

HOXNE PARISH COUNCIL

Minutes of the Parish Council meeting held on
Thursday 3 March 2016 at St Edmund's Hall at 19.30 hours

Present

Cllrs Edward O'Connor, Clive Baxter, John Brawn, Michael Knights, Mick Procter, Rod Searle and Richard Whiting. Also in attendance District Councillor Elizabeth Gibson-Harries, County Councillor Guy McGregor (arrived 19.44 left 20.10) and two members of the public.

1. Apologies

Apologies were received from Cllr Rich and Cllr Mayhew and accepted by the Council.

2. Order of Business

Councillors were content with the order of business.

3. Declarations of Interests

None.

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. Public Forum

Mid Suffolk District Council – Cllr Gibson-Harries confirmed that payments from her Locality Awards had been made to five organisations within the parish; EA Food link, Create, St Edmund's Primary School, Hoxne Playingfield, St Edmund's Hall.

A parishioner asked questions about the Chickering Beck survey from the Environment Agency and commented on the debris that had collected under Swan Bridge.

Suffolk County Council – Cllr McGregor reported on the recent A140 road safety study.

5. Confirmation of Minutes

The Minutes of the Parish Council meeting held on 4 February 2016 were agreed by Councillors. The minutes were duly signed by the Chairman.

6. Matters arising from Minutes of 4 February 2016

None.

7. Planning

a. The following planning determinations were noted:

Ref	Location	Decision
3486/15	Waveney Valley Joinery, Nuttery Vale – demolition of workshops and erection of two new dwellings	Planning Permission had been REFUSED on the grounds outside settlement boundary and loss of rural employment facility.
0012/16	White Cottage, Low Street – Extension to provide new kitchen etc.	Listed Building Consent had been GRANTED.
0010/16	White Cottage, Low Street – Extension to provide new kitchen etc.	Planning Permission had been GRANTED
4338/15	Parkside, Eye Road - Erection of stable block, cartlodge and entrance gate etc.	Planning Permission had been GRANTED with restrictions that no more concrete to be laid due to SSI.

b. Other planning matters.

Ref 3486/15 – the applicant for the proposal to demolish existing workshops and erect two new dwellings at Daganya Farmyard had written to Mid Suffolk District Council, and copied the letter to the Parish Council. Criticising the way the Parish Council had considered the application and making various allegations about improper discussion of the application. A response had been sent to MSDC to clarify the points and to confirm, that without doubt, the proper procedures had been followed. Copies of letters had been circulated to all Councillors.

8. Donation Request

A request from the Hoxne Music Festival for financial support towards the biennial musical community project, in particular the free community concert on the Village Green (likely to cost in excess of £400), was considered. It was agreed (six votes in favour, one against) to make a donation of £250 to be used specifically for the event of the village green. It was agreed that a condition of the donation should be that the Parish Council's financial support for this event, which hopefully would be enjoyed by parishioners, should be acknowledged and publicised. *LGA Act 1972 Section 154. Cheque No 101255.*

The Clerk was asked to ask the Music Festival Committee for a copy of their insurance cover and risk assessment for the event to be held on Low Street Green. This was necessary to comply with the Parish Council's insurance for Low Street Green. *Action: Clerk.*

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9. Procedural

- a. The Asset Register was reviewed and approved with no changes.
- b. To review Standing Orders – pursuant to the Public Contracts Regulations 2015. This item was deferred awaiting advice from NALC on the new wording for the Standing Orders.
- c. To review Financial Regulations – pursuant to the Public Contracts Regulations 2015. The Clerk explained the three changes to the Model Financial Regulations and it was agreed to adopt the 2016 Model.
- d. The Statement of Internal Control was reviewed and accepted by the Council.
- e. The Council's Risk Register (Assessments) were considered by Councillors. It was agreed that a formal record was required to support evaluation of the risks relating to the trees on Low Street Green and the shelter on Low Street Green. It was agreed to ask a Tree Surgeon to provide a written report that the trees had been inspected and that Cllr Procner would inspect and confirm in writing that he was content with the condition of the shelter and that there was no potential for harm. [REDACTED]

9. Reports from the Chairman and Clerk

The Chairman reported:

Green Street – received the data from Suffolk County Highways and Cllr Whiting had kindly analysed this on behalf of the Parish Council.

The Clerk reported:

Highways – a report had been provided by the Highways Technician on all the outstanding drainage/flooding/pothole issues he had dealt with. All matters were now concluded.

Philip Bush was confirmed as having resigned from the Parish Council. There were now two vacancies on the Parish Council and these would be co-opted to at the April meeting.

10. Correspondence

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

Received	From	Subject
24.02.16	Suffolk Association of Local Councils	Warmer Homes, Healthy People
23.02.16	Suffolk Association of Local Councils	First World War Memorial Programme
23.02.16	Suffolk Police	Neighbourhood Policing Review
23.02.16	Suffolk County Council/MSDC	Suffolk's Year of Walking May 2016 – May 2017
19.02.16	St Edmund's Primary School	Toddler Group
Cllrs were pleased to hear of this initiative but wished to comment that parents/carers should be encouraged to park at the playingfield and not on the roads around the school. <i>Action: Clerk.</i>		
05.02.16	Suffolk Association of Local Councils	Smaller Authorities Audit Appointments - Second Communication.

11. Financial matters

a. **Financial Statement.** The Clerk reported the bank balances as; Current Account £9,954 and the Business Account as £5,658.

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

Amount	Payee	Details	Chq No	Power
£365.74	Mrs S Foote	Clerk's salary March 2016	101251	LGA 1972 S112 (ii)
£147.03	Mr J Lambert	Street Caretaker salary March 2016	101252	LGA 1972 S111 (i)
£35.00	Information Commissioners Office	Data Protection Registration – Annual Fee	101253	LGA 1972 S111 (i)
£155.51	Heelis and Lodge	Internal Audit for year ending 31 March 2015	101254	LGA 1972 S111 (i)

13. Consultations

None.

14. Reports

Brakey Wood and Footpaths – Cllr Procner had visited Burnthouse Farm with the Chairman and the planting had been done, four years ago but progress had been slow with growth and the trees were yet to become established.

Hoxne Playingfield – no report.

St Edmund's Hall – Cllr Baxter reported film night admission was due to increase in May and that the car park would be levelled and re-gravelled when weather more appropriate.

Vehicle Activated Sign – Cllr Whiting presented data for January and February at Abbey Hill. Cllr Whiting had also analysed the County Council's data from the ~~trial~~ build outs and reported that the results from November

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compared to January and February were very similar. Therefore, it was concluded that, as expected, the build outs had not made a great difference especially as they had not been constructed correctly and the County Council should be asked to repeat the trial.

15. Matters of report by individual Councillors

Cllr Knights – reported that for Clean Up Sunday on 3 April, St Edmund's had been made available free of charge and the Scout Group would supply the refreshments with the agreement that the Parish Council would supply next year. Scouts attending the event would undertake a sponsored litter pick to raise funds for a summer camp.

Cllr Brawn – gave advance information on the extension to the churchyard.

Cllr Knights – reported large potholes outside nine Nuttery Vale.

16 .Urgent matters and matters for information. None.

Date of next meeting: Thursday 7 April 2016 at St Edmund's Hall

17. Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the public and press to discuss matters relating to Parish Council employees' salaries.

The increases in salaries agreed at the meeting would be confirmed to both employees in writing and copies of the letters would be appended to the minutes as a confidential record.

The meeting was closed at 21.30.