

HORRINGER-cum-ICKWORTH PARISH COUNCIL

Minutes of the Parish Council Meeting on Monday 16th March 2026

In Horringer Community Centre small meeting room at 7.30pm

Councillors Present: Colin Knight, Peter Crofts, Tom Lewis, Ian Frost, Sarah Levett, Rob Brooks, Simon Scott, Karen Soons

Also Present: Nicola Calder (Administrator)

Democratic 15 minutes Public Question Time: From 7.30pm residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman.

The formal Parish Council meeting will commence at 7.45pm.

Minutes

1.	Record Councillors' Apologies for absence – Ian Frost a) Council to receive apologies for absence. b) Council to consent to accept apologies received.
2.	Declarations of Interest & requests for Dispensations - None a) To receive declarations of disclosable pecuniary interests, other registerable interests and non-registerable interests as detailed in Appendix B of the LGA Model Code of Conduct for the Agenda under discussion. b) To receive notification of gifts of hospitality exceeding £50. c) To note the determination of requests for dispensations in accordance with Council's Dispensation Policy.
3.	To consider the Approval of the Minutes of the Last Meeting – 9th February 2026 as previously circulated. Proposed C.Knight, Seconded P Crofts
4.	Democratic 15 minutes Public Question Time Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. The formal Parish Council meeting will follow.
5.	Review Action Points from the last meeting – as previously circulated <ul style="list-style-type: none">● AP1 – TL & NC<ul style="list-style-type: none">● Consider putting the SID on the bus stop pole outside Lucas Cottages. Clerk has enquired re the ownership of the land on Westley Lane, TL suggested a site between The 6 Bells and Meadow Drive - Still in progress● Quote for new solar SID has been received. Awaiting confirmation of new sites before purchasing.● A form has been located to request new sites and new SID, this needs to be completed.● AP2 - CK to arrange meeting with Simon Potts. AP3 - NC to acquire quote for bollards. Revisit bollards for the top of Meadow Drive Land adjoining The Street and Meadow Drive. We have received a reply from the house owner on the corner who confirms that there is no right-of-way access to rear of his property for other residents. We can now approach Bristol Estates for their opinion on the bollard idea and maybe suggest a meeting on-site with Simon Pott to discuss way forward. – Quotes received, awaiting response from Bristol Estates.● AP4 – NC To organise new councillor paperwork and e-mail. - Done
6.	Planning Applications <ul style="list-style-type: none">● DC/26/0278/LB - Application for listed building consent - one hole to front elevation to allow for replacement of telephone wire - Halfway House Whepstead Road Horringer Suffolk IP29 5PU – No comment

	<ul style="list-style-type: none"> • DC/26/0266/LB - Application for listed buildings consent - a. removal of internal partition to rear lean-to b. installation of two condensers with associated pipework and units to first floor accommodation - Ickworth House, Butlers Lodge Ickworth Hotel Ickworth Park Horringer Suffolk IP29 5QE – No comment • DC/26/0232/LB - Application for listed building consent - refurbishment and repurposing of stables as gym - Ickworth Hotel Ickworth House Ickworth Park Horringer Bury St Edmunds – No comment • DC/25/1772/HH - Householder planning application - a. improved access and gates at North and South entrances with associated works to driveways b. replacement of estate fence along road boundary - Horringer House Chevington Road Horringer Suffolk IP29 5SW – No comment • DC/26/0265/FUL - Planning application - a. removal of internal partition to rear lean-to b. installation of two condensers with associated pipework and units to first floor accommodation - Ickworth House, Butlers Lodge Ickworth Hotel Ickworth Park Horringer Suffolk IP29 5QE – No comment • DC/26/0297/TPO - TPO 086(1967) tree preservation order - one Holly (T1 on plan and within area A2 on order) fell Manor Grove Manor Lane Horringer Suffolk IP29 5PY – No Comment • DC/26/0381/TCA - Trees in a conservation area notification - one magnolia (marked on plan) overall crown reduction by 1.5 metres - 14 College Close Horringer Suffolk IP29 5SL – No Comment • DC/26/0316/FUL - Planning application - a. extension to existing laundry storage area incorporating replacement of existing half glazed double doors and small casement window with vertical timber clad doors within courtyard, b. installation of store room within courtyard, c. installation of three mounted AC units on second floor of courtyard with associated pipework and power cable encasement - Ickworth Lodge Ickworth Park Horringer Suffolk IP29 5QE – No comment • DC/26/0317/LB - Application of listed building consent - a. extension to existing laundry storage area incorporating replacement of existing half glazed double doors and small casement window with vertical timber clad doors within courtyard, b. installation of store room within courtyard, c. installation of three mounted AC units on second floor of courtyard with associated pipework and power cable encasement - Ickworth Lodge Ickworth Park Horringer Suffolk IP29 5QE – No comment
7.	<p>Reports</p> <ul style="list-style-type: none"> a) County Councillor’s Report (KS) - None Karen is no longer standing for County Cllr. b) Community Council Report (EB) - None c) District Councillor Report (KS) - None d) Tree Report (JF) - None e) Chairman’s Report (CK) – Seen as read The lease has been signed, and the locks on the community side room have been changed and new keys have been distributed. Rob Brooks has unfortunately resigned from the Parish Council. Two candidates were interviewed last month, we now can offer both a position on the Parish council. AP4 – CK To contact the second candidate.
8.	<p>Updates</p> <ul style="list-style-type: none"> a) SIDs & Speed Survey (TL) – New batteries for the SID are in use and lasting longer. SID is located at Sharpes Lane, data will be circulated later in the week. We are in the process of purchasing a second SID pending on permission to site on Westley Lane. b) Neighbourhood Plan (PC) – The consultant is busy with other NHP’s and contact has been minimal. The NHP Committee have established that we don’t need a SEA report. It needs a formal response from WSC to have a scoping plan if we need a SEA. A meeting is scheduled with the consultant next week to discuss the long list of issues we have.

