

HOXNE PARISH COUNCIL

Minutes of the Annual Meeting of Parish Council meeting held on
Thursday 5 May 2016 at St Edmund's Hall at 19.30 hours

Present

Cllrs Edward O'Connor, Clive Baxter, John Brawn, Iain Gibson, Michael Knights, Hannah Mayhew, Kevin Potter, Mick Prochner, Steve Rich, Rod Searle and Richard Whiting. Also in attendance District Councillor Elizabeth Gibson-Harries (left 20.10), and three members of the public.

1. Election of Chairman

It was proposed and unanimously agreed to elect Cllr Edward O'Connor as Chairman of the Parish Council. Cllr O'Connor duly signed the declaration of acceptance of office.

2. Apologies

None.

3. Order of Business

Councillors were content with the order of business.

Councillors were reminded of the requirement to update their Registers of Interests as Appropriate. All those present were reminded of the newly enacted Openness of Local Government Bodies Act 2014 and that the meeting may be filmed or recorded by any member of the public

4. Declarations of Interests

None. The Clerk confirmed Registers of Interests had been submitted to Mid Suffolk District Council for the two new Councillors (Potter and Gibson)

5. Election of Officers and Election to Committees

Sarah Foote, Clerk to the Council, was appointed as Responsible Financial Officer.

Councillors were unanimously elected to the following -

Vice Chairman

John Brawn

Cheque Signatories

Michael Knights, Edward O'Connor and John Brawn

Planning Co-ordinator

Rod Searle

St Edmund's Hall Representative (Trustee of St Edmund's Hall)

Clive Baxter. *Action: Clerk to inform Committee*

Hoxne Playing Field Management Committee Representative (Trustee of the Playingfield)

Hannah Mayhew. *Action: Clerk to inform Committee*

Suffolk Association of Local Councils Representative

Iain Gibson (with Richard Whiting to deputise)

Footpaths' Co-ordinator

Mick Prochner

Village Voice Correspondent

Sarah Foote (Clerk to the Council)

Planning Committee

It was proposed and unanimously agreed to constitute a Planning Committee of five members whose terms of reference would be to meet and make recommendations on behalf of the Parish Council on applications received between ordinary meetings when deadlines dictated that there was not time to consider the application at the next ordinary meeting of the Council. Cllrs O'Connor, Searle, Brawn, Whiting and Prochner were duly appointed to the Planning Committee. Cllr Searle would Chair the Committee.

Vehicle Activated Sign Working Group

Richard Whiting, John Brawn, Edward O'Connor and Mick Prochner with Claire Whiting being appointed as a member of the public to this working group.

Action: Clerk to issue revised list of Councillors and their responsibilities.

6. Public Forum

Mid Suffolk District Council – Cllr Gibson-Harries spoke on her new role as Chairman of MSDC and the charities she would support; East Anglia Air Ambulance and HomeStart. Cllr Gibson-Harries referred to item 9 on the agenda below and urged the Parish Council to comply with the requirements of Temporary Event Notices. Cllr Gibson Harries then gave further details of the new Community Infrastructure Levy, Housing Development and the construction of new council houses.

Suffolk County Council – Cllr McGregor reported on Broadband in Suffolk, that he was providing a coach to Ipswich for the AFC Hoxne team to travel to their cup final at Portman Road and how he had provided financial support to the Music Festival. Cllr McGregor also gave an overview of a meeting he had attended regarding the development of Sizewell C and stressed the importance of the Parish Council considering

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planning requirements in the village.

A parishioner raised his concerns over the speeding of traffic on Green Street and urged the Parish Council to not let their momentum to improve the road drop and do what they could to improve the situation.

6. Confirmation of Minutes

The Minutes of the Parish Council meeting held on 7 April 2016 were agreed by Councillors with changes to the detail of agricultural residency ties. The minutes were duly signed by the Chairman.

7. Matters arising from Minutes of 7 April 2016

1919/ - Risk assessment, temporary event notice and insurance documents had been received from the Hoxne Music Festival.

1920/7 – Cllr Searle had submitted a response to the Planning Consultation

1921/17 – Rogation Sunday Walk, Mr Philip Flagg and Cllr and Mrs Searle were thanked for the part they played in the organisation and hosting of this event.

7. Planning

a. The following planning applications were considered:

Ref	Location	Decision
1627/16	16 Cross Street	Re-construction of damaged section of front boundary wall
It was unanimously agreed to recommend SUPPORT for this application		
1628/16	16 Cross Street	Re-construction of damaged section of front boundary wall (Listed Building and Conservation Area Consent).
It was unanimously agreed to recommend SUPPORT for this application		
1130/16	Bridge House, Low Street	Removal of existing concrete external render and replacement with lime based render. Replacement of all softwood windows with new. Removal of existing internal quarry tiled finish to dining room, and new floor and finish. Addition of new en-suite shower to first floor bedroom, changes to bathroom and bedroom 3. New (re-instated) entrance door to NE elevation, and construction of new hall and cloaks/wc. Provision of new utility/boot room in view of cloaks and rear hall. Re-instatement of pedestrian side gate to NE boundary wall. Repair of existing perimeter brickwork wall adjacent to Swan Bridge.
It was unanimously agreed to recommend SUPPORT for this application		

b. Planning Determinations

None.

c. Other planning matters

Notice had been received from the owners of Oakley Park that they would soon begin construction of the tennis court which was part of a previous planning permission.

