

BOXFORD PARISH COUNCIL

Boxford Parish Council Meeting

Held on Monday 4th November at 7.00pm in The Heritage Centre

Present:

Cllr. P. Thompson (Chair)

Cllr. P. Kidling

Cllr. P. Harris

Cllr. M. Hayes-Newington (Vice Chair)

Cllr. J. Wilcox

Cllr. V. Sandars

S. Youldon (Clerk)

Apologies:

Cllr. C. Rowles (Hungerford & Kintbury Ward)

Cllr. D. Benneyworth (Hungerford & Kintbury Ward)

Cllr. J. Cole (Hungerford & Kintbury Ward)

	Action
<p>Declarations of Interest: As riparian owners, Cllr. Hayes-Newington & Cllr. P Harris declared a disclosable pecuniary interest in the discussion on flooding. The Council agreed a dispensation as they had considerable knowledge of the land and they participated in the discussion.</p> <p>Minutes: The Clerk had identified a typo within the finance report on the amount of CIL money held to £3,411 from the originally stated £3,316. The updated minutes were agreed and signed as an accurate record.</p>	Resolved
Matters Arising	
<p>Highways – Proposed Road Name: Following the last meeting, a letter had been hand delivered to the houses on the currently unnamed road from Southfields to the start of Hangman’s Stone Lane. Residents had been given until the 21/10 to respond. 17 of the affected 28 properties responded, with 39.3% of respondents agreeing to the proposal of Church Road and 21.4% objecting. This leaves 11 properties that have not been in touch and Councillors agreed to extend the voting period until the 3rd December. Agreement by 75% of residents is required to proceed with the proposal. Clerk to update those that have taken the time to respond.</p> <p>Noticeboard: Councillors agreed that the main PC notice board opposite The Mill House needed replacing sooner rather than later as the board no longer has any locking doors. The local craftsman that originally wished to be involved, sadly hasn’t had the opportunity to put together a design, Clerk will research local options further. Cllr. Kidling to investigate reclamation offerings. Failing that, Councillors agreed on a purchase of the A0 board with discussion on whether it should be Oak at £2,481.00 or recycled plastic wood effect at £1,447.00. Discussion leaned towards the maintenance free recycled plastic wood effect option. Clerk to forward pictures of a nearby wood effect board, along with alternative options from local suppliers for Councillors to make final decision. It was agreed that a large information and notice board should be purchased for the area where the Railway Shelter is currently and that the Boxford History Project should be asked if they would be interested in providing the graphic panel for the information section. Clerk to liaise.</p> <p>2020-2023 Grounds Maintenance Contract: Clerk is organising the three tenders for the new Grounds Maintenance contract ready for a decision at the January meeting; Councillors were asked if there is any area they believed should be included in the new contract. The area to the right as you drive in to Westbrook was discussed, as this has previously been maintained by WBC; Clerk to follow up on this. It is expected that this has been dropped due to budget cuts and would now needed to be included in our own maintenance contract. Clerk has already been in touch with WBC regarding the basal growth on the 4 Lime Trees on this area which do come under WBC responsibilities. Response awaited, Clerk to feedback. Clerk to produce detailed map to go with contract for circulation to Councillors and possible contractors. Feedback from the VHC on the current contractor has been very positive.</p> <p>SEB Overhead High Voltage Lines: Following discussions at the September meeting, Clerk reported that the North Wessex Downs trust has been behind the project to bury the high voltage lines through Winterbourne and were willing to assist with moving the project forward in Boxford. Clerk has been asked</p>	<p>SY</p> <p>PK SY</p> <p>SY</p> <p>SY</p>

