

BOXFORD PARISH COUNCIL

Annual General Meeting

Held on Monday 20th May at 7.00pm in St Andrew's Church

Present

Cllr. P. Thompson (Chair)

Cllr. M. Hayes-Newington (Vice Chair)

Cllr. V. Sandars

Cllr. P. Kilding

Cllr. J. Wilcox

Cllr. P. Harris

S Youldon - Clerk

	Action
<ul style="list-style-type: none"> ▪ Declarations of Interest: There were no declarations of interest. 	
<ul style="list-style-type: none"> ▪ New Councillors & Acceptance of Office: Following the uncontested elections, there were two vacancies on the PC, Paul Harris and Jonathan Wilcox agreed to be co-opted as councillors. Cllr Hayes-Newington proposed and Cllr. Sandars seconded. All Councillors signed the Acceptance of Office. Registration of Interest forms were passed to all Councillors for completion, Clerk to forward completed forms on to WBC. 	Resolved All SY
<ul style="list-style-type: none"> ▪ Appointment of Chair & Vice Chair: Cllr. Thompson was proposed and seconded as Chair; Cllr Hayes-Newington was proposed and seconded as Vice Chair. Cllr. Thompson welcomed Cllr. Wilcox & Cllr. Harris to the PC. 	Resolved
<ul style="list-style-type: none"> ▪ Minutes: The meetings from the March meeting were agreed and signed as an accurate record. 	Resolved
Matters Arising	
<ul style="list-style-type: none"> ▪ Replacement of Noticeboard: As agreed at the March meeting, Clerk presented costs for replacement of the PC noticeboard opposite The Mill House. It was agreed that the new board could be slightly smaller, cost for replacement with a maintenance free recycled plastic option came in at £1,362 and a hardwood replacement at £1,657 (plus installation). Both complete with Boxford Parish Council header board and lockable doors. However, prior to the meeting the Clerk had been contacted by a local craftsman wishing to put forward designs and costs for a hardwood board. Councillors were interested in this idea, Clerk to forward details on email when received. Clerk confirmed that the costs could be covered by the CIL funds held. 	SY
<ul style="list-style-type: none"> ▪ Old Railway Wooden Shelter: Following the decision to remove the wooden shelter, Clerk had been contacted with a suggestion that local railway heritage trust may be interested in restoring the structure. Clerk had been in contact with 6 trusts and confirmed that the Gloucester & Warwickshire Trust had shown a keen interested and were coming back with a plan for removal. Councillors agreed that this was the best possible outcome. Clerk to take down notice board and clear once a date for removal had been given. Suggestion put forward to place a bench, free standing notice board and information board on the concrete plinth that will be left. Agreed that this would be discussed at the July meeting once the shelter had gone and remaining CIL funds were known. 	Resolved SY
<ul style="list-style-type: none"> ▪ Highways: WBC confirmed that the road through the centre of the village will be resurfaced in the next round of works, expected to be Mid-July/August, and Hangmans Stone Lane is on the schedule for patching work – again expected to start Mid-July onwards. Cllr Hayes-Newington reported that the yellow markings on the road had been done by the police prior to the cycle event. Clerk reported that she is trying to get WBC to carry out maintenance work on the bank of the old Chalk pit as you come into Boxford from Leckhampstead. Several trees have fallen already, others look precarious. Clerk to continue to consult with WBC on this. Cllr. Hayes-Newington reported on the increase of large vehicles and the condition of the soft road edges on the High Street and Lower Road. Clerk to send evidence on to WBC. Suggested that PC meets with Stockcross PC to discuss what action could be taken. Clerk to set up. 	MH-N SY
<ul style="list-style-type: none"> ▪ Footpaths: Clerk received advice that the agreement on the Permissive Footpath from Westbrook is likely to be in need of renewal soon. Clerk to check and follow up as necessary with the assistance of Cllr. Thompson. 	SY PT

