

BOXFORD PARISH COUNCIL

Boxford Parish Council Virtual Meeting Held on Tuesday 2nd March 2021 7pm Hosted on Webex

Present:

Cllr. P. Thompson (Chair)

S Youldon (Clerk)

Cllr. M. Hayes-Newington (Vice Chair)

Cllr. J. Wilcox

Apologies

Cllr. P. Harris

Cllr. J. Cole (Hungerford & Kintbury Ward)

Cllr. J. Minchin

Cllr. C. Rowles (Hungerford & Kintbury Ward)

Cllr. P. Kidling

Cllr. D. Benneyworth (Hungerford & Kintbury Ward)

	Action
Declarations of Interest: Cllr Hayes-Newington stated an interest as a riparian owner in the River and Flooding discussions.	Resolved
Minutes: The January minutes were agreed and signed as an accurate record.	
Matters Arising	
Review & Adoption of updated Standing Orders, Financial Regulations, Policy & Procedures and 21/22 Risk Management Plan: Clerk to amend the risk management business continuity plan, to include storage of clerk documents on Google Drive with varying access rights. Councillors confirmed adoption of the updated regulation documents. Clerk to upload to website.	Resolved SY
Highways: Clerk reported that highways have been put in touch with the neighbouring landowner and were discussing options to run a pipe through their garden to the ditch to take the standing water away from the corner opposite Westbrook. Timescales indicated were next financial year. Clerk had spoken to the highways planning team about the deterioration of the Lambourn Road and High Street with the frequent HGV use. Highways had confirmed with the restrictions on the B4000 this was inevitable and could only suggest that all potholes and verge damage is reported so they can put it right. They also stated that widening of the High Street was not an easy option but something they may consider in their future plans.	
Footpaths: Steps from Westbrook up to the recreation ground have been repaired by WBC again, it was suggested that the use of this route by bikes was causing some of the damage. Cllr. Minchin offered to monitor. The PC noted the new fence on the Lambourn Way keeping walkers off the farmland, along with information from neighbouring landowner, who had chosen to not fence off the river at this stage, but did stress that if walkers and dogs do not keep to the path additional fencing maybe considered. Woodchippings have been spread on the path to improve surface from recent tree works – Councillors suggested this would be a good policy for WBC to adopt whenever they do local tree work - leaving chippings for parishes to use in problem areas. Clerk to pass on suggestion. Parishioner had requested installation of a dog bin at the Westbrook end of the recreational grounds as bags were being thrown over their fence. PC were appalled at this behaviour but agreed that any dog bin would need to be installed on Westbrook for emptying access and was unlikely to solve the problem, Clerk to request extra signage from WBC. Situation to be monitored.	Resolved JM
River & Flooding Update: Cllr Kidling and Cllr Hayes Newington attended the January flood forum as agreed. They were impressed by the flood prevention schemes in progress by Thames Water and the Environment Agency in the Lambourn Valley. All agreed it was useful to attend this forum, to keep contact. As suggested at the January meeting, Clerk has started a full record of concerns, actions and correspondence for the River Lambourn for Council records. Several additional documents have been provided and are to be added to this, including an email from Natural England on the 3 rd August 2012 to Richard Benyon confirming authorisation for the sand bag weir structure at the end of West Brook. Clerk to share this to address the complaint this was an illegal structure.	SY
Conservation Area Appraisals: This project has been handed back to the PC. Councillors agreed that this should go ahead although there would be a lot of work involved. Agreed receive further at May meeting.	May Agenda MHN
Parish Plan: Cllr. Hayes Newington to circulate an outline of the questionnaire.	
Gigaclear: Confirmed that they need to carry out feasibility assessment before they can comment further on continuing the install beyond the river and up to the main road. PC agreed to investigate potential uptake within the Parish Plan questionnaire.	PP Team
Information Board Graphic: Down Wessex Downs AONB have agreed to provide the map for the graphics.	MHN

