# HOXNE PARISH COUNCIL

**Minutes of meeting held at Hoxne Playingfield Pavilion on**
**Thursday 1 October 2026 at 19:30 hours**

**Present:**
Cllrs Paul Ellis, Angus Herron, Marie Lagerberg, Bryn Lerwill, Jason Middleton, Chris Parkin (Chair), and Pasco Warner. Also in attendance Ginny O'Hegarty, Parish Clerk/RFO, County Cllr Sally Mittuch, two members of the public.

1. **Chairman's Announcement**. The Chair announced the sad passing of serving Councillor Margaret Sillis and reflected on her service and contribution to the parish. Council held one minute silence in her memory and honour.
2. **Apologies** were received and accepted from Cllr Richard Kruszewski.
3. **Declarations of Interests** Cllr Parkin declared an interest in Agenda item 8a - DC/26/01431.
4. **Public Forum:**

a. County Cllr Mittuch reported that:
- More information is awaited as to what can be used by listed building owners in conservation areas as regards flood defences.
- Local government reorgansation has been paused. District Council elections will take place in May.
- Residual waste has been reduced by 40,000 tonnes. The energy from waste facility near Great Blakenham is open to visitors where waste is burnt and only 3% of waste ends up in landfill.
- Lithium batteries are fire hazards and people are warned not to charge items overnight to avoid the risk of electrical fires which are hard to extinguish.
- Fraud accounts for 40% of crime in Suffolk. Residents are encouraged to use the Trust a Trade Scheme with building works undertaken under a contract. If the contractor breaches a contract residents can ask Trading Standards to take the contract over.
- The Redmere Wind Farm is a proposed major energy project. The tops of the blades will reach 220m.
- Individual and communities can apply for trees by habitat, including black poplars.
- Suffolk County Council is appealing to residents and businesses for donations of prom clothing, shoes, accessories and funding towards a Care Leavers Ball which will be held on 27 November 2026.
- A churches specialist funding guide is being made available.
- A Waveney Valley Identity Group is being formed by Adrian Ramsay MP.

b. Members of the public provided information regarding agenda item 13 – Request for signage at the entrance to Church Hill.

5. **The Minutes of the meeting held on 3 September 2026** were approved and signed.
6. **Matters arising from the Minutes of 3 September 2026** were noted:
- Details of the costs associated with potential new signage on the B1118 warning of agricultural vehicles had been shared with the farmer.
- Quotes to be obtained to cut back the trees which are encroaching on communications lines.
- Letters will be sent to local haulage companies and farmers asking them to cover their loads to avoid straw and other debris contributing towards drain blockages.

**7**. There had been **no applications to the two vacancies** on the Parish Council.

**8**. **Planning**

a. Council considered the following **planning applications** received from Mid Suffolk District Council:

| **Ref** | **Location** | **Application** |
|---|---|---|
| DC/26/01431 | Court House Cottage, Low Street, Hoxne IP21 5AS | Reconsultation for Listed Building Consent - Timber frame repairs and re-rendering of elevations with a lime render. Internal and external alterations as detailed in the Planning and Heritage Statement (readvertised due to amended Red Line Site Plan). |
| At 20:03 Cllr Parkin left the meeting and it was agreed Cllr Ellis would Chair the meeting in his absence. It was unanimously agreed to support this application. Cllr Parkin returned to the meeting at 20:04 | | |
| DC/26/04019 | 40 Church Hill, Low Street, Hoxne IP21 5AT | Notification of works to trees in a conservation area - Fell 1 Ash.<br>Comments deadline: 07/10/2026 |
| There were no reasons to object to these works. | | |

