

BOXFORD PARISH COUNCIL

Minutes of the Boxford Parish Council Meeting held on Monday 10th September 2018 at the Heritage Centre.

Present:

Cllr. A. Britton (Chairman)
Cllr. M. Hayes-Newington (Vice-Chairman)
Cllr. C. Oliver-Bellasis
Cllr. P. Kilding
Mrs K. Clinton (Clerk)

Start Time: 7:15pm
Finish Time: 8.15pm

ACTION

- 1. Apologies for absence** - Cllr V. Sandars and Cllr. P. Thompson
- 2. Declarations of Interest** – None
- 3. Minutes of the last meeting** Monday 2nd July 2018 - Approved.
- 4. Planning Applications** – None

Whilst there are no specific planning applications to comment upon, there are comments, etc on the topic of the vineyard and new winery building(s). The parish council are both excited and nervous about the potential development and the impact of their proposed plans on Boxford. CWBL Ltd has contacted us, and we would like to set up a meeting with them to help facilitate Boxford and new development working together.

For example, of the concerns/comment are:

- What sort of vehicles will be traveling to and from the site/vineyard? Heavy goods vehicles/lorries, etc?
- As the site requires mayor development (processing plant, restaurant, shop, accommodation) there are concerns/questions on access to the site and which routes will be used, such as the Lower Valley Road.

Clerk to contact Strutt & Parker to set up a meeting to chat about the plans, etc. It is understood, that we can only guide them, so we would like to make some suggestions which will help with the road usage.

Clerk

5. Finance

A large grateful thanks to MHN for reconciling the finances. The finances are now correct, and the audit is correct. The delay in presenting the figures to the auditor PKF will result in an increased charge/ payment of approximately £200. MHN confirmed he had completed an internal audit of the Annual Return for 2017/18

He confirmed that this had been a difficult process as records were not up to date and as a result the Council had missed its deadline by two months

He confirmed the numbers as presented were correct and balanced. He cautioned that his report identified a number of problems.

MHN stated that following discussion with clerk and the chairman had agreed how the Council proposed to disclose against the areas that assurance could not be guaranteed.

MHN also indicated that there it was likely the council were short of one payment to AD Clarke and at least one payment to the Clerk.

The following were presented.

- The Annual Governance and Accountability Return
- The Internal Audit Report
- The Chairman's Governance Report
- The Financial Schedules and Reconciliations

The finances were proposed by MHN and seconded by AB, COB and PK.

Clerk to send the papers to PKF

Clerk

The Parish Council finances needs to be made a higher priority on the clerks to do list. Clerk to change priorities.

Clerk

The Parish Council banks with the HSBC. The HSBC offer more banking services customers than is being utilised by the Parish Council. The clerk will investigate our existing the bank account and determine whether there are changes/improvements which could be made enhance the Boxford Parish Councils banking experience.

Clerk

6. Infrastructure

Buses

The propose changes to the bus routes do mean that the bus are potentially no longer stopping at the bus shelter. We currently pay £23 to clean every other month.

MHN to check the routes of the buses and whether the still will come into Boxford and where the bus(es) will stop.

MHN

Roads

The pot holes in Boxford are getting worse. Whilst WBC agree that the pots do need to be repaired, it does not agree the urgency of some of them. COB to write a letter to the WBC about the state of the roads and the kerbs. **COB**

The next Parish Council meeting will be held at the Heritage Centre, Boxford on Monday 5th November at 7pm.