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<p>Parish Meeting: Agreed that this would go ahead online on the 4th May to include Chairman's report and an information on the Parish Plan. Meeting to be circulated on Parish email nearer the time.</p>	PT	
<p>Planning Applications</p>		
<p>▪ 21/00396 and 21/00397/LBC2 Westbrook House - Proposed rear extension, conversion of garage and stables with solar panels, replacement roof light, minor window adjustment of south elevation, replacement of french doors with window on west elevation and internal renovations. Councillors voted No Objections.</p>	Resolved	
<p>It was stated for the record:</p> <p>▪ 20/02472/FUL – Coxedd Farm, Westbrook, RG20 8DL – Application Withdrawn</p> <p>▪ 02/02680/FULD – Land to the rear of Alder House (Knapps Farm plot 4) – erection of a single detached dwelling with garage, Councillors agreed response of No Objections. WBC Granted.</p>	Resolved	
<p>Finance</p>		
<p>Balances, Invoices & Receipts: Account Balances as of the 1st March £1,873.05 - Current / Deposit account £10,021.50. The following payments / receipts have been made since the January Meeting: 11/01 Received – VAT reclaim £1,705.36 05/01 CHQ 100406 S Youldon June to December Expenses £27.52 05/01 CHQ 100405 Zurich Insurance renewal £316.15 26/01 C Reeves BACS bus shelter cleaning £23.00 26/01 Autela BACS November to January payroll admin £48.24 (inc £8.04 VAT) 28/01 S/O S Youldon January wages £147.60 28/01 S/O AD Clark Mowing £508.33 28/02 S/O S Youldon February wages £147.80 28/02 S/O AD Clark Mowing £508.33 01/03 Received - WBC Members Bid £5,000 grant for new swings</p> <ul style="list-style-type: none"> • Clerk to draft letter to VHC requesting the £1,029.92 donation towards the swings and to formally confirm transfer of the asset, insurance and maintenance obligations. • AD Clark mowing contract to increase in line with RPI, agreed latest figures indicated 1.4% increase, extra mowing at Westbrook to also be included at £220. Clerk to amended standing order. • Councillors approved the ongoing 10-week cycle of bus stop cleaning by C Reeves at £23 per clean. • Cllr. Minchin offered to carry out the internal compliance check required before the signing off the end of year end accounts. Clerk to organise after internal audit. • Clerk report that HSBC are carrying out compliance checks and require personal details from some Councillors. Clerk to forward on information required. 		
<p>Reports</p>		
<p>Cycle Route: The charity Sustrans have responded stating that the first step would be a feasibility assessment, covering technical and other challenges along the proposed c.13 mile old railway line from Lambourn to Newbury and looking at how best it can serve villages along the route. Cost of which was indicated at £5,000 to £15,000. Clerk has emailed Laura Farris, MP to ask about funding, Cllr. Rowles agreed to make enquiries as WBC. Cllr. Minchin stated that she would be keen to get involved with project.</p> <p>VHC update: No meetings have been held recently. It was noted that the Chair has stepped down and the vacancy would need to be filled once it was viable to meet again.</p>		
<p>Any Other Business</p>		
<p>Litter: Councillors wanted to pass on their thanks to Adrian Bradley who has been on a Boxford Bin Bag Challenge; collecting litter and raising money for charity. Adrian has a Just Giving page for anyone that would like to contribute.</p> <p>Additional Correspondence: Clerk to forward BALCs current free training offering. RAF Welford's Ministry of Defence Police team had been in touch to say as part of their RAF Welford duties they were patrolling the Lambourn Valley area too, and parishioners were welcome to get in touch with any non-urgent concerns. Contact details to be published on website and parish notice board.</p>		SY

The 2021 meetings will be held: 4th May; 6th July; 7th September; 2nd November.

Meeting Closed at 9.05pm.

Signed: *S Youldon* – Clerk, 4th March 2021

Boxford Parish Council Clerk – Sarah Youldon

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Minute Page Ref 2021/