

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting

Held on Monday 6<sup>th</sup> July 2020 at 7.00pm via Video Conference

**Present:**

Cllr. P. Thompson (Chair)  
 Cllr. M. Hayes-Newington (Vice Chair)  
 Cllr. P. Kidling  
 Cllr. J. Wilcox  
 S Youldon – Clerk

Cllr. C. Rowles (Hungerford & Kintbury Ward) – 1<sup>st</sup> Half

**Apologies:**

Cllr. P. Harris  
 Cllr. D. Benneyworth (Hungerford & Kintbury Ward)  
 Cllr. J. Cole (Hungerford & Kintbury Ward)

	Action
<b>Declarations of Interest:</b> There were no declarations of interest.	
<b>Minutes:</b> The May minutes were agreed and signed as an accurate record.	Resolved
<b>Matters Arising</b>	
<b>WBC Update:</b> Cllr. Rowles to forward the June WBC update, including information on the local outbreak control plan, emergency action plan funding and the scheduled M4 closures. Clerk to circulate.	CR SY
<b>Playground Improvements:</b> Cllr. Rowles passed on her thanks to C Wilson for putting together the comprehensive Members Bid application. The application includes the replacement of swings and some refurbishment work and additional bark with the full £5,000 applied for. Councillors agreed to contribute £1,550 from CIL funds to assist with the match funding. Cllr. Rowles to feedback once the bid has been put to the panel.	CR
<b>Footpaths:</b> Cllr. Rowles reported that the steps up from Westbrook to path 6 needed repair and had forwarded this to the Rights of Way team. It was reported that a fallen tree was blocking the path from Boxford Common No. 14 Clerk to report. Reports of overgrown vegetation at paths 10 and 17 had already been received and clerk had reported this to WBC. Regarding the issue of dog fouling, Cllr. Rowles reported that WBC do have some lamppost signs that we could display in problem areas. The Rights of Way team had also suggested circulating the link to the online reporting system – ‘Report a Problem’ on <a href="http://www.westberks.gov.uk">www.westberks.gov.uk</a> . If problems are high in one area, they can then look to carry out patrols.	SY
<b>Flood Warden Report:</b> Several concerns have been raised: Ditches – PC acknowledged that the ditches in the height of the summer will be subject to vegetation growth but the risk of flood is low and cutting back does seem to occur later in the year, but one riparian owner reported a tangle of cut branches left in one ditch which would need to be cleared. River – It was agreed that the river seemed to be flowing well and was not high for the time of year, it was noted that while branches, were weeping in to the river this was not uncommon for the time of year but should be monitored. Weed Cutting - It was reported that the community weed cut of the river above and below Boxford had been stopped above the Bridge because a riparian owner had withdrawn consent for the cut weed to flow through to the collection point downstream. While riparian owners indicated they would continue to manage weed, this may be a less vigorous program such that dislodged vegetation may then exacerbate problems in a flooding event. It was agreed that the PC should write to the owner and ask if the PC can assist in any way to restore this permission and allow community effort to go ahead. Clerk to circulate draft for review.	SY
<b>Covid-19:</b> Clerk reported that the Downland Pharmacy were ending the prescription delivery service on the 28 <sup>th</sup> July. The foodbank deliveries have also now been handed over. Councillors agreed a thank you note should be sent to all the individuals that volunteered and on the Parish email as a general thank you.	SY MHN
<b>Parish Plan Update:</b> Cllr. Hayes-Newington to put together an updated questionnaire and circulate for input. Clerk to check requirements with WBC and obtain costs for questionnaire printing.	SY
<b>Village Information Board:</b> J Appleton has kindly drafted text for the design. All agreed that the design should feature the walking map in the centre with points of interest surrounding it and the QR links to the website where further information can be found. Cllr. Hayes-Newington to review and obtain quote from graphic designer and circulate.	MHN

