

**HOXNE PARISH COUNCIL**  
**Minutes of Parish Council meeting held on**  
**Thursday 2 March 2017 at St Edmund's Hall, Hoxne at 19.30 hours**

**Present**

Cllrs Edward O'Connor, Clive Baxter, Iain Gibson, Kevin Potter, Mick Procter, Steve Rich, Rod Searle and Richard Whiting. Also in attendance three members of the public, County Councillor McGregor (arrived 19.40, left 20.35) and the Clerk.

**1. Apologies**

Apologies were received from Cllr Mayhew and Cllr Brawn and accepted.

**2. 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 Openness of Local Government Bodies Act 2014 and that the meeting may be filmed or recorded by any member of the public

**3. Declarations of Interests**

Cllr Potter declared a non-pecuniary interest in agenda item 8 – Playingfield Land.

**4. Public Forum**

Suffolk County Council – Cllr Guy McGregor commented on the Suffolk County Council budget and the development of Sizewell C.

**5. Confirmation of Minutes**

The Minutes of Parish Council meeting held on 2 February 2017 were amended (one change of date) and signed by the Chairman.

**6. Matters arising from Minutes of 2 February 2017**

There were no matters arising.

**7. Planning**

a. The following planning applications were considered:

Ref	Location	Application
0462/17	Goldbrook House, Goldbrook	Erection of porch on east elevation. Erection of extension to west elevation. Reconstruction of conservatory following demolition of existing outbuilding, porch and partial demolition of existing conservatory. Removal of internal wall and staircase. Removal of existing window in kitchen and alterations to fenestration. Revised scheme to LBC 0697/13: Raising roof over study by 300mm to accommodate mezzanine floor, and inserting stair, retaining secondary stair previously consented to be removed, and removing proposed doorway in west elevation (Listed Building and Conservation Area Consent)
It was unanimously agreed to recommend SUPPORT for the application		
0461/17	Goldbrook House, Goldbrook	Erection of porch on east elevation. Erection of extension of west elevation. Reconstruction of conservatory following demolition of existing outbuilding, porch and partial demolition of existing conservatory. Revised scheme to planning permission 0696/13: Raising roof over study by 300mm to accommodate mezzanine floor, and inserting stair, retaining secondary stair previously consented to be removed, and removing proposed doorway in West elevation (Planning Permission)
It was unanimously agreed to recommend SUPPORT for the application		
0698/17	The Cottage, Cross Street	Cypress - fell due to excessive shading and impacting growth of Ash tree next to it.
It was unanimously agreed there was no wish to object to this work		
0381/17	The Swan Inn, Low Street	Installation of new underground LPG tank
It was unanimously agreed to recommend SUPPORT for the application with a request to seek the opinion of the MSDC Heritage Officer if an archaeological investigation of the 'pit' should be considered.		
0637/17	6 Church Close	Extension and associated alterations
It was unanimously agreed to recommend SUPPORT for the application		

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5066/16	Moyene, 1 Nuttery Vale Close	Erection of a single storey side extension following demolition of existing lean to
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It was unanimously agreed to recommend SUPPORT for the application but would suggest reconsidering the need for three velux windows in the roof.

- b. There were no determinations to note.
- c. Consideration of payment of planning application fee for consent to erect a defibrillator case on the external wall of St Edmund's Hall. Hall Management Committee to submit planning application. It was agreed to defer this agenda item subject to dialogue with the Conservation Area Officer. *Action: Clerk to contact Paul Harrison.*
- d. There were no other planning matters.

