

HOXNE PARISH COUNCIL

Minutes of meeting held at St Edmund's Hall, Hoxne on
Thursday 6 November 2025 at 19.30 hours

Present:

Cllrs Angus Herron, Richard Kruszewski, Marie Lagerberg, Bryn Lerwill, 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 three members of the public.

1. Apologies

Apologies were received and accepted from Cllrs Abbott, Ellis, and Middleton.

2. Declarations of Interests

None received.

3. Public Forum

(i) County Councillor Henry Lloyd reported that Suffolk County Council's cabinet had voted in favour of creating a new mayoral authority for Norfolk and Suffolk; the deadline is approaching for secondary school places in Suffolk, advice and guidance can be found at www.suffolk.gov.uk/admissions; Suffolk has partnered with Ukrainian region of Poltava, the agreement will remain in place for five years; Suffolk County Council has announced additional investment in the National Cycle Network.

(ii) District Councillor Matthew Hicks reported that MSDC has the highest number of listed properties in the country; a new Council initiative will help owners of Grade II listed buildings make their homes more energy efficient by allowing the installation of secondary glazing on historic windows subject to certain conditions and the replacement of windows where original windows have already been replaced; another initiative is being worked on which will allow for solar panels within the curtilage of a property not on the building itself; the Government is seeking to increase house building across the country and local plans are being prepared, Councils are asking communities to identify potential development sites as part of the Call for Sites; applications for consideration under the locality budget are required to be submitted by the end of November/beginning of December.

(iii) Residents expressed strong support for the reopening of The Swan Inn but raised concerns regarding the proposed extension to standard licensing hours on a regular basis. The proposed licensing hours of 12.30-1.30am on standard nights and 1.30-2.30am on public holidays and celebration days risk regular occurrences of late night public nuisance, particularly from customers leaving the premises in the early hours. The Council agreed to raise the concerns with MSDC Licensing and suggest more appropriate and community-friendly hours of a regular closing time of 12.00am (midnight), with an additional one-hour extension on special occasions.

4. The minutes of the meeting held on 2 October 2025 were approved and signed by the Chairman.

5. Matters arising from minutes of 2 October 2025

Following consultation with the developer, the Clerk had ascertained that the area of land comprising the steps leading to St. Edmund's Monument is owned by the developer and will be transferred to the owners of the three nearby properties. The Council will seek written approval from the developer for a new heritage walk board to be erected at the steps.

6. **Co-option to Parish Council** – there had been no applications to the one remaining vacancy on the Council.

7. Planning

a. The following planning application was considered:

Ref	Location	Application
DC/25/04255	Park Farm, Hoxne Road, Syleham, IP21 4LR Comments deadline extended to 07.11.25	Erection of 1no replacement free range poultry (layer) unit and ancillary development

Council supported the application but its concern would be registered regarding the impact of significant additional HGV traffic at the junction of Syleham Road and Green Street (the B1118) where visibility is extremely poor. The increase in HGV traffic will exacerbate existing issues of visibility and safety and will contribute to the endless wearing away of the road markings at the junction making the junction more hazardous.

b. Norwich to Tilbury - Nationally Strategic Infrastructure Project (NSIP) – Council considered and decided against registering as an interested party. It was noted that individuals can register as interested parties should they wish to do so.

c. There were no other planning matters.

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8. Highways

- a. Council approved the purchase of sign cleaning equipment through the Community Self Help Scheme.
- b. (i) Council considered the arrangements for street sweeping and the areas to be maintained. It was noted that the Street Caretaker for Hoxne Parish Council is only responsible for pavements within the Conservation Area but may assist with other occasional ad hoc street sweeping requests.
- (ii) Council noted that repairs to the flint wall alongside Abbey Farm had commenced. Once completed the plastic barrier will be returned to the garage.
- c. Council considered SCC's gully cleaning programme and noted that carrying out drain cleaning works in November/December would be much more beneficial than the current scheduled month of June. The Clerk was asked to respond to SCC and request s.19 communities be prioritised as they are within known flood risk areas.

