

HOXNE PARISH COUNCIL
Minutes of the Council Meeting held on Monday 7 March 2011
at Hoxne Playingfield Pavilion at 1930 hours

Present:

Cllrs Philip Flagg (Chairman), Vivienne Bradford, John Brawn, Stuart Jarrold, Chris Johnson, Michael Knights, Kate Leith, Ted O'Connor, Mick Prochner, Rod Searle,

Also Present:

Sarah Foote (Clerk)

1. Apologies

Cllr Victoria Williams, District Councillor Elizabeth Gibson-Harries, PCSO Steven Long,

2. Order of Business

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

3. Declarations of Interest

None.

4. Confirmation of Minutes

The Minutes of the Special Parish Council meeting held on 3 February 2011 and the Parish Council meeting held on 7 February 2011 were agreed and signed as correct by the Chairman and Clerk.

5. Public forum

No one present.

Suffolk Police – the Clerk read a report submitted by PCSO Long:

“There have been two crimes for the month. One oil theft from Church Close, where access was gained via the field from the rear of the properties. And the other crime was the theft of a table from the church. I conducted a survey along Green Street and Church Close and gave security advice on preventing oil thefts which will hopefully reduce any future incidents. Many churches are being refused permission to use cheaper alternative materials when replacing the lead after a theft. However, Revd. Leonard Payne of Wrentham Church (which was targeted in November 2010, having all the lead stolen from its South roof) has replaced with lead, but protected it with a bespoke security system, newly launched on the UK market from a company called E-Bound AVX Ltd. PC 187 Simon Green from Halesworth SNT has organised a demonstration at Wrentham Church for 2pm on the 7th of April”

6. Planning applications and notifications

There were no planning applications to consider.
No determinations had been made since the Parish Council last met.

Cllr Searle reported two possible applications he had noted on the MSDC website: St Edmund's Pre-school, wall mounted canopy and the other Birch Farm, Syleham Road to erect extension to agricultural building. *Action: Clerk to check with MSDC if new system of letting us know about planning applications is working?*

7. 1700 plan

Cllr Searle reported that the file had been reproduced as a photographic print of approximately A2 size and is currently with a framer in Eye after which it will be on display in the Church. The Council unanimously approved reasonable expenses relating to this. The completion of this will conclude the business of the 'Heritage Walk Sub-committee'. Application had been made to MSDC for the final instalment of the funding which should amount to £688.00 and be received by 31 March 2011. *Action: Clerk to chase Tom Barker for cheque.*

8. Street/Pavement Cleaning

Cllr Brawn commented on the state of the pavements in the vicinity of Low Street and upwards to Oak Hill. Discussion took place around the danger of the leaves and mud on the pavements and the possibility of the Parish Council re-employing their own street cleaner.

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Meeting closed 19.58

Item 5 – Public Forum

Suffolk County Council - Cllr G McGregor reported:

County Council Budget approved and no increase in council tax for next year. Cuts to Post 16 year old travel is of concern. Core bus services should remain the same (Disg to Ipswich, through Eye). County still facing cost reductions which will result in loss of jobs at centre. New Strategic Direction is a genuine attempt to drive costs out and encourage people locally to take on the services they value. Cllr McGregor has some senior level support at County to help with local NSD projects and will be working closely with Eye Town Council to address some of their issues.

In response: Cllr Flagg asked if the early morning bus (Nightingales) had been cancelled? Yes, the earliest bus out of the village is now 10 am. New timetables with effect 26 February 2011, currently displayed in village, are now incorrect. *Action: Clerk to obtain new timetables from County.*

It was also asked if it is correct that the County Council are in fact employing a 'life coach' at £27,000 per annum to support the current Chief Executive and other senior officers (as reported in Daily Mail)? Cllr McGregor provided the Parish Council further details on this matter. A further budget of £3.6 million over three years has been set to 'manage change'. Cllrs expressed a great deal of concern on what they considered "an outrageous amount of money being spent in a less than transparent way" and Cllr McGregor will voice concerns on behalf of the Parish Council.

Cllr McGregor was asked for his comments on item 8 above. He referred the Parish Council back to the District Council, Environmental Services, as they provide the pavement cleaning services.

On item 12 below – Cllr McGregor is still concerned that this area suffers dramatically more than any area in Suffolk and feels the distance to alternative household waste sites is unacceptable. He would be happy to attend any meeting called in Hoxne. The Beccles site which was to close is now to remain open on a temporary basis. *Action: Cllr McGregor will liaise with Cllr Lisa Chambers with regards to an open meeting to be held in Hoxne for Parish to the east of the A140.*

Meeting reconvened 20.45

Item 8 continued

It was agreed that the Clerk will contact MSDC to confirm the current service level and if any grants are available to the Parish to employ their own Street Cleaner. *Action: Clerk*

9. Review of the effectiveness of internal control procedures

A full risk assessment had been undertaken by the Council which was unanimously agreed and signed as correct by the Chairman.

