

HOXNE PARISH COUNCIL

Minutes of the Annual General Meeting held at Hoxne Playingfield Pavilion on
Thursday 8 May 2025 at 19.30 hours

Present:

Cllrs Caroline Abbott, Angus Herron, Richard Kruszewski, Jason Middleton, Marie Lagerberg, Bryn Lerwill, Chris Parkin and Margaret Sillis. Also in attendance Sarah Foote, Parish Clerk.

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

Apologies were received and accepted from Cllr Ellis.

3. Declarations of Interests

None.

4. Public Forum

The Council asked questions of an applicant for the

5. The minutes of the meeting held on 3 April 2025 were approved and signed by the chairman.

6. Matters arising from minutes of 3 April 2025 – none.

It was noted that the dog waste had been installed by Hoxne Service Station.

7. Co-option to Parish Council – it was unanimously agreed to co-opt Mr Pasco Warner to the Parish Council. It was noted one vacancy remains 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

Sarah Foote

- Bank Signatories

Cllrs Paul Ellis, Angus Herron and Bryn Lerwill. The application for Cllr Herron to become a signatory would be processed at the same time as the change of Clerk's details.

- Planning Committee

It was agreed all councillors in attendance would become 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 Chris Parkin, Bryn Lerwill and Jason Middleton.

Traffic Management Working Group

Cllrs Marie Lagerberg, Richard Kruszewski, Angus Herron and Bryn Lerwill

- 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

- Vehicle Activated Sign Co-ordinator

Cllrs Richard Kruszewski and Bryn Lerwill.

- Village Voice Correspondent

Cllr Chris Parkin

- Footpaths' Co-ordinator

Cllr Caroline Abbot

10. Planning

a. The following planning applications were considered:

Ref	Location	Application
DC/25/00032	Park House, Eye Road	Erection of extension to house and erection of cart lodge with room in roof over

It was unanimously agreed to recommend approval of this application.

Signed :



Chairman.

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DC/25/02010

Red House Farm, Redhouse Farm
Road

Application for Listed Building
Consent - Refurbishments and
repairs/replacement Porch

It was unanimously agreed to recommend approval of this application.

b. There were no planning determinations to note.

c. Other planning matters – it was confirmed that the proposed development for Shreeves Farm, which the Parish Council had previously commented on, was likely to be resubmitted.

11. Highways

a. Outcomes of the Traffic Working Group meeting with representatives of Suffolk County Council regarding the Hoxne Traffic Management proposal – the working group had met with the newly appointed community liaison engineer and looked at all areas of village; highlighting Eye Road, Green Street and along to the Depperhaugh. It was noted that the engineer had offered pragmatic suggestions for progressing schemes which had previously been refused including options such as 'slow' on road to make roads to appear to narrow and slow traffic, and 30 mph pre-signs before the start of 30 mph proper zones. Council also agreed that there was a need to add additional comments relating to traffic on the Denham Road when the Shreeves Farm planning application for re-consulted to reflect the latest position in the traffic management plans.

It was noted that the new VAS had been purchased and posts had been installed.

b. Locations for placement of Automatic Number Plate Recorder – Suffolk Police had been advised of the preference to site the ANPR at the west end of Green Street on the recently installed posts.

12. Flood Management

a. Correspondence from Suffolk County Council as follow up from Section 19 report was considered. The Parish Council were disappointed that the onus had been put on the parish to deliver measures and it was agreed to ask where the County Council, as Flood Authority, was with progressing their plan and what assistance would be provided to the Parish Council to establish a community emergency plan. The Parish Council was not aware it was going to be assigned this task and at the very least wanted to be provided with a template to produce such a document. It was further agreed to ask the County Council what action had been taken to deliver the joint task of 'enabling small scale clearance of drainage assets and deployment of flood warning signs'. It was noted that outside the realms of the Section 19 report, the Parish Council had actively engaged, and continues to do so, with the River Waveney Trust on natural flood management and was considering the purchase of alternatives to sand bags.

Following the presentation at the Annual Parish Meeting, it was agreed to arrange a further public meeting with the River Waveney Trust and to give early consideration to a community emergency plan. The likely date for this event would be Saturday 13 September at St Edmund's Hall. A Working Group of Cllrs Sillis, Lagerberg, Middleton, Parkin, Warner was formed to consider all these matters further and to engage with relevant stakeholders.

13. Finance and Governance

a. The current financial position was reported at £26,514.06

b. It was agreed to make the following payments:

Amount	Payee	Details	Power
£491.60	S Foote	Clerk salary May 2025	LGA 1972 s112
£336.04	HMRC	PAYE	LGA 1972 s112
£25.73	S Foote	Clerk's expenses May 2025	LGA 1972 s111
£384.74	Suffolk Association of Local Councils	Annual Subscription	LGA 1972 s111
£694.72	Mid Suffolk District Council	Annual garage rental charge	LGA 1972 s111
£194.51	Glasdon UK Limited	Dog Waste Bin	LGA 1972 s111

c. Receipt of first instalment of Precept (£11,580.00) was noted.

d. Receipt of CIL payment (£720.00) was noted.

e. Receipt of Mid Suffolk Pride in Place Grant (£152.47) was noted and this had been used to place dog litter bin by Hoxne Service Station.

Signed :



Chairman.

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14. Correspondence

The following correspondence was noted:

Received	From	Subject
01.05.2025	Mid Suffolk District Council	Town and Parish update - May 2025
30.04.2025	Suffolk Association of Local Councils	Local Councillor Magazine

15. Urgent matters and matters for information

An agenda item to review the Annual Parish Meeting and to consider how this could be done differently in 2026 was requested.

16. Date of next meeting – was noted as Thursday 5 June 2025 at Hoxne Playingfield Pavilion

17. Pursuant to the Public Bodies Admissions to Meetings Act 1960 to meeting will be closed to the public and press to discuss confidential items as listed above.

It was agreed to appoint Mr Richard Woods as Street Caretaker.

It was agreed to advertise the vacancy of Parish Clerk locally and interviews would be conducted by Cllrs Lagerberg and Parkin and the incumbent Parish Clerk.

Meeting closed 21.14

Signed :



Chairman.

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