

HOXNE PARISH COUNCIL
Minutes of meeting held at Hoxne Playingfield Pavilion on
Thursday 3 July 2025 at 19.30 hours

Present:

Cllrs Caroline Abbott, Angus Herron, Richard Kruszewski, Bryn Lerwill, Jason Middleton, Chris Parkin (Chair), Margaret Sillis and Pasco Warner. Also in attendance Sarah Foote, Parish Clerk, County Councillor Henry Lloyd, and two members of the public.

1. Apologies

Apologies were received and accepted from Cllrs Ellis and Lagerberg. District Councillor Hicks and County Councillor Lloyd had provided their apologies.

2. Declarations of Interests

Cllr Parkin declared an interest in application DC/25/02631

Cllr Lerwill declared an interest in application DC/25/02629

3. Public Forum

No reports were given.

4. Recruitment

Pursuant to the Public Bodies Admission to Meetings Act the meeting was temporarily closed to the public to discuss confidential business.

The appointment of a new Parish Clerk/RFO from 1 August 2025 was confirmed. The incumbent Clerk/RFO would work with the new Clerk until the end of August.

The meeting was reopened to the public.

5. The minutes of the meeting held on 5 June 2025 were approved and signed by the chairman.

6. Matters arising from minutes of 5 June 2025 –

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

8. Planning

a. The following planning applications were considered:

Ref	Location	Application
DC/25/02755	Burnt House Farm, Hoxne Road, Eye	Application for Listed Building Consent - Replacing cement render with lime render

It was agreed to recommend approval of the application.

DC/25/02629	The Old Wheelwrights, Cross Street,	Application for Listed Building Consent - To replace an existing window (like for like). Upgrade single glazed window to double glazed slimline units
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At 19.47 Cllr Lerwill left the meeting. It was agreed to recommend approval of the application. At 19.48 Cllr Lerwill returned to the meeting.

DC/25/02631	Court House Cottage, Low Street, Hoxne,	Notification of Works to Trees in a Conservation Area - Lift lower canopy of 1 Oak (T1) to 3m and reduce sides by third and reshape tree. Fell 3 No. Pine (T2- T4)
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At 19.49 Cllr Parkin left the meeting and it was agreed Cllr Lerwill would Chair the meeting in his absence. It was agreed there was no reason to object to these works. Cllr Parkin returned to the meeting at 19.51

b. The following planning determination was noted:

Ref	Location	Application
DC/25/02010	Red House Farm, Redhouse Farm Road	Refurbishments and repairs/replacement Porch – Listed Building Consent granted.

c. There were no other planning matters.

9. Highways

a. Hoxne Traffic Management proposal – Cllr Kruszewski had been provided with further details by Suffolk Highways of what measures may be able to delivered or not, and the Working Group would meet on 11 July 2025 to consider further and respond to Suffolk Highways. Costs were still awaited. A discussion took place on how Local Government Reorganisation could impact any implementation of highway policies.

Signed :  Chairman.

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10. Flood Management

a. The Flood Group had met and a draft Flood Plan and information leaflet, to be sent to residents, were considered. The leaflet would be distributed with the Village Voice in November. Clerk to check insurance implications for suggested actions within the plan and some of the wording about the Parish Council's responsibilities as set out in the proposed leaflet. It was agreed that flood signs could be bought but funding would need to be sought. The draft plan was accepted in principle. The community information leaflet was agreed in principle. Final versions would be produced once further checks had taken place.

b. Budget for printing of community information leaflet – a maximum budget of £250 for printing and distribution of 1000 leaflets was agreed.

c. Community Engagement event on Saturday 13 September 2025 – it was agreed that a full-page advertisement would be placed in the August Village Voice. The event would run from 10.00 am – 1.00 pm and Cllrs Parkin, Middleton and Lagerberg would attend. River Waveney Trust would deliver a presentation at 11.00 am. Woodland Trust, Internal Drainage Board, Environment Agency, Suffolk County Council would also be invited along with County Councillor Lloyd. Attendees would be able to pick up a copy of the Community Information Leaflet and refreshments would be available.

11. Asset Management

a. Works to branches in Community Orchard overhanging properties in Tudor Close – it was agreed that pruning would take place in the early autumn and not before due to the bird nesting season.

12. Finance and Governance

a. The current financial position was reported at £22,477.74.

b. The bank reconciliation for period ending 30 June 2025 was noted and verified and signed by Cllr Abbott.

c. It was agreed to make the following payments:

Amount	Payee	Details	Power
£491.60	S Foote	Clerk salary July 2025	LGA 1972 s112
£387.93	HMRC	PAYE	LGA 1972 s112
£15.75	S Foote	Clerk's expenses July 2025	LGA 1972 s111
£409.50	Mr R Woods	Street Caretaker July 2025	LGA 1972 s111
£120.00	C Leader	Community Orchard grass cut April/May/June	LGA 1972 s111

13. Correspondence

The following correspondence was noted:

Received	From	Subject
29.05.2025	Parishioner	Accident on the Junction of Syleham Road, Chickering Road and Green Street on 27th May 2025. Cllr Kruszewski had liaised with the resident and updated them on what the Parish Council was doing.
03.06.2025	Mid Suffolk District Council	NSIP and largescale energy project tracker
17.06.2025	Suffolk County Council	Briefings on Local Government Reorganisation

14. Urgent matters and matters for information

Cllr Parkin and Cllr Abbott had attended the SCC event on Local Government Reform and briefed members on what they had learnt on plans for organisation and money that could be saved.

15. Date of next meeting – was noted as Thursday 7 August 2025 at Hoxne Playingfield Pavilion

Meeting closed 20.53.

Signed :



Chairman.