

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting

Held on Monday 7<sup>th</sup> September 2020 in St Andrew's Church, Boxford

### Present:

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

### Apologies:

Cllr. P. Harris  
 Cllr. P. Kidling  
 Cllr. D. Benneyworth (Hungerford & Kintbury Ward)  
 Cllr. C. Rowles (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 July minutes were agreed and signed as an accurate record.	Resolved
<b>Matters Arising</b>	
<b>Councillor Vacancy:</b> Clerk confirmed that official vacancy notices had been placed and there had been no call for a bi-election. Two candidates had expressed an interest and provided the PC with a background on their interests and reasons for applying. Cllr. Thompson explained that there was only one seat available but the PC were keen to have project help, initially with the Parish Plan but other projects would lead from this – Nadège Fleming expressed an interest in this role and Jane Minchin expressed an interest to join the PC. Jane Minchin was proposed, seconded and co-opted on to the Council. Clerk to send out Declaration of Interest and Acceptance of Office forms for completion.	SY, JM
<b>WBC Update:</b> Cllr. Rowles had sent her apologies and forwarded the August update, Clerk to circulate.	SY
<b>Parish Plan Update:</b> The PC welcomed Nadège Fleming to the team and agreed a separate meeting would be held with Cllr. Thompson & Cllr. Hayes-Newington to revise the previous questionnaire. Clerk to forward Parish Plan input from WBC and offered admin support where required.	MHN, PT NF
<b>Village Information Board:</b> Cllr. Hayes-Newington confirmed a graphic designer will complete the designs FOC in December. Cllr. Hayes-Newington has started layout work, Clerk to obtain map permissions for footpaths and speak with North Wessex Downs AONB for cycle route maps.	SY
<b>Footpaths:</b> Cllr. Rowles has chased up on the repairs required on the steps up from Westbrook to path 6. Reports of fallen branches on footpath 15 had reported to the UKRI, together with concerns about the surface and logs laid on the path in the marshy area. It was noted that footpath 12 needs regular cutting through the initial narrow section and then could do with the surface being rolled beyond this to level it. Preference was also made for the new diverted path around the vineyard vines to remain in place rather than return to the original more difficult to pass path. Clerk to speak to WBC and Bagnor Estate.	SY
<b>Mowing Contract:</b> PCC had raised several concerns regarding the Churchyard maintenance including excessive use of weed killer around the graves, and the encroaching ivy and weeds along the boundaries. Clerk has requested a meeting with AD Clark to discuss. Discussion also to take place on the extent of the maintenance at the beginning of Westbrook, Councillors agreed this should be strimmed monthly under the trees up to the cut section. Clerk to include in AD Clark conversation. Clerk to also forward mowing map and specification onto Councillors for reference.	SY
<b>Highways:</b> Concerns that although marked up, repairs still have not been made to the High Street. Councillors raised these point that the maintenance budget put into the B4000 through Stockcross and onto Wickham where HGV's are banned, is not reflected in the maintenance on the lower Lambourn Road and High Street where the HGV's are being sent instead. Both roads are suffering from HGV use and money is not being directed to improve these. Clerk to raise with Highways and discuss with Ward Councillors.	SY
<b>Flood Warden Report:</b> Ditches – Have been cut on the Water Meadows, warden raised concerns about cuttings left in ditch, but as no water in ditches, seen acceptable for the cuttings to rot in place. It was also noted that the ditches beyond River Cottage had been cleared and ditches from the Willows to the Mill House would be cut over the next month. River – Warden had raised concerns at the River level, however from records it was reported that levels were actually 0.5 metres lower than is usual for this time of year.	

