

HOXNE PARISH COUNCIL

Minutes of the Council meeting held on Monday 2 November 2009 at Hoxne Playingfield Pavilion at 1930 hours

Present:

Cllrs Philip Flagg (Chairman), Michael Knights, Rod Searle, Ted O'Connor, Michael Procter, Victoria Williams, Kate Leith, Stuart Jarrold, Tim Craven and Sarah Foote (Clerk).

Also present: Graham Durrant and PCSO Gemma Hamilton (Suffolk Police) (left meeting at 19.40) Cllr E Gibson-Harries (Mid Suffolk District Council) (arrived 19.40 left 19.50) Cllr G McGregor (arrived 19.50 left 20.25)

1. Apologies

Cllr Vivienne Bradford, Cllr John Brawn

2. Order of Business

Councillors were content with the order of business as set out in the agenda.

3. Declarations of Interest

The following declarations of interest were noted:

Cllr Stuart Jarrold – item 6 Planning application 2103/09 Downbridge Farm
item 14 Precept request for 2010 Hoxne Music Festival

Cllr Victoria Williams – item 14 precept request for St Edmund's Pre-school

Cllr Kate Leith – item 14 Precept request for 2010 Hoxne Music Festival.

4. Confirmation of Minutes

The Minutes of the Parish Council meeting held on 5 October 2009 were unanimously agreed and signed as correct by the Chairman and Clerk.

5. Public forum

Meeting adjourned 19.35

Suffolk Police reported the following: One burglary which is currently being investigated. PC Green is hoped to return soon. Priority Tasking meeting – working closely with farming community to develop/modernise 'farm watch'. It was suggested by Cllrs this be promoted within the Village Voice and Hoxne.net.

M.S.D.C. - Cllr E Gibson-Harries reported the following:

St Edmund's House: meeting with 'Supporting People' to discuss funding of night and weekend cover. Where are they going to find resources? Currently no on-site cover at nights and weekends.

Affordable Housing: Had five partners (builders) two have recently dropped out.

Waste Disposal: Separate collection of food waste possible.

Election: Possibly 6 May 2010.

Planning: Number of applications are rising.

Housing – Gateway First Choice system: Too many people from outside boundary area wanting one and three bedroom houses, therefore, boundary has been closed.

Suffolk County Council – Cllr G McGregor reported the following:

High Demand Families: Families who consume resources i.e. social services, education, PCT and police. Pilot scheme with responsible officers working with three 'families' to begin.

Waste Core Strategy: Four sites identified including Brome. Brome site plans include possible road improvement and energy use from waste generated. Out to public consultation.

Archaeological Service: Is keen to revamp service (currently £1.5m budget service).

Traveller/Gypsy Sites: Cllr Flagg asked what the County Council policy was regarding additional sites for travellers and was it adequate for present needs? Cllr McGregor replied he thought it was and any additional sites would be subject to usual planning criteria.

Cllr Leith thanked Cllr McGregor for his contribution to historic map restoration (Item 8)

Meeting reconvened 20.18

6. Planning applications and notifications

Determinations:

None

Planning Applications:

The following planning applications were considered:

Philip Flagg (Chair)

.....Sarah Foote (Clerk)

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Reference	Location	Proposal
2103/09	Downbridge Farm, Oak Hill	Conversion of barn from store to dwelling. Division of curtilage to barn and house to form garden and parking space for barn.
Councillors considered the detailed plans and Cllr Flagg proposed support of the application as it is sympathetic to the local environment. Unanimously agreed.		
3046/09	Kingswood, Low Street	Cut down two cherry trees and cut back a hornbeam.
Cllr Searle explained this was routine tree maintenance. Cllr Flagg proposed support of application. Unanimously agreed.		

Other Planning Matters:

Ref: 2011/09, Abbey Farm, Abbey Hill. Notification from MSDC received that this application has been treated as withdrawn.

7. Ratification of appointment of Responsible Financial Officer

The appointment of Sarah Foote as Responsible Financial Officer as of 15 August 2009 was unanimously agreed by Councillors.

8. Historical Map and Walk

Cllr Leith reported as per attached. Cllr Flagg thanked the sub-committee for their work to date.

9. Red BT Telephone Kiosk, 'Cross Street'

01379 668211 Cllrs discussed merits of purchasing this kiosk, currently situated on the Denham Road, with regards to liability, costs of illumination, insurance, not in good state of repair. It was proposed and unanimously agreed to declined purchase.