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<ul style="list-style-type: none"> ▪ Fly Tipping & Litter: Clerk reported that the two tyres on the corner near the old pit had been reported to WBC; Clerk was pleased to report that these were collected with 24 hours. It was noted that the litter had improved along the High Street following the litter picks by WBC, Councillors reminded to monitor and let Clerk know when a prompt is required. Councillors agreed that an informal village litter pick should go ahead before the autumn. Councillors to action. 	<p>Resolved</p> <p>All</p>
<p>Planning Applications</p>	
<p>The following application had been sent to the PC for response:</p> <ul style="list-style-type: none"> ▪ 19/00900/LBC2 & 19/00899/HOUSE 3 Woodmansfield, Lambourn Road – proposed internal works and remodelling of existing modern extension. PC had responded with No Objections. WBC decision awaited. 	<p>Resolved</p>
<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"> ▪ 19/00468/HOUSE & 19/00469/LBC2 River Cottage – proposed new wood burner flue. WBC granted this application. 	<p>Resolved</p>
<ul style="list-style-type: none"> ▪ 19/00081/HOUSE The Old Rectory – Installation of second driveway. WBC granted this application. 	<p>Resolved</p>
<ul style="list-style-type: none"> ▪ 19/00082/MDOPO The Old Rectory – Discharge of original planning conditions. WBC refused this application. 	<p>Resolved</p>
<ul style="list-style-type: none"> ▪ 18/02771/FUL Land to the East of Moorbridge Farm – Development of new vineyard winery production facility. WBC had granted this application, however numerous conditions had been attached to the permission. Clerk to forward this to the new Councillors for information. 	<p>Resolved</p> <p>SY</p>
<p>Finance</p>	
<p>2018/19 Accounts & Audit: Clerk had completed the end of year accounts, independent auditor had reviewed accounts and confirmed all was in order. Accounts had been sent to the 2018 Councillors prior to the meeting. Councillors reviewed the audit report and signed off the accounts. Agreed to complete the Certificate of Exemption rather than submit full return to the external auditor. Clerk to return Certificate and upload Accounts as per the regulations on to the website and display on main notice board. Electors Rights to be published in line with regulations on the 13th June.</p>	<p>Resolved</p> <p>SY</p>
<p>Account Balance: The current account balance as of the 20/05 is £4,557.64; the deposit account balance is £11,644.70. This includes the following transactions</p>	
<p>Chq 100364 13/03 – Returned Railway Shelter Donation £100.00; Chq 100365 13/03 – Returned Railway Shelter Donation £30.00; Chq 100366 13/03 – Returned Railway Shelter Donation £100; Chq 100367 13/03 – Returned Railway Shelter Donation £250.00; Chq 100368 28/03 – S Youldon Clerk Wages for March £147.60; Chq 100369 28/03 – HMRC Q4 PAYE £146.40; Chq 100370 17/04 – D Weller Independent Audit £44.40; Chq 100371 28/04 – S Youldon Clerk Wages for April £147.80; 29/04 Precept 1st Payment Received £4,169.11; BTF 16/05 – C Reeves – Bus Shelter window cleaning £22.00; Account Transfer 16/05 - £2,000.00 from Deposit Account to Current Account.</p>	
<p>The following cheques were signed at the meeting:</p>	
<p>Chq 100372 20/05 – BALC Membership £116.60</p>	
<p>Chq 100373 28/05 – S Youldon Clerk Wages for May £147.60</p>	
<p>Community Infrastructure Levy Funds (CIL): £3,506.00 currently held.</p>	
<p>Bank Mandate: Forms passed to Cllr. Thompson to be added to the bank account as a signatory along with S Youldon. A Britton to be removed as a signatory.</p>	<p>PT</p> <p>SY</p>
<p>Village Hall Committee Report – Cllr. Thompson</p>	
<p>Cllr. Thompson reported that the Village Hall Committee was looking at fundraising options to raise money; initially for the playground. Committee currently discussing a village fete for the 7th September following on from the Boxford Masques beer festival. PCC is being included in the discussion along with Boxford History Project as this may well tie in with an open day on the Dig. Cllr. Thompson to keep PC informed.</p>	

Meeting Closed at 8.00pm

The remaining 2019 meetings will be held: 1st July, 2nd September and 4th November

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