

HOXNE PARISH COUNCIL

Minutes of meeting held at St Edmund's Hall, Hoxne on
Thursday 2 April 2026 at 19.30 hours

Present:

Cllrs Caroline Abbott, Paul Ellis, Angus Herron, Richard Kruszewski, Marie Lagerberg, Bryn Lerwill, Jason Middleton, Chris Parkin (Chair), Margaret Sillis and Pasco Warner. Also in attendance Ginny O'Hegarty, Parish Clerk, County Councillor Henry Lloyd, District Councillor Matthew Hicks, and one member of the public.

1. **Apologies.** None received.

2. **Declarations of Interests** None received.

3. Public Forum

District Councillor Matthew Hicks reported that:

- The Government has made a decision regarding Local Government Reorganisation and Suffolk is to be split into three Councils.
- MSDC has bought 8 acres of land outside Stowmarket for a rewilding project.
- Alternative funding of up to £20,000 is to be made available by MSDC for the preparation of Neighbourhood Plans subject to certain criteria being met.
- The new waste bins have all been delivered.

County Councillor Lloyd reported that:

- Local Government Reorganisation is likely to result in a rise in Council Tax and new waste bins being issued in the next five years.
- Ipswich has received archive accreditation.
- A measles vaccination programme is underway.
- Local Council elections will take place on 7th May.

4. **The minutes of the meeting held on 5 March 2026** were approved and signed by the Chairman.

5. **Matters arising** from Minutes of 5 March 2026 meeting. There were no matters arising.

6. There had been **no applications to the one remaining vacancy** on the Council.

The Chair announced that Cllr Abbott would be resigning as a Councillor at the May meeting and thanked her for her work and contributions.

7. Planning

a. Council considered 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
Council agreed to support the application.		
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.
Council agreed to support the application.		

b. Council noted 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

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		extension. Erection of fence to side and front and gates to drive. Erection of garage to side (following demolition of existing garage). Granted
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c. Update following the Mid Suffolk/Parish Council liaison meeting at Elmswell and the implications for five-yearly reviews of Local Development Plans. It was noted that every parish that has a Neighbourhood Plan is required to review it to consider whether it is still relevant. Council noted that clarity is needed as to whether a Plan is required to be updated every five years, what is required if the review is mandatory, what constitutes a review, and what factors are to be considered in determining whether a Plan is still relevant. The Clerk was requested to write to Cllr Hicks who volunteered to look into these questions.

8. Highways

- a. Update on Eye Road and B1118 / Green Street projects. An update had been requested from Highways.
- b. Update regarding proposed 20mph Speed Limit. Progress is on hold until after the May elections.
- c. Update regarding the letter submitted to Councillor Chambers, The Cabinet Member for Transport, regarding the new 20mph policy. A response will not be received until after the May elections.
- d. Update regarding sign cleaning. Cllr Kruszewski volunteered to co-ordinate the sign cleaning and noted the signs towards Stradbroke would be cleaned after 7th April.
- e. Council approved purchasing 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 and Grass Cut Blade at £418.09 under the Community Self-Help Scheme.

9. Flood Management

- a. To consider the location for a flood depth gauge board. Deferred pending discussion with residents of properties adjacent to the suggested location. The Clerk was asked to investigate the possibility of a detachable flood depth gauge board.

10. Asset Management

- a. To consider planting natural hedging around the Orchard as part of BMSDC's Biodiversity meadow management project and identification of other potentially suitable areas for meadow management. The Clerk was requested to write to the Suffolk Tree Warden and the Woodland Trust to investigate whether hedging plants could be collected in the autumn for planting in the Orchard. Cllr Warner volunteered to measure the Orchard to determine the quantity of hedging required.
- b. Council approved ordering a No Dogs Allowed sign for the Orchard and Cllr Lerwill volunteered to erect it.
- c. To consider renovating the red telephone box on the Denham Road. Cllrs Ellis, Herron, Parkin and Warner volunteered to renovate the telephone box and Cllr Parkin will prepare a list of materials and investigate the whereabouts of the red paint. Council discussed the possibility of using the telephone box for another book exchange at that end of the village.

11. Finance and Governance

- a. The Council's financial position at 31 March 2026 was reported as £14,944.06.
- b. Council noted the following payment:

Amount	Payee	Details	Power
£1,083.70	Suffolk County Council	Street lights energy and maintenance charges (referenced in the Minutes of 5 th March 2026 at 13.ii)	LGA 1972 s111

- c. Council approved the following payments:

Amount	Payee	Details	Power
£352.40	V O'Hegarty	Clerk's salary March 2026	LGA 1972 s112
£208.00	Mr R Woods	Street Caretaker's salary April 2026	LGA 1972 s111
£312.33	HMRC	PAYE	LGA 1972 s112

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£55.13	V O'Hegarty	Clerk's expenses – WFH allowance, mobile phone data, box of gripper gloves for use by street caretaker	LGA 1972 s111
£39.60	Suffolk Association of Local Councils	Cllr Code of Conduct Training Course	LGA 1972 s111
£382.10	Limelight Signs	Flood water depth gauge board	LGA 1972 s111

d. Council reviewed the spend against budget for 2025-2026.

e. Council approved 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. Council approved making a minimum contribution of £2.02 per month to the Clerk's NEST pension scheme.

g. Council approved the Asset Register for the year ending 31 March 2026. The Clerk was requested to obtain prices for a replacement Council laptop.

h. Council reviewed and resolved to 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

Council noted 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 – Clerk to offer the boards to Mr Govier for safe-keeping.
18/03/2026	SALC	Factsheet – Declarations of Interest

13. There were no urgent matters or matters for information.

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

15. Meeting closed 20.59.

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