HORRINGER-cum-ICKWORTH PARISH COUNCIL

Minutes of the Parish Council Meeting on Monday 20th April 2026
In Horringer Community Centre small meeting room at 7.30pm

Councillors Present: Peter Crofts, Tom Lewis, Sarah Levett, Simon Scott, Kevin Rooney, Brad Young
Also Present: Nicola Calder (Administrator), Becky Hoffenburger

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 – Karen Soons, Colin Knight, Ian Frost, Cllr Crofts to Chair the meeting.** 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 – 10th March 2026 as previously circulated. – Approved Tom Lewis, seconded Simon Scott**
4.	**Democratic 15 minutes Public Question Time – None present.** 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**
	• **AP1 – TL & NC**
	  • 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. **– The clerk has requested a meeting with highways to discuss a reply has been received today and will arrange a meeting.**
	• **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. **– Ongoing**
	A Letter has been delivered to the address that the car in question is visiting. Since the letter has been delivered the car has been seen on the path and more often on the grass verge. This is owned by Bristol Estates – CK will pass this information on to them.

	• Rob Brooks has unfortunately resigned from the Parish Council. Two candidates where interviewed last month, we now can offer both a position on the Parish council. ~~AP4 – CK~~ To contact the second candidate**. – New Cllr appointed.** • 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. – **A solution has been found and the bin repaired.** • Poles for netting will need replacing, quote for £200 is accepted. ~~AP6 – BY~~ To organise the replacement. **– Quote received and agreed/actioned.** • New bins have been delivered to households – **AP3 – NC** To order some 30mph stickers for the bins. **– on going** • Flyer for the APM – **AP4 – NC Flyer needs printing and delivering, Sarah offered to help.**
6.	**Planning Applications** • **DC/26/0364/LB -** Application for listed building consent - a. conversion of existing stables/lean-to to create a two storey dwelling and b. alterations to garage/tack room to provide plant room and improved games room at first floor - Horringer House Chevington Road Horringer Suffolk IP29 5SW **– 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** • **DC/26/0396/HH -** Householder planning application - a. front porch b. solar panels on front elevation c. cladding to existing brickwork d. detached two bay garage (following demolition of existing garage) e. 1.5 storey rear extension (following demolition of existing conservatory) - Oakside Sharps Lane Horringer Suffolk IP29 5PS **– No Comment** • **DC/26/0362/LB -** Application for listed buildings consent - a. replace existing outbuilding roof b. raise roof height of existing outbuilding c. one replacement window and two replacement doors to west elevation d. repair and restore existing brickwork e. opening to gable wall to outbuilding 2 and opening to east side of outbuilding 3 - Horringer House Chevington Road Horringer Suffolk IP29 5SW **– No Comment** • **DC/26/0361/HH -** Householder planning application - extension and alterations including increase in roof height to convert existing outbuilding into gym/spa - Horringer House Chevington Road Horringer Suffolk IP29 5SW **– No Comment** • **DC/26/0363/HH -** Householder planning application - a. conversion of existing stables/lean-to to create a two storey dwelling and b. alterations to garage/tack room to provide plant room and improved games room at first floor - Horringer House Chevington Road Horringer Suffolk IP29 5SW **– No Comment**
7.	**Reports** a) County Councillor's Report (KS) – No report b) Community Council Report (EB) – No Report c) Borough Councillor Report (KS) – No Report d) Tree Report (JF) – No Report e) Chairman's Report (CK) – We would like to welcome Kevin Rooney newly appointed cllr. Report seen as read.

8.	**Updates** a) SIDs & Speed Survey (TL) – 98mph top speed towards BSE. The SID has been in spy mode for 2 weeks, when the display is on it halves the amount of speeding cars. Majority of people don't realise how fast they are going and just need a reminder. b) Neighbourhood Plan (PC) – The committee is working on policies now, trying to do justice for the village. Our consultant needs to give us more dialogue. The village boundary will be a problem. T Wells has accepted our request to attend a NHP meeting on the 5th May NHP. BY has stepped back from the NHP Chair due to family commitments. R Glinn is joining as chairman. c) Play area (BY) – 3 quotes for the tree stump removal – AWFM £200 – All approved. Netting is broken and needs to be repaired - Quote from company that installed it – GLM £300 – All Approved. d) Emergency Plan (SL) – No progress, there will be a request for help at the AGM. e) Thermal Imaging (RB) – Completed and surveys sent to the residents – Remove from agenda.
9.	**Finances** 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) Budget review – to receive budget to actual position for year ending 31.03.2026. **– All agreed** g) Year end accounts 2024/25 to approve. **– All agreed** h) To approve fixed assets for 2026-27. **– All agreed** i) Certificate of exemption for external audit – to consider and approve. **– All agreed** j) Annual Governance Statement 2024/25 – to consider and approve. **– All agreed** k) Accounting statement 2024/25 – to consider and approve. **– All agreed** l) Set date for exercise of public rights. **– All agreed** m) BACS (Bank Transfer) for the settlement of invoices/requests for payment, (provided that such payments are authorised by two bank signatories, the evidence of such authorisation is retained, and payments are reported to council) – to reconfirm acceptance of this as the preferred method of payment. **– All agreed** n) To receive the list of payments which arise on a regular basis as the result of a continuing contract, statutory duty or obligation and regular maintenance contracts for the year 2025/26. **– All agreed**
10.	**To discuss the West Suffolk Council New Local Plan.** • Call for site consultation is nearly complete. Peter Crofts is concerned of the uncertainty it will bring to the residents of Horringer.
11.	**Correspondence** a) The clerk would like to discuss the storage of PC paperwork – Archiving is the best option. b) To discuss e-mail from resident re netting in the play area – See play area report. c) Councillor training – It was discussed at NHP meeting that councillors would benefit from Planning training. NC contacted SALC, they do not have any training on planning scheduled in due to the changes in planning law. They have directed us to some material to read (will be circulated to all Cllr's). P Crofts has offered planning training to all Cllr's, it will consist of a 2 hour planning law training session. The new Planning Act was passed last year – and P Crofts can update the Cllr's on the changes in the planning laws. **AP5 – PC** P Crofts will make arrangements to run the course and send an invitation.
12.	**AGM/APM – 18th May 2025** Can all Councillors start to think about what they would like to bring to the AGM/APM.

13.	**Councillor reports for future items on the agenda**
14.	Date of next scheduled meeting to be confirmed as **18th May 2026 AGM/APM** **Closed meeting 8:30pm**

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.