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<p>to provide details on the route of the lines and make initial contact with the landowners involved and then send this on to the NWD Trust for pursual. Cllr. Hayes-Newington agreed to assist with this.</p>	MH-N SY Resolved
<p>Footpaths – Update on Maintenance: The PC thanked the working party for clearing the steps on footpath 8 from Southfields in October, along with clearing the area surrounding the Coronation bench ready for its return. It was noted that there was a fallen tree on footpath 3 alongside Bradleywood. It was thought this land was owned by the Welford Park Estate, Clerk to make contact there initially. The clearing of the low trees on footpath 15 from the Old Pit to Westbrook has been requested and the Institute of Hydrology are organising a volunteer team to deal with this. It was noted that the neighbouring properties hedge on footpath 6 from Westbrook between the steps still hadn't been cut back despite them being asked. Clerk asked to pursue this. The PC were pleased to see that WBC had improved the second set of steps on footpath 6 and wished to pass on their thanks to Cllr. Rowles for pursuing this.</p>	SY Resolved
<p>Highways: Councillors reported a low hanging tree on High Street on the corner of the left-hand side leading up to the B4000. This was noted as hazardous as cars were having to swerve around it. Clerk to report to WBC.</p>	SY
<p>Councillors noted that the abandoned car had now been removed from Southfields opposite The Bell. Councillors raised concerns about the litter on The High Street again, Clerk to follow up with WBC to ensure this is added to a regular schedule.</p>	Resolved SY
<p>The Old Railway Shelter: Finally, the Tewkesbury Railway Society have been able to secure a permanent site for the Railway Shelter, and they will start making arrangements for collection of the shelter on Sunday 10th November. Clerk has agreed to clear board and rubbish inside of the shelter before the 10th November.</p>	Resolved SY
<p>Highways – Drainage: Clerk reported that following the meeting with the Senior WBC Highways Officer the drains outside The Little House, on the Corner near the Old Pit and at the end of the High Street opposite the Bell had all been cleansed. The PC wished to pass their thanks to Cllr. Rowles for assisting. Investigations have proved that there is a collapsed pipe between the drain outside The Little House and the outlet meaning that this has quickly blocked up again. Clerk is trying to obtain a date on when this remedial work will be carried out. It was noted that this water sits on the road by a blind bend so should be prioritised as a safety issue. In additional the investigation several years ago proving a blocked pipe between the properties on Westbrook had been repeated and repairs are being scheduled. Clerk to follow up as appropriate.</p>	SY SY
<p>Flood Warden Report: T Stone had provided a report following the recent localised flooding and the September Lambourn Valley Flood Forum meeting. Cllr Hayes-Newington provided an analysis of the water carriers in the Boxford flood meadows which included the Environment Agency flood zone map and the WBC spot measurements from the Planning Office. The water courses were explained in detail for the benefit of all Councillors. Within the explanation Cllr Hayes-Newington stated that the ditch network on the west of the meadows that is often referred to as the "Westbrook", inferring a contiguous stream, is incorrect. He explained that what actually exists is a ditch starting north of Field House which is not connected to the river but is fed by springs. This ditch after leaving Willows feeds into a ditch (middle ditch) running east across the meadows to a stream in the Mill House. The other top ditch, originally designed to help flood the meadows, runs from the middle ditch but it has no water carrier mainly because the culvert bottom is 0.4m above the base the other ditches. In the 2014 floods this ditch collected very little water. Photos were provided showing that the Field House/Willows ditch is clear and water is running down the middle ditch. The main ditch running thorough the bottom of the meadows is also shown to be clear and unobstructed. It was also noted that River levels are so low currently, swans are walking not swimming.</p> <p>The following four action points from the Flood Wardens report were as follows:</p> <ol style="list-style-type: none"> 1. <i>The PC to identify and issue enforcement notices to all riparian landowners that are responsible for land adjoining the River Lambourne, The West Brook and associated ditches.</i> The Environment Agency confirm within the minutes of the LVFF that they are the only authority that can issue enforcement notices to landowners but as such do not have the funds to take owners to court. Therefore, the PC agreed that all it can correctly do to assist is to write to the riparian owners 	

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<p>within the Parish and remind them of their duties and distribute the information provided by the EA on correct maintenance. Cllr. Thompson & Cllr. Hayes-Newington to survey where feasible and confirm to Clerk who letters should be sent to. Photos of several fallen trees had also been provided and they agreed to report back on who should be contacted in regard to the removal of these. Clerk to draft and circulate once owners confirmed. It was agreed that Flooding would become a standard agenda point for all meetings, to ensure frequent discussion and ensure issues are raised and dealt with appropriately.</p> <p>2. <i>Recommendation to develop a Boxford Climate Change plan.</i> It was agreed that it would be more worthwhile to update the Boxford Parish Plan as a whole and include Climate Change & Flooding within this. Planning and budgeting for the new Parish Plan will be included in the new year.</p> <p>3. <i>Ensure the voice of Boxford is adequately represented at the Flood Forum meetings.</i> The Councillors agreed with this and felt it important to note that we do have two Flood Wardens and attendance of meetings can be by either Warden. On this note, the Parish Councillors raised the point that Boxford has been very much heard on this matter previously and following the last surface flooding back in 2014, a grant of over £60,000 was raised and distributed amongst the 5 affected households to improve flood defences.</p> <p>4. <i>Identify appropriate media to document the current issues surrounding Boxford.</i> The Councillors felt very strongly that it is essential that all media communication must go through the Parish Council to ensure a coordinated approach, and it was the role of the Flood Wardens to advise the PC as necessary and the PC to take the appropriate action. As such, both wardens have been asked to ensure all contact / follow up by the media is passed straight to the Parish Clerk. Clerk to response directly to T Stone on the points above. Cllr Rowles reported on email prior to the meeting that she has already made contact with Cllr. Benyon and the Environment Agency and was meeting with T Stone over the next few weeks and would keep in touch with the PC on the matter.</p> <p>2020 Meeting Dates: The dates for next year’s meetings were agreed as Wednesday 15th January, Monday 2nd March, Monday 4th May (AGM & APM), Monday 6th July, Monday 7th September and Monday 2nd November. Clerk to book The Heritage Centre.</p> <p>Remembrance Sunday: Cllr Thompson was pleased to report that Captain Colin Hay had agreed to lay the Poppy Wreath at the Remembrance Service on the 10th November on behalf of the Parish.</p>	<p>PT, MH-N</p> <p>SY</p> <p>SY</p> <p>SY</p> <p>Resolved SY</p> <p>Resolved</p>
<p>Planning Applications</p>	
<p>The following applications were discussed:</p> <ul style="list-style-type: none"> ▪ 19/02692/MDOPO The Old Rectory, Winterbourne Road – Application for modification of the original planning obligations. Councillors reviewed the proposal for the condition of accommodation for an elderly relative only to be removed to enable the owners to rent out the dwelling. It was agreed that the removal of the condition had no material affect to the Parish and the new driveway had already been completed. The PC agreed a response of No Objections. ▪ 19/01844/FUL The Bell at Boxford – Partial residential redevelopment by demolition of outbuildings; erection of two-storey rear extension; provision of 5 flats. The PC had been informed that the Planning Officer is looking towards an approval on this application, meaning that it will go to a full Planning Committee hearing in which all parties are able to speak to represent their case. The PC are awaiting details on a date for this which may not be until January. It was agreed that the Councillors would begin to put together a list of the arguments that need to be raised at the meeting on email and to start to build up the PC speech. A decision on who will attend will be taken once the date is known. In the meantime. Cllr Thompson reported that a small community group had started looking at alternative proposals / options for the site. Including registering it as a community asset. The point was made that as the gateway into the ANOB the location of the pub should provide a real business opportunity and how this can be exploited is something the community group are looking at. 	<p>Resolved</p> <p>All</p>

