

BOXFORD PARISH COUNCIL

DRAFT Minutes of the Meeting Held on Monday 7th January at 7.00pm at the Heritage Centre

Present

Cllr. M. Hayes-Newington (Vice Chair)
Cllr. V. Sandars
Cllr. C. Oliver-Bellasis
Cllr. P. Thompson
S. Youldon (Clerk)

Apologies Received

Cllr. A. Britton (Chair)
Cllr. P. Kilding

	Action
<ul style="list-style-type: none"> ▪ Minutes: The meetings from the September and November meetings were agreed and signed. ▪ Declaration of Interests: There were no declarations of interest. 	Resolved
Matters Arising	
<ul style="list-style-type: none"> ▪ Introduction to New Clerk: Sarah Youldon started as Clerk on the 1st January 2019, the employment contract was signed and filed. S Youldon is working through a list of priorities to bring the accounts and correspondence up to date. Agreed that S Youldon should keep a record of the initial overtime required; hours to be submitted to the PC at the end of January for approval and payment with February salary. ▪ Replacement of Bannister on Footpath from Westbrook: Clerk reported the broken handrail to WBC on 04/01 and requested its replacement. Clerk will follow up as appropriate. ▪ 2019 Meeting Dates: Agreed 4th March, 7th May (AGM & APM), 1st July, 2nd September and 4th November. Clerk to book Village Hall for May AGM and Heritage Centre for remaining meetings. 	<p style="text-align: right;">SY</p> <p style="text-align: right;">SY</p> <p style="text-align: right;">Resolved SY</p>
Planning Applications	
<ul style="list-style-type: none"> ▪ 18/03271/HOUSE Willows, Westbrook – Proposed two bay garage with loft above. Councillors agreed a response of No Objections. ▪ 18/03278/HOUSE Berry Cottage, Westbrook – Proposed refurbishment and upgrade including a new roof over the existing courtyard to form a dining and living space. Councillors agreed a response of No Objections. ▪ 18/02799/HOUSE 2 Shepherds Hill – Proposed single storey side extension to create enlarged kitchen dining utility area with internal alterations. The PC had been granted an extension to the response deadline on this application. Councillors agreed a response of No Objections. ▪ 18/02349/HOUSE Gummidge – Variations of Conditions. Notification received that this application had been withdrawn. <p>Three further planning matters were raised:</p> <ul style="list-style-type: none"> ▪ 18/02771/FULD Moorbridge Farm – Proposed new winery production facility and accommodation. The Councillors were keen to clarify that the assurances given to the PC by Strutt & Partners at the November meeting stated that the residents at Moorbridge Farm had been kept fully informed on the application, it has since transpired that this was not the case. MHN to draft a letter to Strutt & Partners complaining that the PC was misinformed. Clerk to send completed letter to Strutt & Partners. Additional concern remained about construction traffic management / damage but meeting was reminded that the PC and highways had recommended this as part of their responses. ▪ The Old Rectory – Prior to the meeting the PC had received complaints regarding a new driveway being installed without permission to the Annexe at The Old Rectory. MHN contacted WBC and a 'Stop Notice' was promptly issued. MHN to follow up with WBC insisting that formal enforcement action is taken and expressing the PC concerns on road safety, drainage and what appeared to be a wilful breach of planning law. 	<p style="text-align: right;">Resolved</p> <p style="text-align: right;">Resolved</p> <p style="text-align: right;">Resolved</p> <p style="text-align: right;">MHN SY</p> <p style="text-align: right;">MHN</p>

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<ul style="list-style-type: none"> 18/02816/FULD The Bell – The planning application has been turned down with a comprehensive refusal letter from WBC. 	Resolved
Finance	
<p>Current account balance as of the 07/01 is £3,927.64; the deposit account balance is £13,468.51 The following cheques were written at the meeting: Chq 100351 07/01 – PKF LittleJohn – External Audit Fee £240.00 (inc £40.00 VAT) Chq 100352 07/01 – Autela Group Q2 Payroll Admin & late payment charge £88.26 (inc £8.04 VAT) Chq 100353 07/01 – Autela Group Q3 Payroll Admin £46.80 (inc £7.80 VAT) Chq 100354 07/01 – C Reeves Bus Shelter Cleaning 06/12 £23.00 Chq 100355 07/01 – BHIB Insurance Brokers £363.59</p> <ul style="list-style-type: none"> 2019/20 Precept: Clerk presented forecast costs for 2019/20, taking into consideration the potential costs related to the May elections, website compliance work and RPI rises for grounds maintenance. Agreed that Precept had to be raised in line with increasing costs, 3.2% rise as per the latest RPI agreed. S Youldon to submit request to WBC. SY PC insurance had expired, Clerk presented two quotes for consideration, Councillors agreed to proceed with the lower quote from BHIB Insurance at £363.59 for 12 months. Clerk to arranged cover with immediate effect. SY Councillors agreed an official leaving date for K Clinton of 14th December. S Youldon to inform the payroll administrators. Discrepancies found in K Clinton’s Clerk salary payments during 2018 (under payment), S Youldon to reconcile and arrange a cheque to K Clinton for the balance owed. SY Conclusion of Audit notification received; Clerk to post on noticeboards. SY Clerk to confirm status of S106 & CIL funds at the March meeting. SY Frequency of Clerk salary payment arrangements to be reviewed at March meeting along with payroll administration contract. Last VAT return appears to be February 2017, Clerk to complete return end of January. SY 	
Matters for Consideration & Future Discussions	
<p>Agenda Items:</p> <ul style="list-style-type: none"> Regular Village Hall update from PT to be added to agenda going forward. SY Bus Shelter refurbishment. Clerk to confirm procedure for filling the two Councillor vacancies that will occur prior to the May elections. Cllr. A Britton & Cllr. C Oliver-Bellasis will stand down having moved out of the parish. SY Clerk to bring the PC regulations and code of conduct up to date for sign off at the March meeting. SY 	

Meeting Closed at 8.55pm

The 2019 meetings will be held:

4th March, 7th May (AGM & APM), 1st July, 2nd September and 4th November.