Action: Clerk.

10. Affordable Housing

Overbury Solicitors have been appointed to deal with the acquisition of the amenity land. Orwell Housing had informed the council that they were no longer able to provide the planting for the amenity land. Cllr Flagg suggested a sub-committee be formed to manage the legal aspects of the acquisition of land and to organise the planting and ongoing maintenance of the land. Cllrs Flagg and Brawn will deal, via the Clerk, with the legal aspects and as such will be signatories on all legal documentation. Cllrs Procner and Leith were appointed to organise the planting and ongoing maintenance. A budget of £200 will be set for the planting. Cllr Procner commented that one parishioner had already volunteered to assist with the planting project.

Action: Cllrs Flagg, Brawn, Procner, Leith and Clerk.

11. Road Safety Improvement Scheme Low Road/Oak Hill

Cllr Flagg has asked Cllr O'Connor to take the lead on this project and associated liaison with SCC. It was noted that two members of the public had made comments with regards the safety of approaching the junction from the Eye direction. These comments had been submitted to SCC who have replied "that the proposals are unlikely to adversely impact on the safety of the junction". An independent Road Safety Audit will be commission by SCC prior to commencement of works and Clerk will request any outcomes are reported immediately to the Parish.

Cllr O'Connor explained cost implications of revised plan which has recently been received from SCC. Discussions took place over the siting of bollards and Cllr O'Connor proposed and it was unanimously agreed no bollards at this stage. A request is to be made for 'square edge kerb' as already on bridge. New total cost to council £2150.00 plus minimal costs for cobbles. Work to commence by end of January 2010. *Action: Cllr O'Connor, Clerk*

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12. Reports from Chairman and Clerk

The Maynard Trust:

Cllr Flagg referred to a letter sent to the Trust on 23 October with which all Councillors were content. The Parish Council still awaits clarity on the basis of which the Trust operates and is hoping to have a response from the Trust by the next meeting of the Council (7 December). Once this clarity on the Trust's constitution is received it was suggested by Cllr Searle that ~~one~~ ^{at least} of the two parish council nominated persons should be a serving parish councillor and not ~~a person~~ ^{necessarily} recommended by the Trust. The letter to the Charity Commission, as mentioned in October minutes, is yet to be sent.

Bank of England Gilts: Clerk reported that she had confirmation from the Bank of England (Computershare) that the Parish Council is the registered holder of £61.33 2.5% consolidated stock.

13. Correspondence

To note the following correspondence previously circulated for information: *(italic shows date of circulation)*

- Mid Suffolk District Council response to Mr Bradford re standing of horse shelters *04.10.09*
- BT Payphones Adopt a Kiosk Uses Competition *04.10.2009*
- Fit Villages – Funding Opportunity for village halls *05.10.2009*
- Notification of SALC AGM 9 November 2009 *05.10.2009*
- BBC Breathing Spaces Tree O'Clock (National Tree Week) *12.10.2009*
- MSDC Countryside Activities November/December 2009 *12.10.2009*
- SALC Annual Report 2008 – 2009 *12.10.2009*
- SALC 'Winter Warmer' Local Workshops *12.10.2009*
- NALC Legal Topic Notes – Section 137 of Local Gov Act, Meetings of Parish Meetings and Freedom of Information Act *12.10.2009*
- SALC Internal Audit Service *12.10.2009*
- NALC Employment Briefing – National final Salary Award for Local Council Clerks *12.10.2009*
- East of England Regional Assembly – East of England Plan > 2031 Housing and Economic Growth *12.10.2009*
- Rural Services Network October Parish Newsletter – *12.10.2009*
- Norfolk County Council Minerals and Waste Local Development Framework Consultation – *20.10.09*

14. Financial matters and payments due

Report: A written report, as follows, of the Council's financial situation as at 2 November 2009 was presented to Councillors.

Community Account Balance £1276.06 (includes £35.00 bursary received towards Clerk's training). Total payments on agenda for approval £918.70. Forecast Community Account new balance £357.36. Parish Plan balance is £717.40 (not £826.39 as reported at meeting of 5 October 2009). Business Premium Account Balance: £10,191.45

Internal Audit 2009/2010 – The Clerk proposed the use of Heelis and Lodge again for the internal audit at a cost of £55.00. Unanimously agreed.