So signed and approved at the meeting of 5th November 2026

| | | |
|---|---|---|
| DC/26/04005 | Pump House, Goldbrook, Hoxne | Notification of works to trees in a conservation area - Cut back 1 group of trees to ensure a 1m clearance from and over the kiosk.<br>Comments deadline: 07/10/2026 |
| There were no reasons to object to these works. | | |
| DC/26/03699 | Fir House, Church Hill, Hoxne IP21 5AT | Householder Application - Installation of an EV charging point positioned on the right-hand external wall of the garage. The charging unit will be located within a utility and storage area and will be obscured from view by a separate garden wall.<br>Comments deadline extended to: 02/10/2026 |
| It was unanimously agreed to support this application. | | |
| DC/26/03782 | 17 Cross Street, Hoxne IP21 5AJ | Application for works to trees in a conservation area - Hazel reduction to allow for rejuvenation and prevent root ball splitting.<br>Comments deadline extended to: 02/10/2026 |
| There were no reasons to object to these works. | | |

b. Council noted the following **planning decision**:

| Ref | Location | Application |
|---|---|---|
| DC/26/03399 | Fir House, Church Hill, Hoxne IP21 5AT | Application for works to trees in a conservation area - To reduce 1 Lime and 1 Silver Birch by a third all over.<br>Mid Suffolk District Council does not wish to object |

c. **Suffolk Water Recycling Transfer and Storage**. Council will write to the Planning Inspectorate to express its concern regarding the increasing demands of water from the Hoxne area being transferred to other parts of the region when water supplies around the Hoxne area are already limited. The situation may be made worse by the expansion of local industry which will make further demands on water supplies.
d. There were no other planning matters.

**9. Highways**

a. Update on **B1118 / Green Street** project. The outstanding markings have been completed.
b. Update regarding proposed **20mph Speed Limit**. No representations had been received by Highways in response to the legal advertisement notice. The TRO report is in the process of being written and the job pack is expected to be put together this month and the bill formalised for construction. Once payment has been received by Highways the works will be ordered and the contractor will have 14 weeks to complete the works.
c. To consider action to be taken with the **redundant SID**. It was agreed to offer the SID to another parish, failing which to recycle it.
d. To consider a discrepancy regarding the undertaking of **traffic surveys** before the blue advisory sign was installed on Eye Road. Council confirmed that traffic surveys had been undertaken with two speed data collection points on Eye Road and the data recorded had been received. Council agreed to remind Highways of this and share the data with them with a request for Highways to conduct a further speed survey following their installation of the blue advisory sign.

**10. Severe Weather Management**

a. Update regarding **flood/severe weather management** matters. Cllr Ellis will update the flood plan taking in comments received during the recent desktop flood exercise. Cllr Lagerberg agreed to prepare an addendum to the leaflet. Cllr Ellis will be meeting with BMSDC's Emergency Planning Support Officer in mid-October. Councillors were reminded to complete the fire surveys and forward the information to Cllr Ellis. The Clerk will recirculate the survey.
Cllr Ellis will arrange for a parish map showing the locations of fire hydrants and other weather-related interests.
Council agreed to set up a Parish Council Facebook account for the purposes of posting information to the village Facebook site. Cllr Lerwill volunteered to set the account up.

So signed and approved at the meeting of 5th November 2026

Cllr Ellis volunteered to conduct a desktop fire exercise in the new year.
b. Update regarding **gulleys** following the recent site visit by the County Cllr. All the gulleys marked in Cllr Lagerberg's report have now been actioned. Cllr Warner volunteered to report the silted gulley on Clink Hill.
c. Update following recent **sign cleaning**. It was confirmed the signs have now been cleaned.

**11. General**
a. Council agreed to formalise quarterly **Parish workdays** to include:
- Spring litter pick with the Scouts – date to be confirmed
- Summer litter pick with a focus on glass and metal – date agreed as 13th June, 9am-12pm, village hall
- Autumn leaf clearing and pre-winter maintenance including sign cleaning – see 11.b below
- Winter maintenance of the community orchard – see 11.c below

b. Council agreed the date for **autumn leaf clearing as 1st November 2026**, 9am-12pm meeting at the village hall. The Clerk will prepare a poster for noticeboards. Local groups and the scouts will be invited to participate by combining with a village litter pick whilst Councillors concentrate on the drains.
c. Council agreed the date for **winter maintenance of the community orchard as 10th January 2027**, meeting at 9am at the orchard.
d. To consider **location for 2027 meetings**. Deferred to the November meeting.
e. Update regarding **dog waste bin for Capons Lane/Syleham Road**. Confirmation has been received from Mid Suffolk District Council that the proposed location is suitable. The Clerk is seeking approval from Suffolk County Council for the bin to be attached to their footpath signpost.

