

HOXNE PARISH COUNCIL

Minutes of meeting held at Hoxne Playingfield Pavilion on
Thursday 7 August 2025 at 19.30 hours

Present:

Cllrs Paul Ellis, Angus Herron, Richard Kruszewski, Bryn Lerwill, Jason Middleton, Marie Lagerberg, Chris Parkin (Chair), Margaret Sillis and Pasco Warner. Also in attendance Sarah Foote and Ginny O'Hegarty, Parish Clerks, and one member of the public.

1. Apologies

Apologies were received and accepted from Cllr Abbott. District Councillor Hicks and County Councillor Lloyd had provided their apologies.

2. Declarations of Interests

Cllr Parkin and Cllrs Sillis declared other registerable interest in agenda item 10c.

3. Public Forum

A member of the public explained how the drain near their property floods due to debris from large trees on Green Street, lack of enforcement issues on a recent building development at the rear of their property, and how traffic on Green Street has affected their quality of life.

Representatives of Hoxne Heritage Group provided additional information in support of the request for support for storage of archives and artifacts.

4. The minutes of the meeting held on 3 July 2025 will be approved and signed by the chairman at the September meeting.

5. Matters arising from minutes of 3 July 2025

The Clerk confirmed that Ginny O'Hegarty has joined as a new Clerk as of 1st August 2025 and a handover is taking place. It was noted the gate at the entrance of the Community Orchard is broken and will be removed.

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 applications were considered:

Ref	Location	Application
DC/25/03066	Birch Farm, Syleham Road	Installation of 146no roof mounted solar panels
It was unanimously agreed to recommend approval of the application.		
DC/25/03055	Barley Field House, Abbey Hil	Installation of PV Panels to garage roof and erection of pergola on patio
It was unanimously agreed to recommend approval of the application.		
DC/25/03117	Trenchard, Cross Street,	Notification of Works to Trees in a Conservation Area - Reduce 1 No. Ash (T1) from 10m x 9m to 8m x 8m, Re-pollard 1 No. Ash (T2), Reduce 1 No. Plum (T3) from 6m x 4 m to 5m x 3m and Fell 1 No. Field Maple and Crab Apple (T4)
There were no reasons to object to these works.		

b. The following planning determinations were noted:

Ref	Location	Application
DC/25/00915	The Stables, Low Street	Change of use from stables outbuilding to form 1 No. dwelling Including external alterations – planning permission granted.
DC/25/02631	Court House Cottage, Low Street	Lift lower canopy of 1 No. Oak (T1) to 3m and reduce sides by third and reshape tree. Fell 3 No. Pine (T2- T4) – no reason to object
DC/25/00742	Post Office and General Stores, Low Street	Conversion of Post Office and General Stores with residential to fully residential with internal alterations to accommodate change – Listed Building Consent granted

So signed and approved at the meeting of 4th September 2025

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DC/25/00741	Post Office and General Stores, Low Street	Conversion of Post Office and General Stores with residential to fully residential with internal alterations to accommodate change – planning permission granted
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c. There were no other planning matters.

8. Highways

a. Hoxne Traffic Management proposal – Cllr Kruszewski provided an update with estimated costs following a site visit from the Community Liaison Engineer. Cllrs agreed in principle to proceed with both projects subject to receipt of detailed costings.

9. Flood Management

a. The Flood Working Group had met prior to the Parish Council meeting. Cllr Lagerberg confirmed the costs for printing and distribution of Village Flood Plan leaflets as £205. Council approved this amount as it falls within the agreed budget of £250. The Clerk will contact the Council's insurers to confirm that public liability is covered. Cllrs requested the schedule for drains cleaning be obtained as some drains are currently blocked. Research will be undertaken into drains marker posts and the steps to be taken to obtain flood signs.

b. Community Engagement event on Saturday 13 September 2025. Cllr Lagerberg confirmed representatives from the Environment Agency and the County Council and others would be attending. It was suggested to invite local landowners, and residents whose properties had flooded previously.

10. Asset Management

a. Cllr Warner agreed to take delivery of a memorial bench which will be set up in the Community Orchard.

b. Cllr Parkin noted that some of the Hoxne Heritage Walk Boards need updating and a couple of boards are missing. It was suggested that the Hoxne Heritage Group apply for a Pride in Your Place Grant to assist with updating/renovating costs of the boards.

c. Cllrs Parkin and Sillis left the meeting. Council considered a request from Hoxne Heritage Group regarding local artifacts and archives. It was agreed for the items to be stored at St Edmund's Hall and in the event the Hoxne Heritage Group disbanded the Council would accept a bequest under s.136 and become the owners and custodians of the artifacts and archives. Cllrs Parkin and Sillis returned to the meeting.

11. Asset of Community Value

Council considered and approved that an application to renew the asset of community value listing for the Swan Public House should be submitted. The Clerk will prepare the application.

12. Finance and Governance

a. The current financial position was reported at £25,141.41

b. Receipt of £3,174.60 of Cleansing Grant for financial year 2025/26 which part covers the Street Caretaker's salary was noted.

c. Council considered a grant request from Fressingfield Scout Group and approved an amount of £500 towards the installation of solar panels.

d. It was agreed to make the following payments:

Amount	Payee	Details	Power
£1,308.32	S Foote	Clerk salary, local government pay award and holiday pay	LGA 1972 s112
£1,337.72	HMRC	PAYE	LGA 1972 s112
£15.75	S Foote	Clerk's expenses August 2025	LGA 1972 s111
£260.00	Mr R Woods	Street Caretaker August 2025	LGA 1972 s111
£80.00	C Leader	Community Orchard grass cut July and August	LGA 1972 s111
£55.00	Village Voice	Flood Information event advertisement	LGA 1972 s111
£250.00	Trevor Brown CPFA	Internal Audit year ending 31 March 2025	LGA 1972 s111
£21.60	Sword and Trowel Ltd	Payroll service	LGA 1972 s111

13. Correspondence

The following correspondence was noted:

Received	From	Subject
01.08.2025	Suffolk County Council	Cooler Homes with Loft Insulation
30.07.2025	Suffolk County Council	Annual Report of the Suffolk Police Crime Panel
23.07.2025	Suffolk Association of Local Councils	Mid Suffolk/Babergh Area Forum – 30 September (online)
23.07.2025	Suffolk Association of Local Councils	Devolution and LGR Update

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14.07.2025	Suffolk County Councillor	July Update
03.07.2025	Mid Suffolk District Council	Town and Parish Newsletter July and August 2025

14. Urgent matters and matters for information. No matters were raised.

15. Date of next meeting – was noted as Thursday 4 September 2025 at Hoxne Playingfield Pavilion.

Meeting closed 21.10.