9. Staging of events on Low Street Green

Consideration was given to if Temporary Event Notices (issued by the licensing authority Mid Suffolk District Council) should be applied for events held on Low Street Green. It was concluded that any event which involved the sale of alcohol would be subject to a Temporary Event Notice and those that involved music, dancing and entertainment would not need a licence between 8 am and 11 pm. It was agreed that the Parish Council should have in place a policy for conditions of use of the Green. *Action: Clerk to draft document for consideration at future meeting.*

10. Steps to St Edmund's Monument

It was agreed that steps would be reinforced with wooden planks. Cllr Procter volunteered to do this work and a budget of up to £100 was agreed for materials. It was agreed that the condition of the steps should be added to the Council's risk assessment and that a three monthly inspection of the condition of the steps should be undertaken. Cllr Rich offered to assist with the work.

11. Procedural

It was agreed to adopt the changes to Model Standing Orders pursuant to the Public Contracts Regulations of 2015. *Action: Clerk to amend and publish revised Standing Orders.*

12. Reports from the Chairman and Clerk

The Chairman reported:

Green Street – discussion were ongoing with County Council Highways Engineers.

The Clerk reported:

Parishioners Survey 2016 – 20 questionnaires had been completed although not all had been fully

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completed. As only 20 forms was not representative of the views of the whole parish it was agreed that further surveys would be circulated with the Village Voice. *Action: Clerk to print 500 forms*

13. Correspondence

The following items of correspondence, previously circulated for information, were noted:

Received	From	Subject
25.04.16	Suffolk Association of Local Councils	LAIS 1378 Accountability Guide 2016
20.04.16	Mid Suffolk District Council	Town and Parish Liaison Meeting – 9 June.

14. Financial matters

a. Financial Statement. The Clerk reported the bank balances as; Current Account £9,954 and the Business Account as £5,658. It was noted that the first instalment of Precept (£7395) had been received.

b. Payments: It was agreed to make the following payments.

Amount	Payee	Details	Chq No	Power
£541.32	Mrs S Foote	Clerk's salary May 2016	101261	LGA 1972 S112 (ii)
£172.72	Mr J Lambert	Street Caretaker salary May 2016	101262	LGA 1972 S111 (i)
£47.00	HMRC	PAYE	101263	LGA 1972 S111 (i)
£36.00	Campaign for Rural England	Annual Membership	D Debit	LGA 1972 S111 (i)
£15.75	Mrs S Foote	Clerk's expenses May 2016	101264	LGA 1972 S111 (i)

15. Consultations

None.

16. Reports

Brakey Wood and Footpaths –

Footpath No. 7 Downbridge Farm – concerns were raised about ground work, possibly in connection with relocating the footpath. The Clerk confirmed that concerns must be reported to the Rights of Way Officer at MSDC as the Parish Council would be consultees on any consultation to relocate the footpath.

Footpath No. 8 – concern was expressed for the barbed wire to the sides which could be dangerous when the footpath is slippery, particularly in the winter. *Action: Clerk to report to SCC Footpaths Officer.*

Hoxne Playingfield – Cllr Whiting attended the AGM on behalf of the Parish Council and Cllr Baxter and Mayhew were also in attendance. The Chairman's report had confirmed that the Committee members needed to be Trustees of the Playingfield and that the Charity Commission website would be updated. A business plan was being progressed for operation of the playingfield. Currently, expenditure was greater than income. Councillors then began to debate financial support of the Playingfield and as a point of order, the Chairman stated that this matter would only be considered when it was an agenda item and a request for financial support had been received from the Playingfield.

St Edmund's Hall – Cllr Baxter highlighted the films which would be shown at the Village Hall over the next few months.

Vehicle Activated Sign – Cllr Whiting provided data from Green Street to the end of March.

18. Urgent matters and matters for information. None.

Date of next meeting: Thursday 2 June 2016 at the Playingfield Pavilion.

Cllr Whiting had noticed broken glass at the Brakey Wood car park and would clear this up.

Cllr Knights reported flytipping in Nuttery Vale which comprised two bags of rubbish and two tyres. *Action: Clerk to report to MSDC Fly Tipping.*

21.13 The two remaining members of the public left the meeting.

19. Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the public and press to discuss matters relating to land forming part of the Playingfield.

In order to pursue this matter further, which had an urgent timescale, it was agreed to appoint a Working Party comprising Councillors Baxter, Brawn, Searle, Whiting, O'Connor, Procter and Knights who would duly report back at the next Parish Council meeting.

The meeting was closed at 21.31.