

# BOXFORD PARISH COUNCIL

## Parish Council Meeting

Held on Monday 1<sup>st</sup> July 2019 at 7.00pm in The Heritage Centre

### Present

Cllr. P. Thompson (Chair)

Cllr. V. Sandars

Cllr. P. Kilding

Cllr. P. Harris

Cllr. J. Wilcox

Cllr. C. Rowles - Kintbury & Hungerford Ward

S Youldon - Clerk

### Apologies:

Cllr. M Hayes-Newington (Vice Chair)

	Action
▪ <b>Declarations of Interest:</b> There were no declarations of interest.	
▪ <b>Minutes:</b> The meetings from the May meetings were agreed and signed as an accurate record.	Resolved
<b>Matters Arising</b>	
▪ <b>Policy &amp; Procedure Documents:</b> Councillors agreed to adopt the new Policy & Procedure documents.	Resolved
▪ <b>New Ward Councillor:</b> Cllr. Claire Rowles introduced herself, having been newly elected at the May elections. Cllr. Rowles joins Cllr. James Cole and Cllr. Dennis Benneyworth in the Kintbury & Hungerford ward.	
▪ <b>Members Bids:</b> Cllr. Rowles reported that each ward Councillor has access to £5,000 to assist with Parish projects, known as Members Bids. The deadline for the current round is the end of August and usually requires match funding. Councillors agreed to consider suitable projects.	All
▪ <b>Replacement of Noticeboard, Opposite the Mill House:</b> Clerk reported that the quote and design for a new hardwood noticeboard was still outstanding from a local craftsman. Councillors agreed to hold off making a decision until this had been provided.	
▪ <b>Footpaths:</b> Councillors agreed that the Clerk should advise the landowner that the Statutory Declaration, protecting the owner's interest, on the Permissive Footpath across Bell Meadow was due for renewal in the next 6 months.	SY
Quote of £95 agreed to replace the second hand rail on the first set of steps up from Westbrook, footpath 6. Funds to come from CIL money. Additional quote of £85 was presented to re-secure the hand rail on the second set of steps up from Westbrook as WBC had not agreed to do this. Cllr. Rowles offered to follow up with the PROW team and report back.	SY CR
It was noted that Footpath 5 from Westbrook to Easton would soon need to be cut back as would the access to Footpath 3 by the gateway leading over the top of the motorway. Clerk to report to WBC.	SY
▪ <b>Old Railway Wooden Shelter:</b> Date still to be confirmed for collection of the Old Railway Shelter by Gloucester & Warwickshire Trust - they are in the progress of looking at transport options and agreeing the final location on their network.	
▪ <b>Highways:</b> Resurfacing work and re-patching work has now been completed, Councillors reported that the Contractors had been helpful with access, however it was noted that only 2 days before work commenced a pot hole was filled, this did not seem to be a good use of resources Cllr. Rowles to pass on feedback.	Resolved CR
Discussion held on previous attempts to make the road through the village and the Lambourn Road safer. Highways at the time had refused to take any action on either. Cllr. Rowles to lobby and report back.	CR
▪ <b>Road Names:</b> Clerk had been in contact with WBC about the confusion with road names in the village. Representative had been out and agreed that there was a lack of nameplates for the 6 roads that were named and confirmed that there were 7 unnamed / unofficially named roads. Councillors agreed that it would be beneficial to name the road from Southfields down to the start of Hangman's Stone Lane. Clerk to confirm the process and report back at the September meeting.	SY
▪ <b>Seating Area opposite Westbrook:</b> Parishioner reported that this area was looking overgrown and had carried out some cutting back work themselves. Councillors reported that this had previously	