However, it should be noted that whilst adequate at the moment the Low Street Green 'shelter' would possibly need the oak braces strengthen where they are currently held by coach bolts. It was agreed to agenda this item for July to consider both the scope of the work and the financial implications. *Action: agenda July*

It was unanimously agreed to appoint Heelis and Lodge to undertake the internal audit for the financial year ending 31 March 2011 and their scope of internal audit was considered and unanimously approved.

10. 1894 – 1934 Annual Parish Meeting Minute Book

Cllrs O'Connor and Brawn had taken a look at the above document which is currently being offered by sale locally, by an agent, for the price of £70.00 (non-negotiable). It was proposed and

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agreed seven votes in favour, two abstentions and one vote against. *Action: Cllr O'Connor to ask vendor to raise an invoice to progress the purchase.*

11. Donation requests

St Peter and St Pauls Church – refurbishment of Church Clock

A letter was read from the PCC. Council sympathetically lent its support to the need to raise money for this project; however, its budget for this financial year contained no surplus. The Council will consider the matter and will look at ways of supporting fundraising, possibly linked to Queen's Jubilee celebrations, at the Annual Parish Meeting. It was also agreed to hold a raffle at the Annual Parish Meeting to 'kick-start' the fundraising efforts for the Church Clock. The Parish Council had sought Section 106 funds from MSDC but a project of this type does not qualify. *Action: Clerk to respond to PCC letter.*

Hoxne 'Quilt' Project

Cllr Leith gave details of this project which has been brought to the Parish Council's attention from a group of local people. It was felt that the Parish Council could not consider this project properly unless a more detailed brief, with named officers, was submitted. Whilst the Council recognised his as an interesting idea, they were puzzled by the magnitude of the financial commitment and felt there was insufficient information for an informed decision to be made. It was, therefore, agreed that the Parish Council were reluctant to support or otherwise at this stage. *Action: Clerk to respond to Janet Koralambe.*

Playingfield

New play equipment needed for the children's play area. The Parish Council unanimously agreed it would support a Section 106 funding application when the appropriate information was received from the Playingfield Management Committee. The Clerk informed Councillors that she had been made aware that existing available Section 106 funding would be rolled over into the 2011/2012 financial year.

12. The closure of the Suffolk County Council waste recycling centre at Brome

It was agreed to call a meeting in Hoxne with Councillor Lisa Chambers (Portfolio Holder for Waste) and Councillor Guy McGregor to explain the County Council decision to close the above site and the alternative options available to parishioners. *Action: Cllr McGregor see item 5 above.*

13. Reports from Chairman and Clerk

Amenity Land in Wittons Lane - Cllr Flagg reported he had nothing more on amenity land from Orwell Housing. After much discussion on access options to the land, from both Tudor Close and Wittons Lane, it was agreed that the Parish Council does need a legal right of access to the land and Cllr Flagg will chase Orwell Housing, MSDC and Solicitors accordingly. *Action: Cllr Flagg to progress.*

PAYE

The parish council is required, from 6 April, by the HMRC to operate a PAYE scheme. Two options were discussed; clerk to run her own PAYE scheme or an external supplier to run a PAYE scheme on behalf of the Council at a cost of £3.50 per line. It was agreed to appoint Anglia Book Keeping services to run the Parish Council PAYE scheme from 6 April 2011. For ratification at next meeting. *Action: Agenda and Cllr Flagg and Clerk to liaise with Anglia Book Keeping Services.*

Overgrown trees and hedgerow in highway outside Goldbrook Plants, Oak Hill

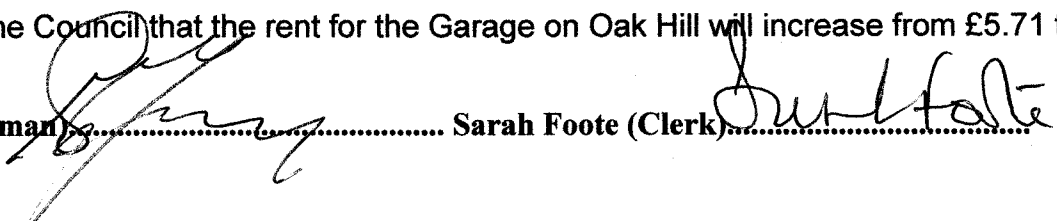
A complaint had been received with regards to branches obstructing the road. It is the duty of land owner to maintain the hedgerows adjoining highways. Clerk to write to ask landowner to take necessary remedial action or Parish Council will have to report to highways authority. *Action: Clerk*

Publicity

Literature for Tidy up Sunday, Parish Plan minutes and forthcoming possible election were agreed. Will be distributed with the Diss Mercury on Friday 11 March at a cost of £9.00 per delivery person.