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<p><b>Community Asset Application for The Bell:</b> Clerk reported that the Right to Bid application had been submitted and WBC had requested further information. Councillors agreed that response needed to reiterate the location and potential that the pub has together with how business can be improved with links to the village hall and the events it holds. Together with ideas and suggestions of a community shop, morning café etc. Clerk to draft and circulate, deadline for response 7<sup>th</sup> July.</p> <p><b>Councillor Vacancy:</b> Clerk reported that the official period for the right to call a by-election has now passed and WBC confirmed that a new Councillor can be co-opted. One parishioner had shown an interest and it was agreed that co-option would be deferred to the September meeting - once the PC can meet again in person. Councillors agreed that it would be good to receive further details along with reason for interest from the party. Clerk to liaise.</p> <p><b>Speeding Report on Lambourn Road:</b> Clerk had received a copy of a report of speeding vehicles on the Lambourn Road from WBC. The highways team would now follow this up with a speed survey, results of which will be sent to the PC for discussion.</p>	<p>SY All</p> <p>SY</p>
<p><b>Planning Applications</b></p>	
<ul style="list-style-type: none"> <li>▪ <b>19/01844/FUL The Bell at Boxford</b> – Cllr. Rowles updated the PC on the current status – a response from the applicant in regard of the provision of affordable housing onsite was still outstanding. A new deadline of the 31<sup>st</sup> July had been given to the application. Cllr Rowles to keep in touch</li> <li>▪ <b>Elton Farm, Weston 19/02850/FULMAJ</b> – Renewed plans for an additional 2 properties (total 6) to be constructed at the site to justify the financial expenditure of connecting all properties at the site to the mains sewer - despite much support the PC heard that this application had been refused.</li> <li>▪ <b>20/01484/HOUSE Shepherds Cottage, School Lane</b> – Proposed single storey garden office in rear garden. Councillors agreed a response of No Objections.</li> </ul>	<p>CR</p>
<p><b>Finance</b></p>	
<p><b>2019/20 Accounts:</b> Account documents have been uploaded to the website and the auditor has confirmed acceptance on the Certificate of Exemption.</p> <p><b>Balances, Invoices &amp; Receipts:</b>            Current Account Balance as of 6<sup>th</sup> July £1,200.70. Savings Account Balance as of 6<sup>th</sup> July £14,301.31            Payments made since the May Meeting:            19/05 CHQ 100394 GW Shelters – New Glass at Bus Stop £444.00 (inc. £74 VAT)            25/05 BALC Membership – BACS £118.32            25/05 Transfer from Savings £2,000            28/05 S/O - S Youldon May Wages £147.60            28/05 S/O – AD Clark Mowing £508.33            19/06 BACS – S Youldon Expenses £68.34 (£59.99 MS Windows for Laptop – inc. £10.55 VAT)            22/06 DD – ICO Data Protection Registration Fee £35.00            25/06 BACS – HMRC Q1 PAYE £110.60            28/06 S/O – S Youldon June Wages £147.80            28/06 S/O – AD Clark Mowing £508.33            03/07 BACS – Bus Shelter Window Cleaning £23.00            £1,700.58 CIL funds received 4<sup>th</sup> May in relation to Moorbridge Farm application 18/02771/FUL</p> <ul style="list-style-type: none"> <li>▪ Clerk to Transfer £1,500 from savings to current account to meet upcoming payments</li> <li>▪ Invoice of £60.24 (inc £10.04 VAT) for Autela Q1 payroll received 06/07 – Clerk to process BACS payment</li> <li>▪ CIL funds stand at £2,476.56 With £1,200 allocated for information board, £500 allocated for proposed bench on the site of railway shelter and £1,550 allocated to assist VH with playground works. £927.14 remaining, yet to be allocated.</li> <li>▪ WBC had asked Parish Councils to confirm if they would be looking to contribute this year to the Libraries. As per budget discussions in January, Councillors agreed a donation of £135, equating to £2.50 per borrower in the parish (average 54) but with the request that this money is put towards the mobile library. Clerk to ensure mobile library schedule is published on website and circulated on the Parish email as soon as it is up and running again.</li> </ul>	<p>Resolved</p> <p>Resolved</p> <p>SY</p>

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<b>Reports</b>	
<p><b>Cycle Route:</b> Cllr. Rowles had asked if WBC could obtain land ownership details, but had been informed that the PC would need to do this research, it was agreed that an ownership map should be started so we can see gaps and obtain land registry details where required. It was noted that it now costs £20 plus VAT to obtain ownership details from the Land Registry, hence the need for local research first. Cllr. Rowles stated that funding could be available for the scheme through WBC once a proposal can be put together. The developer had submitted new plans for an additional 2 properties (total 6) to be constructed at the site to justify the financial expenditure of connecting all properties at the site to the mains sewer.</p> <p><b>VHC update:</b> Committee had agreed a 10% user rate rise at the recent meeting. It was reported that the playground had re-opened.*</p>	PT
<b>Any Other Business</b>	
<p><b>Highways:</b> Clerk to follow up on the drainage issues already logged with Highways – corner by jubilee bench, on the bend near the main notice board and at the end of Westbrook. Clerk to report poor condition of the High Street and number of potholes on this stretch, together with the breakdown of surface near to the treatment plant at the opposite end of the village.</p> <p><b>Mowing:</b> Clerk to speak with AD Clark regarding verge cutting on the entrance to Westbrook under the Lime tress, doesn't appear this is being cut to schedule.</p> <p><b>Tribute:</b> Following the recent passing of Christine Lyle, the PC had been asked if they would like to contribute to a tribute for Andrew &amp; Christine. Both had much involvement within the parish through the PCC, village hall and Boxford Masques. PC agreed with the suggestion of a bench and a tree in memory and were open to other ideas. Details to follow once other parties had responded.</p>	SY  SY  SY

**Meeting Closed at 8.20pm.**

**The remaining 2020 meetings will be held:** 7<sup>th</sup> September and 2<sup>nd</sup> November.

**Signed:** *S Youldon* - Clerk 8<sup>th</sup> July 2020

Please Note:

\*Following the meeting, it has been confirmed that the **village hall playground has not re-opened**. This is due to delays in carrying out necessary repairs (due to COVID-19), it is expected to remain closed for the next 8 weeks.