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<p>been kept tidy by the nearby house. Cllr. Thompson to ask if the owners would be happy to take over regular cutting back.</p> <p>It was also noted that the metal bench could do with some maintenance. Clerk to obtain quotes to restore.</p>	<p>PT</p> <p>SY</p>
<p><b>Planning Applications</b></p>	
<p>The following applications were considered:</p> <ul style="list-style-type: none"> <li>▪ <b>19/01600/LBC2 3 Woodmansfield, Lambourn Road</b> – Amendment to previous application, installation of brushed aluminium bi-fold doors instead of oak. PC agreed a response of No Objections.</li> <li>▪ <b>19/01520/HOUSE Rosebank, Boxford, RG20 8H</b> – Proposed loft conversion. PC agreed a response of No Objections.</li> </ul> <p>The following applications had been determined since the last PC meeting, the letter for which had been emailed to the Councillors:</p> <ul style="list-style-type: none"> <li>▪ <b>19/00900/LBC2 &amp; 19/00899/HOUSE 3 Woodmansfield, Lambourn Road</b> – proposed internal works and remodelling of existing modern extension. WBC granted this application</li> </ul>	<p>Resolved</p> <p>Resolved</p>
<p><b>Finance</b></p>	
<p><b>Account Balance:</b> The current account balance as of the 28/06 is £2,271.32; the deposit account balance is £11,646.66. This includes the following transactions:</p> <p>Chq 100374 14/06 AD Clark – April &amp; May Grounds Maintenance £991.06  SO 17/06 AD Clark – Duplicate payment £991.06  DD 20/06 ICO Data Protection Annual Registration £40.00</p> <p><b>Duplicate Payment:</b> Due to a HSBC error in processing the standing order request, AD Clark had been paid twice for the April/May work. Clerk is resolving with AD Clark directly, Councillors agreed that if necessary the standing order could be cancelled again so the second payment could be allocated against the June/July invoice and cheques could continue to be issued for the remaining invoices. The contract comes up for renewal in March 2020.</p> <p>The following cheques were signed at the meeting:</p> <p>Chq 100375 28/06 HMRC – Q1 PAYE £110.60  Chq 100376 28/06 S Youldon – June Clerk Wages £147.80  Chq 100377 01/07 Autela – Q1 Payroll Services £39.23  Chq 100378 01/07 S Youldon – Clerk expenses including MS Office subscription £64.31 (inc £9.99 VAT).</p> <p><b>Community Infrastructure Levy Funds (CIL):</b> £3,506.00 currently held. £95 allocated to the replacement hand rail.</p> <p><b>Bank Mandate:</b> Mandate form signed to add Cllr. Thompson as a signatory and remove A. Britton.</p> <p><b>Grounds Maintenance:</b> Councillors approved the 3% rise in the requested contribution from the VHC and PCC in line with the Grounds Maintenance contract. Clerk to send letters. PCC had reported a number of issues with the contractor at the Churchyard, Clerk to report back and ensure these are resolved.</p> <p><b>Libraries:</b> Correspondence had been received from WBC again requesting funding from Parish Councils for the libraries; Councillors agreed this is something they would consider in the 2020/21 budget at the January meeting. Clerk confirmed that the mobile library does still visit, parking at Southfield, but is currently getting very little support. Agreed that a reminder of this service should be sent out on the Parish email.</p>	<p>SY</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved</p> <p>Resolved</p> <p>SY</p>
<p><b>Village Hall Committee Report – Cllr. Thompson</b></p>	
<p>Last VH meeting had been postponed. Several other parishioners had reported on the broken dog bin at the village hall. PT agreed to follow up with committee.</p> <p>Committee has now decided not to run a Village Fete alongside the Beer Festival on the 7<sup>th</sup> September. They are currently looking at other fundraising ideas.</p>	
<p><b>Any Other Business</b></p>	
<p><b>Notices:</b> Clerk to ensure that PC notices are posted on the notice board on the B4000 near Hoe Benham</p> <p><b>Apologies:</b> Cllr. Wilcox gave his apologies for the September meeting.</p>	<p>Resolved</p>

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**Flood Warden:** Several volunteers had expressed an interest in filling this position. Concerns were raised that some of the volunteers are located in areas that have previously flooded. Cllr. Kidling noted that in previous years the position has been filled by several people at the same time and by having multiple wardens it would ensure that these individual's properties are not compromised in the event of a flood due to their focus on the community at large. Clerk to check policy with the Emergency Planning Manager at WBC.

SY

**Cycle Route:** Cllr. Thompson proposed an idea for the old railway line to be converted to a cycle path providing a safe cycle route into Newbury. Cllr. Rowles agreed to discuss this idea with colleagues and report back.

CR

**Meeting Closed at 8.30pm**

**The remaining 2019 meetings will be held: 2<sup>nd</sup> September and 4<sup>th</sup> November**