

BOXFORD PARISH COUNCIL

Minutes of the Meeting Held on Monday 4th March at 7.20pm at the Heritage Centre

Present

Cllr. A. Britton (Chair)
Cllr. M. Hayes-Newington (Vice Chair)
Cllr. C. Oliver-Bellasis
Cllr. P. Thompson
Cllr. J. Bryant (Speed Ward Councillor)
S. Youldon (Clerk)

Apologies Received

Cllr. V. Sandars
Cllr. P. Kilding

	Action
<ul style="list-style-type: none"> ▪ Minutes: The meetings from the January meetings were agreed and signed as an accurate record. ▪ Declarations of Interest: There were no declarations of interest. 	Resolved
Matters Arising	
<ul style="list-style-type: none"> ▪ Old Railway Wooden Shelter: Councillors unanimously agreed that the four donations received towards repairs to the old railway shelter back in 2016 should be returned to the donors. Clerk to write letters & the organise cheques. More recent investigations have shown that the structure is beyond repair and the PC has been advised to remove it. Cllr Hayes-Newington to look at dismantling the structure - Clerk to obtain quote for removal, agreed that the end facia panels should be retained as historical importance and in case a future opportunity presents itself. Clerk to inform nearby residents and send out on the Parish email. ▪ Updated Regulation Documents: The updated Standing Orders, Financial Regulations and Code of Conduct were reviewed and adopted. ▪ May Elections: A guidance booklet had been sent round to Councillors prior to the meeting, Clerk handed out the nomination packs for completion. Clerk reminded Councillors that the nomination forms have to be returned in person to WBC by 4pm on the 3rd April. Applications returned by post would not be accepted. ▪ Annual Parish Meeting & Annual General Meeting: Due to Councillor availability it was agreed that the two May meetings would be moved to Monday 20th May with the AGM first at 7pm followed by the Parish Meeting at 8pm. Councillors to bring contributions towards refreshments, Clerk to amend venue booking and send out on the Parish email nearer the time. ▪ Highways: Remedial work has been carried out by West Berkshire Highways to fill the worst of the potholes through the village. Clerk has been advised that the roads will be re-surfaced through the village, this work comes under the 2019/20 budget so schedule will be provided by WBC in April. ▪ The High Street: Following concerns over the layby at the top of the High Street near the B4000, Clerk had spoken with Highways who confirmed ownership and their wish to retain the layby. Cllr. Hayes-Newington proposed that highways should fully surface the layby and install a litter bin. Clerk to liaise with highways. Clerk had been in contact with the Street Care team and had alerted them to the ongoing problem of litter on the High Street, Street Care carried out a litter pick in February and will now add this to their regular routes. The 4 litter pickers and bag holders had been purchased as agreed at the EO January meeting, these are for ad hoc use and will be stored in the Heritage Centre for the timing being. ▪ Footpaths: The fallen tree on the footpath between Westbrook and Easton will be removed by the WBC Rights of Way rangers in the next couple of weeks. The WBC Rights of Way team have now removed the broken bannister on the steps leading up to the footpath at the junction to Westbrook. They do not believe replacement is necessary, Clerk to investigate if the Ramblers Association would be willing to replace this. 	<p>Resolved SY MHN</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved SY</p> <p>SY</p> <p>SY</p> <p>SY</p>