Garage rent

The Clerk informed the Council that the rent for the Garage on Oak Hill will increase from £5.71 to



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£6.09 plus VAT per week as of 6 April 2011. Councillors approved this new amount.

Parish Plan accounts

The accounts in the Suffolk Acre required format were approved by the Council.

14. Correspondence

The following correspondence previously circulated for information was noted:

- Suffolk County Council Revised Bus Timetable with effect 25 February 2011 06.02.2011
- SALC Allotments Seminar 06.02.2011
- SALC Underground Electricity Cables 06.02.2011
- MSDC Spring Clean 2011 06.02.2011
- St Edmund's Primary School possibility of school hall hire 06.02.2011
- MSDC Strategic Housing newsletter 08.02.2011
- MSDC closure of customer Services Direct Centre in Eye 10.02.2011
- Suffolk County Council response to Parish Council letter concerning Care Home review 10.02.2011
- SALC Suffolk County Council Youth Club Consultation 16.02.2011
- SALC notice of Mid Suffolk North area meeting 16.02.2011
- SALC (SCC) advice on how to access information on changes public transport services 21.02.2011
- SALC Information on budgets to achieve the New Strategic Direction (Kesgrave Town Council) 21.02.2011
- SALC forthcoming courses 22.02.2011
- SALC (via NALC) HMRC PAYE procedures 23.02.2011
- Norfolk County Council Minerals and Waste Local Development Framework 28.02.2011

15. Financial Matters and payments due

Report: The Council's financial situation as at 7 March 2011 was presented to Councillors. Community Account Balance £864.15. Business Premium Account Balance £5946.10.

Payments – it was unanimously agreed to pay the following:

- £258.00 Suffolk Offset Print (Additional Parish Plans) *Cheque No 100921*
- £406.86 Clerk's salary and expenses month ending 14 April 2011 *Cheque No 100924*
- £825.96 (inc VAT) Suffolk County Council street lighting maintenance and energy 1 Oct 2010 – 31 March 2011 *Cheque No 100923*
- £40.00 (+ VAT) Cllr O'Connor and Clerk's attendance on SALC/HMRC PAYE training course 7 March 2011 *Cheque No 100927*

Whilst the above amount for the Clerk's salary had been published on the agenda, it was agreed that the salary will be paid only up to 5 April (to ease the switch over to the PAYE system). It was therefore agreed that the salary amount of the above claim is £208.13 giving a total payment of £313.21. *Cheque No 100924*

In order to meet the above payments, and retain a nominal balance for year end accounting purposes, it was agreed to transfer £800.00 from the Business Premium Account to the Community Account.

16. Consultations

Suffolk County Council Suffolk Fire and Rescue Service Integrated Risk Management Plan 2011 – 2014.

The Parish Council did not wish to comment on the above consultation.

National Grid Underground Cables

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The Parish Council did not wish to comment on the above consultation.
Suffolk County Council Air Quality and New Development 2011
The Parish Council did not wish to comment on the above consultation.

17. Reports

Parish Plan: Training attended on implementing Parish Plans by Cllrs Brawn, Knights, O'Connor.

Village Hall: Have 'put off' for two years the planned extension of the kitchen instead it will be refurbished with new electrical equipment and possibly move doors.

Playing Fields: Cllr Jarrold reported the need to replace the play equipment and the hope the Section 106 funds will be available.

SALC: Cllr Bradford had attended area meeting. Suffolk Police had spoken about Community Speed Watch. Issues relating to Divestment and closure of services were discussed.

Brakey Wood: Nothing to report

Footpaths: Cllr Johnson checking all footpaths – has done northern half, still has to do southern. Will produce a report for Council on status of paths at time of walking and list of suggestions of work to be done. Also talking to Suffolk County Council about scheme of Private Public Partnership agreement where groups can undertake certain works on footpaths and County Council will provide financially backing to do so.

18. Matters of Report by individual Councillors

Cllr Jarrold – gave details of Stradbroke Jazz Festival.

Cllr Flagg – made mention to the passing of Joyce Caley and condolences were expressed for Mr Andy Bull.

19. Urgent matters and matters for information

Date of next meeting: Monday 4 April 2011.

The meeting was closed at 22.15 hours.

