

HOXNE PARISH COUNCIL

Minutes of the Annual Meeting of Parish Council meeting held on
Thursday 3 May 2018 at Hoxne Playingfield Pavilion at 19.30 hours

Present

Cllrs Edward O'Connor, John Brawn, Sarah Entwistle, Iain Gibson, Kevin Potter, Mick Procner, Steve Rich, Also in attendance District Councillor Elizabeth Gibson-Harries (left 20.22), John Pateman-Gee Mid Suffolk District Council Area Planning Manager (20.08), Sarah Foote (Clerk) 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

Apologies were received from Cllr Wilby and Cllr Knights and accepted by the Council.

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 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.

5. PUBLIC FORUM

a. SPEAKER

Mid Suffolk District Council, Mr John Pateman-Gee, Area Planning Manager Babergh and Mid Suffolk Councils.

John Pateman-Gee informed the Council that the planning department had moved to Endeavour House where it was still nine officers short. J P-G was lead officer for the Planning Team which covers the Hoxne area. J P-G explained how planning was currently being considered and that the Council were still using the 1998 Local Plan – the new Joint Local Plan would go to Regulation 17 consultation in September. Policies within the existing (1998) Local Plan have been overridden by the NPPF and the five-year land supply shortage. The new National Planning Policy Framework was incoming with consultation expiring on 10 May. Another challenge was the Government insisting that MSDC follow national policy for housing assessment and as such 573 new houses were required in Mid Suffolk alone (400 under the old housing assessment scheme).

The Chairman asked for the criteria for planning applications to be heard at Planning Committee. J P-G replied that the scheme of delegation changed two years ago, when previously five letters of objection or support would put the application to committee or the Parish Council's view being opposite to the Planning Officer's opinion. The new scheme was based on a development size criteria and any development over 15 houses would go to Committee. If the Head of Planning feels the application was controversial they may call it to Committee likewise the Ward Member or other District Councillor.

Cllr Gibson asked for confirmation that Mr Isbell could refer to Committee, and why if this was the case, had he not done so with Abbey Terrace. And, how could the Council investigate their own complaints.

JPG responded that these Officers were working across two districts, are dealing with sites of several 100 houses going on the edge of a village so the context of what they feel is controversial is district wide. Since the Abbey Terrace decision, the structure internally has changed.

Cllr Procner asked if existing permission counted in housing allocation figures as there were several applications that have not been built on. If these are not taken into account the village could be over developed. J P-G was not able to provide an answer.

Further details on how Mid Suffolk Planning decisions were recorded could be found at <http://baberghmidsuffolk.moderngov.co.uk/uuCoverPage.aspx?bcr=1>

b. Suffolk County Council – County Councillor Guy McGregor was not in attendance.

Mid Suffolk District Council – District Councillor Elizabeth Gibson-Harries confirmed that the District Council had no powers to get developers to build permissions that have been granted. District Councillors were pressing for 'affordable housing' to be developed on the former Paddock House site in Eye. Horham were concerned about the development of Stradbroke and the need for relating infrastructure. Cllr Gibson Harries confirmed that Planning had been 'called in' to the Scrutiny Committee. A CCQ meeting had been held at Hartismere with several NHS representatives in attendance with an outcome that they were impressed with the facilities but not with the under use.

Cllr Rich asked if it was correct that new housing developments in places were not being connected to mains drainage as they were oversubscribed. It was confirmed that this was correct.

6. Minutes

The minutes of the meeting held on 5 April 2018 were agreed and duly signed by the Chairman.

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7. There were no matters arising from the Minutes of 5 April 2018.

8. Co-option to the Parish Council

It was unanimously agreed to co-opt Mr Alan Garnham to the Parish Council. Mr Garnham duly signed his declaration of acceptance of office and joined the meeting.

9. **The resignation of Mr Rod Searle** from the Parish Council was noted. Mr Searle was thanked for the lengthy time he had served on the Parish Council and in particular for his work as Planning Lead. Co-option to this vacancy would take place once the statutory notice period had been served.

10. Appointment of Officers and Appointment to Committees

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

Councillors were unanimously appointed to the following -

Vice Chairman

Cllr Brawn had served in this role for many years and was thanked for his service of the years. Cllr Gibson was appointed as Vice Chairman.

Data Protection Officer

The latest government guidance was noted detailing that Town and Parish Councils no longer had the mandatory requirement to appoint a Data Protection Officer. The Clerk would work towards the Council achieving compliance with the General Data Protection Regulation.

Cheque Signatories

Michael Knights, Edward O'Connor and John Brawn

Planning Co-ordinator

No appointment was made to this role. ACTION: Agenda next meeting

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, Gibson, Brawn, Enwistle, Procner were duly appointed to the Planning Committee. Cllr Gibson would Chair the Planning Committee.

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

This item was deferred to the next meeting. ACTION: Agenda next meeting

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

Kevin Potter

Suffolk Association of Local Councils Representative

This item was deferred to the next meeting. ACTION: Agenda next meeting

Footpaths' Co-ordinator

Cllr Procner was appointed.

Village Voice Correspondent

Sarah Foote was appointed.

Vehicle Activated Sign Co-ordinator

Cllrs Steve Rich and Mick Procner. An appeal would be made to members of the public to assist with this.

Village Sign Working Group

Cllrs Gibson, Procner, O'Connor, Potter, Rich. With Mr and Mrs Whiting to be co-opted as members of the public were appointed.