Payments – it was unanimously agreed to pay the following:

- £468.70 Clerk's salary and expenses month ending 15 November 2009
- £45.00 Clerk's attendance at SALC New Clerk's Follow-up Day on 5 November 2009
- £55.00 to Heelis and Lodge for Internal Audit year ended 31 March 2009
- £150.00 to Hoxne Playingfield Pavilion for annual hire of meeting room
- £200.00 to Overbury Steward Eaton and Woolsey Solicitors to commence legal work with regard to acquisition of amenity land Wittons Lane

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- To ratify additional payment of £9.22 (total cost £458.95) to Suffolk Acre to increase insurance cover to include lap top computer. Payment of £449.73 approved at meeting of 5 October 2009.

To note payment previously approved for Clerk's attendance on VAT and Book keeping, Annual Return etc workshop on 26 October 2009 – the course has been deferred to 27 January 2010.

To consider the Budget/Precept for 2010/2011:

Detailed discussions took place around the draft budget figures presented. These were then amended accordingly and will be represented to Councillors as attached. It was provisionally agreed to make Section 137/donation payments as detailed in the attached draft budget documentation. It was also agreed that the provisional Precept should be set at £10,000. This will be confirmed at the Parish Council meeting of 4 January 2010.

It was noted at the start of the 2010/2011 financial year the Parish Plan reserves would be spent or returned to Suffolk Acre.

Cllr Craven requested an additional training budget of £100 to train a first aider for Brakey Wood maintenance project. This person can be a volunteer within the community.

It was agreed that the 2010 Hoxne Music festival committee could, if necessary, borrow an extra £500.00 from Parish Council reserves.

The Clerk informed Councillors that a Precept of £10,000 will take reserves to under the recommended minimum level.

15. Consultations

None

16. Reports

Parish Plan: Data being refined. Request for report by end of this year.

Village Hall: Nothing to report.

Playing Fields: Cllr Flagg had attended a committee meeting on 13 October. Have a new Pre-school rep. Pentaque has demised.

SALC: Nothing to report.

17. Matters of Report by individual Councillors

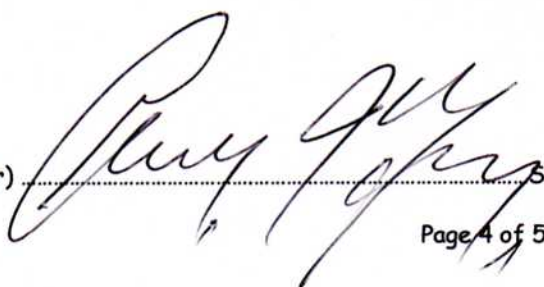
Cllr Jarrold reported the sign at the top of Church Hill with regards to no cycling had been moved and rested against a hedge. Clerk to contact Highways to repair and reposition. **Action: Clerk**

18. Urgent matters and matters for information

None

The meeting was closed at 22.35 hours.

Philip Flagg (Chair)



Sarah Foote (Clerk)



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Hoxne Historical Archive - update for PC meeting 2.11.09

1700 map

£150 kindly contributed by PC is now with Suffolk Record Office and they are in process of issuing a receipt and letter confirming arrangements (which I hope will suffice as they cannot issue a retrospective invoice). All the paperwork has now been completed to permit £200 from Guy McGregor's Locality Budget to be paid to SRO. Dominic Wall, conservator, has almost completed work and has intimated that we may well be provided with our two copies free of charge.

Hoxne Heritage Walk

Stephen Govier's heavy workload recently has meant we have not managed to finalise the map and leaflet, but we anticipate they will be ready by the January PC meeting.

Other elements relating to the walk are however almost all in place (permission to place info panels, use parking areas, permission from the British Museum to use photos of the Hoxne Hoard etc).

Our application for funding through MSDC Grant Aid scheme will go ahead once we have the map and walk literature ready, and we are confident that this will be successful.

The estimated cost of the information panels and printed walk leaflets is around £1000. We would request that the PC consider making a contribution of up to £500 towards this. Every £1 contributed by PC is 'matched' by grant monies under the Grant Aid scheme.

Panels at village hall car park, village green, lych gate, Brakey Wood, roadside near St Edmund's monument, roadside opposite Benham's yard (at muck pod, to be confirmed with SCC) - latter two free-standing.

A reminder of costings:

Info panels max cost:

4 x £55 + VAT = £220, plus 2 x £155 + VAT = £622.75

