Hoxne Playingfield Pavilion.

15. Close of meeting.

Signed: Ginny O'Hegarty Parish Clerk

Dated: 27 March 2026