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

11. Standing Orders

ADOPTED AMENDED

9. Planning

a. The following planning applications were considered:

Ref	Location	Decision
DC/18/01420	Lea Cottage, Low Street (Listed Building Consent)	Erection of porch to rear elevation (following removal of existing porch); erection of car port/workshop/store (following removal of existing garage and fence); insertion of new staircase and enclosing wall to provide access to existing attic accommodation.
It was unanimously agreed to recommend SUPPORT for this application.		
DC/18/01419	Lea Cottage, Low Street (Planning Permission)	Erection of porch to rear elevation (following removal of existing porch); erection of car port/workshop/store (following removal of existing garage and fence); insertion of new staircase and enclosing wall to provide access to existing

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		attic accommodation.
It was unanimously agreed to recommend SUPPORT for this application.		
DC/18/01351	Town Farm, Denham Road	Erection of steel framed agricultural grain storage building with continuous flow grain drier and pre-storage silo (to replace existing outdated facility)
It was unanimously agreed to recommend SUPPORT for this application.		
DC/18/01718	Birch Farm, Syleham Road	Erection of extension to agricultural building.
It was unanimously agreed to recommend SUPPORT for this application.		

b. The following Planning Determinations were noted:

Ref	Location and details	Decision
DC/18/00679	Downbridge Farm, Abbey Hill – erection of cartlodge	Planning Permission had been granted.
DC/18/00297	Chestnut Tree Farm - Application under Section 73 of the Town and Country Planning Act - 4370/15; Erection of a detached dwelling and garage with associated access, services and landscaping following demolition of listed building (revised scheme to that previously permitted under reference 1706/14) - Removal of Condition 6 (Reed Beds and Solar Panels) and variation of Condition 5 (Sustainable Homes).	Planning Permission had been granted. Mr Pateman-Gee had not been aware of this determination and had expressed concern as he was the Officer who had dealt with the original application. He offered to look into this matter and report back to the Clerk.

c. There were no other planning matters. Planning Enforcement for Daganya Farm Workshops would be pursued as recommended by Mr Pateman-Gee.

13. Procedural

a. The Accounts for the year ending 31 March 2018 were accepted by the Council.

b. Local Councils' Annual Return for year ending 31 March 2018 - Section One (Annual Governance Statement) of the Annual Return was considered, agreed and completed by the Council. Section Two (Accounting Statement) was approved by the Council. *Action: Clerk to facilitate internal audit and publish AGAR and other required documents on website as per the new audit regime. The statement of significant variances would be compiled and published.*

14. Correspondence

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

Received	From	Subject
18.04.18	Suffolk Association of Local Councils	GDPR Learning Together, e-bulletin Issue 2
18.04.18	Babergh Mid Suffolk District Councils	One Council Update
19.04.18	Suffolk Preservation Society	Planning Training (landscaping)
19.04.18	Babergh Mid Suffolk District Councils	Consultation under Regulation 16 - Neighbourhood Planning (General) Regulations 2012 (as amended) - Stradbroke Neighbourhood Development Plan
24.04.18	Suffolk Police and Crime Commissioner	Your Police, Your Say meetings
25.04.18	Parishioners	Anti-social behaviour at Water Meadows, Watermill Lane
It was agreed that Cllrs Rich and Gibson would meet with concerned parties.		
26.04.18	NALC via Suffolk Association of Local Councils	Significant updates on GDPR – appointment of a Data Protection Officer.
26.04.18	Suffolk Association of Local Councils	NJCC/SLCC Local Council Clerks pay award 1 April 2018

15. Financial matters

a. **Financial Statement.** The Clerk reported the bank balances as Current Account £25,106 (which included receipt of the first instalment of Precept). Deposit Account £5,667.

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

Amount	Payee	Details	Chq No	Power
£426.39	Mrs S Foote	Clerk's salary May 2018		LGA 1972 s112 (ii)
£192.00 incl VAT	Mid Suffolk District Council	Annual Bin emptying fee (1 April 2018 to 31 March 2019)		LGA 1972 s111 (i)
£15.75	Mrs S Foote	Clerk's expenses May 2018		LGA 1972 s111 (i)
£27.00	Anglia Book Keeping	Payroll for months 10,11,12		LGA 1972 s111 (i)
£341.01	Suffolk Association of Local Councils	Annual Subscription		

16. Reports

Brakey Wood and Footpaths – Cllr Procner asked for reports of areas where nettles were becoming a concern.

Hoxne Playingfield – no report. It was noted that a report had not been submitted to the Annual Parish Meeting.

St Edmund's Hall – no report.

Vehicle Activated Sign – Cllr Procner and Rich would liaise about moving the VAS and Cllr Procner would meet with the Clerk to download the data. Parishioners of Green Street and Abbey Hill were urged to come forward and assist with the running of the VAS in their parts of the village.

Village Sign Working Group – would meet ahead of the next Parish Council meeting. It was agreed to make a payment of £100 from the original budget to facilitate coloured illustrations of the proposed sign. *Chq No 101392.*

17. Matters of report by individual Councillors

None.

18. Urgent matters and matters for information.

It was noted that the Village Group had completed their letter of complaint and submitted to Mr Isbell, Head of Planning at Mid Suffolk District Council.

Village Spring Clean would be rearranged for a Sunday in the autumn.

Date of next meeting: Thursday 7 June 2018 at the Playingfield Pavilion.

The meeting was closed at 21.31.