	<p>c) Play area (BY) – Report seen as read.</p> <ul style="list-style-type: none"> - Replace bear bin as broken AP5 – NC To receive quote and order a new bin. All agreed that it needs to be a standard bin. - Poles for netting will need replacing, quote for £200 is accepted. AP6 – BY To organise the replacement. <p>d) Emergency Plan (SL) – A draft will be ready for the APM.</p> <p>e) Thermal Imaging (RB) – There are 10/11 people booked in, commencing the week beginning 16th March.</p>
9.	<p>Finances</p> <ul style="list-style-type: none"> a) Payment schedule and invoices to be paid’ – All agreed b) Any invoices received after the agenda had gone out – All agreed c) Approve NC hours – All agreed d) To sign the internal control check list – All agreed e) To consider and receive the Bank Reconciliations for period – All agreed f) To formally appoint Mrs N Calder as the RFO for the year 2026/27 – All agreed g) To approve the recommendation from the clerk to appoint SALC as the internal auditor for the 2025/2026 audit – All agreed h) Policies update – Financial, internal controls, Standing Orders, Risk Assessment. – All agreed
10.	<p>To discuss the West Suffolk Council New Local Plan</p> <ul style="list-style-type: none"> • 23rd March is the start of the Call for Sites process which will identify bids from landowners for future development. New Government housing targets have to be accounted for. https://horringer-pc.gov.uk/assets/Minutes/2025-2026-Other-meeting-Documents/26-03-Call-for-sites.pdf • The new plan has to meet a new deadline of 30 months.
11.	<p>Correspondence</p> <ul style="list-style-type: none"> a) To discuss e-mail from resident re tree roots. – Reply has been sent directing the resident to Highways reporting tool, as the area is owned by Suffolk County Council. b) To discuss letter from resident regards signs on The Green. – Reply sent directing the resident to Highways reporting tool for the leaves and litter left from works on the ditch by the County Council. Signs on The Green are allowed for village events only and are monitored via the Parish Council. c) New bins have been delivered to households – AP7 – NC To order some 30pm stickers for the bins.
12.	<p>AGM/APM – 18th May 2025</p> <ul style="list-style-type: none"> • Can all Councillors start to think about what they would like to bring to the AGM/APM. • NHP – PC & BY • Call for sites – PC • Emergency plan – SL • Flyer for the APM – AP8 - NC
13.	<p>Councillor reports for future items on the agenda</p>
14.	<p>Date of next scheduled meeting to be confirmed as 20th April 2026 – End of meeting 8:40pm</p>

Please be aware the meeting may be filmed or recorded. Members of the public are invited to attend but are respectfully asked not to contribute during the meeting unless invited by the Chairman so to do.