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Finance	
<p>Account Balance: The current account balance as of the 04/11 is £3,424.67; the deposit account balance is £13,825.84. This includes the following transactions:</p> <p>TRF 12/09 Autela Payroll Q2 Payment £47.08 TRF 23/09 HMRC Q2 PAYE £110.80 TRF 28/09 S Youldon September Wages £147.80 TRF 09/10 C Reeves Bus Shelter Cleaning £23.00 CHQ 100381 AD Clark August & September Mowing £991.60 CHQ 100382 A&C Shotblasting – Bench Refib £480.00 from CIL funds (inc. £80 VAT) CHQ 21/10 Royal British Legion Donation £50.00 TRF 28/10 S Youldon October Wages £147.60</p> <p>Transfer from deposit account to current account of £2,000.00</p> <p>Community Infrastructure Levy Funds (CIL): £400 paid out for refurbishment of the Coronation bench, leaving £3,011 remaining. These funds were allocated to the replacement of the notice boards. In addition, suggestion made to plant bulbs within the Parish, particularly around Clerks tree and by the Coronation bench. Clerk to send note out on Parish Email, appealing for planting assistance and recommendations. Bulbs to be purchased using CIL funds, volunteers to plant. It was agreed that Clerk would get some expert guidance on what to plant if no one from the village came forward.</p> <p>2020/21 Proposed Projects & Budgets: Clerk to circulate expenditure against this year’s budget to Councillors with the minutes, spend for this year is expected to be within the original budget and would add around £520 to the PC savings. It was agreed that next year’s budget should include contributions to WBC libraries as the Parish benefits from the mobile library and also the North Wessex Downs Trust, as they will be instrumental in the SEB project and could be used better when commenting on planning applications and the construction of the Parish Plan. Clerk to prepare 20/21 budget and circulate to Councillors prior to the January meeting in preparation for Precept discussions. Clerk was asked to check what CIL funds would be due to the Council in the coming year. It was noted that there are no CIL payments for the period 01/04/19 to 30/09/19.</p>	<p>SY</p> <p>SY</p>
Village Hall Committee Report – Cllr. Thompson	
<p>It was reported that the committee were pleased to have appointed a Hall Caretaker.</p>	
Sub Committee Update – Cycle Route to Newbury	
<p>Although the Sub Committee had not yet met, initial investigations on the route and the ownership have started to be looked at. Contact had also been made with Cycling UK and the Spokes Cycling Club responses awaited, further update at January meeting.</p>	
Any Other Business	
<p>Heritage Centre: The Councillors were concerned to hear that someone had tried to force the lock on the Heritage Centre in the last few weeks, and this was not the first time. Parish asked to remain vigilant.</p> <p>The Feedback Session for The Dig: It was noted that this was on the 19th November at 7.30pm in the Corn Exchange. Tickets to be booked direct with the Corn Exchange at £5 per person (under 16’s free). This had been sent round on the Parish email.</p>	

Meeting Closed at 9.00pm

The 2020 meetings will be held: 15th January, 2nd March, 4th May (AGM & APM), 6th July, 7th September and 2nd November.

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