

HOXNE PARISH COUNCIL

Minutes of meeting held at Hoxne Playingfield Pavilion on Thursday 7 May 2026 at 19.30 hours

Present:

Cllrs Angus Herron, Richard Kruszewski, Bryn Lerwill, Jason Middleton, Chris Parkin (Chair), Margaret Sillis and Pasco Warner. Also in attendance Ginny O'Hegarty, Parish Clerk/RFO. No members of the public.

1. Election of Chairman

It was unanimously agreed to elect Councillor Chris Parkin as Chairman. Cllr Parkin duly signed the Declaration of Acceptance of Office.

2. Apologies were received and accepted from Cllrs Paul Ellis and Marie Lagerberg.

3. Declarations of Interests Cllr Parkin declared an interest in item 10a DC/26/01431.

4. Public Forum There were no members of the public present.

5. The minutes of the meeting held on 2 April 2026 were approved and signed by the Chairman.

6. Matters arising from Minutes of 2 April 2026 meeting. There were no matters arising.

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

8. Appointment of Vice Chairman Cllr Paul Ellis was unanimously appointed to this position.

9. Appointments

The following appointments were unanimously agreed:

- Responsible Financial Officer: Ginny O'Hegarty
- Bank Signatories: Cllrs Paul Ellis, Angus Herron and Bryn Lerwill
- Planning Committee: It was agreed all councillors would remain as members of the Planning Committee and would meet when time sensitive planning applications were received which could not wait until the next scheduled parish council meeting
- Community Infrastructure Levy Working Group: Cllrs Bryn Lerwill, Jason Middleton and Chris Parkin
- Traffic Management Working Group: Cllrs Angus Herron, Richard Kruszewski, Marie Lagerberg, and Bryn Lerwill
- Flood Management Working Group: Cllrs Paul Ellis, Marie Lagerberg, Jason Middleton and Chris Parkin
- St Edmund's Hall Representative (Trustee of St Edmund's Hall): Cllr Bryn Lerwill
- Hoxne Playing Field Management Committee Representative (Trustee of the Playingfield): Cllr Paul Ellis
- Suffolk Association of Local Councils Representative: Cllr Jason Middleton
- Footpaths Co-ordinator: Cllr Pasco Warner
- Village Voice Correspondent: Cllr Chris Parkin
- Vehicle Activated Sign Co-ordinators: Cllrs Richard Kruszewski and Bryn Lerwill
- Training Officer: Cllr Jason Middleton

10. 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	Application for Listed Building Consent: Timber frame repairs and re-rendering of all elevations with a lime render. Internal and external alterations as detailed in the Planning and Heritage Statement.
Cllr Parkin left the meeting and it was agreed Cllr Warner would Chair the meeting in his absence. It was agreed there was no reason to object to this application. Cllr Parkin returned to the meeting.		
DC/26/01353	The Hall, Thorpe Hall Road, Hoxne IP21 5EB	Application for Listed Building Consent: Insertion of new door to existing modern closet and blocking up of old door.
It was agreed there was no reason to object to this application.		

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b. Council noted the following planning determinations:

Ref	Location	Application
DC/26/01365	41 Low Street, Hoxne IP21 5AS	Works to trees in a conservation area. MSDC does not wish to object.
DC/26/01347	The Stables, Low Street, Hoxne IP21 5AR	The discharge of conditions has been considered acceptable by MSDC's Ecology and Environmental Health Teams.
DC/26/00279	The Stables, Low Street, Hoxne IP21 5AR	Change of use from stables outbuilding to form 1 No. dwelling including external alterations (Amended scheme to that granted under DC/25/00915). Granted.
DC/26/00316	Land At Gissings Farm, South Green Road, Hoxne	Application for prior notification for a proposed Erection of a Straw Shed for the purpose of Agriculture. Granted.
DC/26/01224	Carpenters Walk, 16 Church Hill, Hoxne IP21 5AT	The discharge of condition has been considered acceptable by MSDC's Heritage Officer.

c. Council considered and decided no action was required to be taken as regards reviewing the Neighbourhood Plan at the current time.

d. There were no other planning matters.

11. Highways

a. There were no updates regarding the Eye Road and B1118 / Green Street projects due to the election moratorium.

b. There was no update regarding the proposed 20mph Speed Limit due to the election moratorium.

c. There was no update regarding the letter submitted to Councillor Chambers, The Cabinet Member for Transport, regarding the new 20mph policy due to the election moratorium.

It was noted that white circles and letters were missing following resurfacing works. Cllr Kruszewski volunteered to take photos to be forwarded to the Community Liaison Engineer.

d. Good progress had been made regarding cleaning of signs around the village.

e. Council agreed to request SCC fund the changing of an uneven road surface sign on the way to Stradbroke to a warning triangle advising of agricultural vehicles ahead. The Clerk was also asked to write to the farmer requesting a 'Beware of Traffic' sign be erected.

f. Cllr Kruszewski volunteered to divide the parish into zones, providing councillors with a dedicated geography to review and report on any issues in their zone at future meetings.

12. Flood Management

a. Letters had been delivered to properties adjacent to the proposed location for a flood depth gauge board to be erected. Council agreed the board should be erected temporarily when required rather than be a permanent fixture.

b. A report regarding flood management and resilience was read out.

13. Asset Management

a. The No Dogs Allowed sign had been received and Cllr Lerwill volunteered to put it up in the Orchard. It was noted the bench in the Orchard needs to be moved from underneath the trees. Cllr Warner volunteered to deal with it.

b. Cllrs Parkin and Warner agreed to find a date for them to start work on renovating the red telephone box on Denham Road.

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14. General

- a. Council agreed to request prickly hedging for the Orchard in response to BMSDC's drive to help biodiversity and the environment. Councillors will consider other possible locations for tree planting.
- b. An update was awaited from BMSDC regarding repair of the Village of the Year signpost.

15. Finance and Governance

- a. The Council's financial position as at 30 April 2026 was £29,289.28.
- b. Council approved the following payments:

Amount	Payee	Details	Power
£328.91	V O'Hegarty	Clerk's salary	LGA 1972 s112
£156.00	Mr R Woods	Street Caretaker's salary	LGA 1972 s111
£364.33	HMRC	PAYE	LGA 1972 s112
£412.26	HMRC	Overdue PAYE payments	LGA 1972 s112
£61.92	V O'Hegarty	Clerk's expenses – WFH allowance, mobile phone data, No Dogs sign	LGA 1972 s111
£72.00	Hoxne Village Hall	Jan, Feb, Mar, Apr meeting room hire charges (x4 @ £18.00)	LGA 1972 s111
£402.54	SALC	Annual membership fee	LGA 1972 s111
£32.40	Sword & Trowel Ltd	Payroll services	LGA 1972 s111

The Clerk was asked to write to the payroll provider to request information regarding the overdue PAYE payments.

- c. Council noted receipt of first instalment of Precept (£14,760.50)
- d. Council noted receipt of CIL payment (£988.28)
- e. Council's noted the re-declaration of compliance was submitted to The Pensions Regulator on 30 March 2026.
- f. Council approved the Annual Neighbourhood CIL Expenditure Report for the period 2025-26.

16. Urgent matters and matters for information. None received.

17. Date and location of next meeting: Annual Parish Meeting on Thursday 14 May 2026 at St Edmund's Hall, Hoxne; next ordinary Council Meeting on Thursday 4 June 2026 at Hoxne Playingfield Pavilion.

18. Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to the public and press to discuss a confidential employment matter.

19. Meeting closed 20:54.