BOXFORD PARISH COUNCIL

<ul style="list-style-type: none"> ▪ WBC Residents Consultation: Clerk informed Councillors of the live consultation available online for West Berkshire Councils four-year strategy. Residents are encouraged to take part and share their views on funding priorities. The consultation can be accessed via the West Berkshire website https://info.westberks.gov.uk/draftcouncilstrategy 	Resolved
Planning Applications	
<p>The following application had been sent to the PC for response:</p> <ul style="list-style-type: none"> ▪ 19/00468/HOUSE & 19/00469/LBC2 River Cottage – proposed new wood burner flue. PC agreed a response of No Objections – Clerk to submit. <p>The following applications had been determined since the last PC meeting, the letters for which had been emailed to the Councillors:</p> <ul style="list-style-type: none"> ▪ 18/03271/HOUSE Willows, Westbrook – Proposed two bay garage with loft above. WBC granted this application ▪ 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. WBC granted this application ▪ 18/02799/HOUSE 2 Shepherds Hill – Proposed single storey side extension to create enlarged kitchen dining utility area with internal alterations. WBC granted this application <p>Winterbourne Parish Council – had asked the Clerk to share that an application had been submitted for Change of Use at the Winterbourne Arms Public House to residential dwelling. They fear this is the first step in redevelopment. Any interested parties can comment directly on the application via the WBC planning website.</p>	Resolved SY Resolved
Finance	
<p>Current account balance as of the 07/01 is £4,895.65; the deposit account balance is £9,470.80 This includes the following transactions</p> <p>Chq 100356 28/01 – K Clinton Clerk wages for November, Middle of December and back payment for incorrect cheques £464.60 Chq 100357 28/01 – AD Clark – October to January mowing £1,910.66 Chq 100358 28/01 – Wel Medical – replacement defib pads £79.02 (inc £13.17 VAT) Chq 100359 28/01 – S Youldon Clerk wages for January £147.80 Chq 100360 28/01 – S Youldon expenses (postage & ink) £33.71 (inc £4.88 VAT) BTF 19/02 – C Reeves – Bus Shelter window cleaning £22.00 VAT refund 04/02 – Period March 2017 to December 2018 £387.45 Account Transfer 29/01 - £4,000.00 from Deposit Account to Current Account</p> <p>The following cheques were signed at the meeting:</p> <p>Chq 100361 28/02 – S Youldon Clerk wages for February & 16.75 hours overtime in January £290.39 Chq 100362 04/03 – S Youldon expenses (litter picking equipment & postage £48.10) (inc £7.64 VAT) Chq 100363 25/03 – AD Clark – February and March mowing £955.34</p> <p>Section 106 & Community Infrastructure Levy Funds (CIL): Clerk reported that the PC were holding £3506.00 of CIL funds from the building of the houses at the site of the old village hall. Money needs to be spent on improving open space, recreational facilities or conservation projects within the Parish. Councillors asked to feedback with ideas. Agreed this would be added to the Parish Meeting agenda for input from the Parishioners.</p> <p>Audit Arrangements: Agreed that the Clerk should appoint a suitable internal auditor to comply with the PC auditing obligations. Cost expected to be in the region of £50.00</p>	Resolved All SY
Village Hall Committee Report – Cllr. Thompson	
<ul style="list-style-type: none"> ▪ Cllr. Thompson reported that the Village Hall AGM had taken place at the end of February, John Knight continues as Chairperson and there were some small changes to the representatives. ▪ Reported that the committee is looking for a new facilities manager. Any interested parties to contact the Village Hall team directly. ▪ The AGM showed the Village Hall accounts to be relatively robust; with an increase in income from bookings but a decrease in income from the pre-school. 	

BOXFORD PARISH COUNCIL

<ul style="list-style-type: none">▪ It had been agreed that some of the lesser used playground equipment was deteriorating and would be removed.▪ Discussions are being held by the committee on the possibility of a village fete to raise funds.	
Matters for Consideration & Future Discussions	
<ul style="list-style-type: none">▪ The PC wished to thank Cllr. Paul Bryant for his services as the District Councillor to the Parish for over 20 years and wished him well for his retirement. <p>Agenda Items:</p> <ul style="list-style-type: none">▪ Cllr. Oliver-Bellasis reported that the main PC notice board was looking tired; with the Perspex glazing now discoloured and the timber framework rotting. Clerk to investigate refurbishment and replacement costs and report back at the May meeting.▪ It was noted that the annual Walk for Parkinson's was taking place in April at Welford Park. Clerk to place posters on the notice boards.▪ It was suggested that the nearby villages should work together on annual events like a fete, to rotate events, avoid clashes and increase attendance. Clerk to make enquiries.	<p>SY</p> <p>SY</p> <p>SY</p>

Meeting Closed at 8.35pm

The remaining 2019 meetings will be held:

20th May (AGM & APM), 1st July, 2nd September and 4th November.

**PLEASE NOTE THAT THE ANNUAL PARISH MEETING WILL NOW BE
HELD ON MONDAY 20TH MAY 2019 AT 8PM
IN ST ANDREW'S CHURCH.**

**All parishioners welcome - refreshments will be served.
If you have any matters you would like to raise please contact the
clerk for these to be added to the agenda
01488 639487 or via email – parishcouncil@boxford.org.uk**