**8. Playingfield Land and Suffolk County Council lease to the Consortium Academy Trust**

The wording of the deposition, and accompanying appendixes, were agreed and would be submitted to the circulation list on the letter. A copy to be appended to the minutes as a record and a further copy to be stored with the Parish Council copy of the Playingfield deeds. *Action: Clerk.*

**9. Procedural**

- a. The Asset Register was reviewed and amended to include the VAS brackets bought in the current financial year.
- b. Standing Orders were reviewed and the necessary statutory amendment made to SO 3L.
- c. Financial Regulations were reviewed and no amendments were necessary.
- d. The Statement of Internal Control was reviewed and no amendments were necessary.
- e. The Council's Risk Register (Assessments) were reviewed
- f. It was agreed to appoint Trevor Brown to undertake the internal audit for the year ending 31 March 2017

**10. Dog Litter Bins**

It was agreed seven votes in favour, one against to purchase and supply a dog litter bin for Low Street and to pay the annual fee for the bin to be emptied. *Action: Chairman, Cllr Gibson and Clerk to consider appropriate sites,*

**11. Reports from the Chairman and Clerk**

The Chairman and Clerk reported:

Green Street – the Design Engineer for the Local Highways Budget Team had provided a quotation for the design at a cost of £4,784 and £7,000 (maximum) for the construction. The County Councillor had commissioned the design work and stated that he considered the design fee quotation to be high and requested that it be recalculated. The design should be available by 15 March for the Parish Council to comment on. The Chairman suggested that it may be prudent for the Parish Council to consider a contribution to the scheme to a maximum of £3,000 but hoped it would be unlikely for this to be needed. There was general agreement to support the scheme and to make a financial contribution which would be subject to formal consideration at a future meeting.

Maynard Trust - the Clerk brought to Councillors attention the need to make nominations for appointments to the Maynard Trust from April 2017. This would be an agenda item for the next meeting. *Action: Agenda next meeting.*

**12. Correspondence**

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

Received	From	Subject
15.02.17	Suffolk County Council	Highways Matters – edition 7
13.02.17	Suffolk Police	PCC-CC Public Meeting Programme 2017
13.02.17	CPRE	Government White Paper
08.02.17	Suffolk Association of Local Councils	Area Meeting dates

**13. Financial matters.**

a. The Clerk reported that bank balances as current account £15,387.31 and business account as £5,663. A detailed financial report is appended to the minutes.

b. It was agreed to make the following payments:

Amount	Payee	Details	Chq No	Power
£383.64	Mrs S Foote	Clerk's salary March 2017	101309	LGA 1972 S112 (ii)
£172.52	Mr J Lambert	Street Caretaker salary March 2017	101310	LGA 1972 S111 (i)
£7.60	HMRC	PAYE	101311	LGA 1972 S111 (i)
£15.75	Mrs S Foote	Clerks expenses March 2017	101312	LGA 1972 S111 (i)
£35.00	ICO	Data Controller Registration	101313	LGA 1972 S111 (i)

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£591.20	Suffolk County Council	Street Lighting – Energy and Maintenance from 1 April 2016 – 31 March 2017	101314	Highways Act 1980 S302
£27.00	Anglia Book Keeping	Payroll Service	101315	LGA 1972 S111 (i)

**14. Reports**

Brakey Wood and Footpaths – Cllr Procner reported that a tree on footpath near sewerage works needed to be cleared and that there was Fly Tipping in car park at Brakey Wood. *Action: Clerk.*

Hoxne Playingfield – no report.

St Edmund's Hall – a book library may be started in the village hall in the future.

Vehicle Activated Sign – nothing to report.

**15. Matters of report by individual Councillors**

Potholes in Wittons Lane, Nuttery Vale and on the Eye Road needed to be reported to Highways. *Action: Clerk.*

**16.** Pursuant to the Public Bodies Admission to Meetings Act 1960 the meeting was closed to the public and press to discuss matters relating to the staff pay. From 1 April 2017 it was agreed to implement the new NJCC/SLCC pay scale for the Clerk and the Street Caretaker's salary would be raised.

**17. Urgent matters and matters for information.**

None.

Date of next meeting: Thursday 6 April 2017 at St Edmund's Hall. **The meeting was closed at 21.12.**