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<p>Weed Cutting – Following the withdrawal of consent from the riparian owner for the cut weed to flow through to the collection point downstream during the annual community weed cutting with the assistance of Bagnor Estate, the PC had written but not managed to change this. Suggested that the PC ask if the placement of volunteers in the river during the cut to move the weed along would allow the cut to take place. Clerk to draft. A limited hand weed cut has taken place from the Church up to the bridge.</p>	SY
<b>Planning Applications</b>	
<ul style="list-style-type: none"> <li>▪ <b>19/01844/FUL The Bell at Boxford</b> – Latest documents online from Housing team do not support the current application, the August determination deadline has passed with no further input from the planning officer, Clerk to follow up with Cllr. Rowles. The short notice Community Right to Bid application had not been successful, but guidance had been given that the Right could be applied for again. Councillors agreed that a demonstration of community support/ideas is required, this will be included in the Parish Plan Questionnaire and a new application can then follow.</li> <li>▪ <b>20/01745/HOUSE Fayrecross, Leckhampstead</b> – Erection of a 4 bay oak framed garage, PC responded with No Objection. WBC decision awaited</li> <li>▪ <b>20/01816/CERTE Knapps Farmhouse, certificate of lawfulness in reference to plot 4</b> – Although the PC is only asked to comment factually on a Certificate of Lawfulness, the PC felt strongly that a response should be sent to the planning officer for consideration - stating that the PC has reviewed the information and sees no issues with the Planning permission granted for plot 4 to remain extant and also to point out that the plot is clearly ready for development with access and drainage in place and the preference would be that it is developed in line with the permission already granted rather than a new proposal. Clerk to send.</li> <li>▪ <b>20/02021/HOUSE Havenmead</b> – Removal of part of the existing garage with a proposal to build a single storey side extension to the bungalow. Conservatory proposed to the rear of the property. Councillors to consider and confirm response by the 22<sup>nd</sup> September.</li> </ul>	<p>Resolved</p> <p>Resolved</p> <p>SY</p>
<b>Finance</b>	
<p><b>Balances, Invoices &amp; Receipts:</b>            Account Balances as of the 9<sup>th</sup> September Current £2,042.70 / Deposit account £12,802.44            The following payments / receipts have been made since the July Meeting:            06/07 Transfer of £1,500 from savings to current account; 06/07 BACS Autela Payroll Admin Q1 £60.24 (inc £10.04 VAT); 28/07 S/O S Youldon July Wages £147.60; 28/07 S/O AD Clark monthly mowing payment £508.33; Received 01/08 PCC annual mowing contribution £737.10; 28/08 S/O S Youldon August wages £147.60; 28/08 S/O AD Clark monthly mowing payment £508.33</p> <ul style="list-style-type: none"> <li>▪ Clerk circulated annual budget complete with year to date spending, showing costs were in line with forecasts for the year.</li> <li>▪ Clerk noted that as of the 1<sup>st</sup> September the VHC mowing contribution of £1,249.84 was outstanding. Clerk to check and follow up as necessary</li> <li>▪ As agreed, Clerk to issue cheque for £1,550 donating CIL funds to the playground work via the VHC</li> <li>▪ As agreed in the budget Clerk to issue cheque for £203.50 to the North Wessex Down AONB using S137 donation and £135.00 to WBC for the mobile library.</li> </ul>	<p>Resolved</p> <p>SY, PT</p>
<b>Reports</b>	
<p><b>Cycle Route:</b> Cllr. Thompson to follow up with Cllr. Rowles on progress made regarding ownership queries  <b>VHC update:</b> Councillors agreed that it was excellent news that the VHC had received the £5,000 from the Members Bid towards the updating of the Playground.</p>	PT, CR
<b>Any Other Business</b>	
<p><b>Digital Boxford:</b> It was agreed that the new information board would include QR codes to the website where local maps and route suggestions could be accessed. Also agreed it would be good to develop the use of the website further, Councillors to feedback with ideas.</p>	All

**Meeting Closed at 8.45pm.**

**The remaining 2020 meeting will be held: 2<sup>nd</sup> November.**

**Signed:** *S Youldon* – Clerk, 9<sup>th</sup> September 2020