9. Flood Management

- a. Council considered the purchase of depth gauge boards for the following areas (1) the Low Street/Abbey Hill/Eye Rd junction; (2) Wittons Lane at the bridge; (3) Nuttery Vale at the beck; and (4) Clink Hill at the bridge. As the Council is now in possession of flood signs, it was decided that one depth gauge board would be purchased initially and Cllr Lagerberg would investigate the cost for Council to consider at the next meeting.
- b. Council considered the actions to be taken as precautions in the event of severe weather. It was noted that Cllrs Ellis, Lagerberg, Middleton and Parkin monitor the weather and, in the event of the MET Office issuing an amber warning, will meet and decide whether the steps in the weather management plan should be actioned, and engage with other Councillors including whether to put out flood warning signs.

10. Asset Management

- a. Council agreed to set aside Saturday, 6th December as a Volunteer Day with Councillors to meet at the Community Orchard at 10am with appropriate tools to undertake general maintenance including repair of the gate posts, and treatment and placement of the memorial bench.
- b. (i) Council noted the expired pads in the defibrillator had been replaced as well as the battery.
- (ii) Council considered providing group defibrillator training for residents. It was noted that the Phoenix Group have a training session scheduled at the Village Hall on 25th November between 7-8pm for up to 30 people. Cllr Kruszewski will enquire whether non-Phoenix members could also attend. If not, alternative training would be arranged.

11. Asset of Community Value

Council noted the application to re-list the Swan Public House as an asset of community value had been successful.

12. Finance and Governance

- a. The Council's financial position at 31 October 2025 was reported at £17,773.41, including £900 in CIL receipts for the period 1 April 2025 to 30 September 2025, and £312.94 reimbursed for flood signs purchased through the Community Self Help Scheme.
- b. Council agreed to make the following payments:

Amount	Payee	Details	Power
£587.20	V O'Hegarty	Clerk's salary October 2025	LGA 1972 s112
£260.00	Mr R Woods	Street Caretaker November 2025	LGA 1972 s111
£194.35	HMRC	PAYE	LGA 1972 s112
£71.32	V O'Hegarty	Clerk's expenses - WFH allowance and printer cartridges	LGA 1972 s111
£32.40	Sword and Trowel Limited	Payroll service	LGA 1972 s111
£66.00	Community Action Suffolk	One Suffolk Hosting	LGA 1972 s111
£8.84	C Parkin	Reimbursement for refreshments provided at Community Flood Information Event	LGA 1972 s111
£22.00	V O'Hegarty	Reimbursement for Council owned mobile phone	LGA 1972 s111

Cllr Sillis left the meeting at 9pm.

- c. Council approved a contribution of £77.50 +VAT towards Clerk training course fees of £155 +VAT (ILCA and Budgeting).
- d. Council considered the actions required to comply with the new Assertion 10 to the Annual Governance Statement and approved proceeding with registration of a .gov.uk domain name and Clerk's mailbox. Council decided not to proceed with corresponding email addresses for Councillors. The Clerk advised that Councillors are required to use a separate email address from their personal email address for dealing with Council

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correspondence.

13. Correspondence

The following correspondence was noted and donations of £100 approved for each of Lighthouse Women's Aid, Suffolk Accident Rescue Service, Citizens Advice Mid Suffolk and Headway Suffolk:

Received	From	Subject
10/10/2025	Lighthouse Women's Aid	Request for assistance in raising awareness or additional funding
16/10/2025	Suffolk Accident Rescue Service	Summary of activity in 2024
20/10/2025	Resident	Fallen leaves and horse chestnuts on Green Street being crushed by traffic leading to blocked drains. The Clerk had submitted a request to BMSDC for increased street sweeping.
20/10/2025	BMSDC	Joint Local Plan Call for Sites
20/10/2025	Suffolk Climate Change Partnership	Sustainable Communities Action Day - Saturday 8 th November 2025
22/10/2025	SALC	Norwich to Tilbury pylon proposals - opportunity for any person or organisation to register as an interested party before 27 th November 2025
27/10/2025	Resident	Request for assistance with obtaining a tree preservation order for an ancient apple tree. Information on applications for tree preservation orders had been obtained and passed to the resident.
28/10/2025	Citizens Advice Mid Suffolk	Request for a donation
29/10/2025	Headway Suffolk	Request for a donation

14. Urgent matters and matters for information:

The meeting dates for 2026 and the Village Spring Clean were noted.

The purchase of a poppy wreath to be laid at the Church on Remembrance Sunday on behalf of the Parish Council was noted.

15. Date of next meeting was noted as Thursday 4 December 2025 at St Edmund's Hall, Hoxne.

Meeting closed 21.23