**12. Finance and Governance**
a. Council's financial position as at 30 September 2026 was reported as £37,140.76 which included receipt of the second half of the precept of £14,760.50; Suffolk County Council grant towards a speed indicator device of £1,029.57; Mid Suffolk District Council grant towards a flood depth gauge board of £366.32; and interest of £127.00.
b. Council ratified the following payment made between meetings:

| Payee & Details | Amount | Power |
|---|---|---|
| Clerk – reimbursement for Council laptop and charger (approved 03/09/26, Minute 13) | £543.97 | LGA 1972, s111 |

c. Council approved the following payments:

| Payee & Details | Amount | Power |
|---|---|---|
| Clerk's Salary including backpay to 1 April 2026 | £576.64 | LGA 1972 s112 |
| Street Caretaker's Salary | £218.40 | LGA 1972 s111 |
| HMRC - PAYE/NIC | £244.15 | LGA 1972 s112 |
| Clerk's Expenses | £48.27 | LGA 1972, s111 |
| Mid Suffolk District Council dog and litter bin emptying (£432.60 less credit note in amount of £37.20) | £395.40 | LGA 1972, s111 |
| Limelight Signs Ltd water depth gauge board | £439.58 | LGA 1972, s111 |
| Start Safety SID affixing bracket and battery wires (see Agenda item 12.f) | £116.20 | LGA 1972, s111 |

d. Council agreed to appoint SALC as Internal Auditor for year ending 31 March 2027.
e. To consider purchasing a flipchart easel, paper and marker pens costing in the region of £85 +VAT. Deferred to November.
f. Council agreed to purchase an additional affixing bracket and an additional set of battery wires for the new Speed Indicator Device at a cost of £96.83 +VAT.

**13. Correspondence**
Council noted receipt of the following correspondence:

| Received | From | Subject |
|---|---|---|
| 22/09/2026 | Suffolk County Council | Mid Suffolk Footpath and location for installation of an A1 interpretation board. *Council proposed the village hall carpark where the other boards are located.* |

So signed and approved at the meeting of 5th November 2026

| | | |
|---|---|---|
| 14/09/2026 | Community Liaison Manager | Suggestion to arrange a meeting to discuss flooding equipment. *See below.* |
| 11/09/2026 | Cllr Mittuch | Update following SCC flood team meeting. *The Flood Working Group will provide a list of proposed equipment needed to be forward to Cllr Mittuch and the Community Liaison Manager.* |
| 07/09/2026 | Resident | Road safety along the B1118 where it turns left along Syleham Road by the dairy farm. *Council noted that the resident raised a good point however Council had previously explored managing the speed limit down from 60mph to 30mph but this was not agreed to by Suffolk County Council.* |
| 07/09/2026 | Residents | Recent resurfacing works have raised the road level above the existing dropped kerb causing surface water to flood the residents' driveway. *A highways surveyor has visited the residents and is making plans to raise the kerbstones to resolve the issue* |
| 31/08/2026 | Resident | Request for signage at the entrance to Church Hill. *No through road and no turning signage was deferred to November pending a site visit by Cllrs Parkin and Ellis. Clerk to contact the CLE for examples of signs.* |

**14.** Urgent matters and matters for information. Council agreed payments to Mid Suffolk District Council for garage rental in the amount of £372.62 and to SALC for 12 months payroll provision in the amount of £210.60. Village green rejuvenation to be included on the agenda for November.
**15.** Date and location of next meeting – Thursday 5th November 2026 at St Edmund's Hall, Hoxne.
**16.** Meeting closed 21:28.

So signed and approved at the meeting of 5th November 2026