

BOXFORD PARISH COUNCIL

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Boxford Parish Council Annual General Meeting
Held on Tuesday 4th May 2021 7.55pm Hosted on Webex

Present:

Cllr. P. Thompson (Chair)

Cllr. J. Wilcox

Cllr. P. Harris

Cllr. J. Minchin

Cllr. P. Kilding (until 8.40)

S. Youldon (Clerk)

3 Parishioners

Apologies:

Cllr. M. Hayes-Newington (Vice Chair)

Cllr. J. Cole (Hungerford & Kintbury Ward)

Cllr. C. Rowles (Hungerford & Kintbury Ward)

Cllr. D. Benneworth (Hungerford & Kintbury Ward)

Election of Chairman: Cllr Thompson was nominated, seconded and agreed to continue as Chair. Clerk to send the Declaration of Office for signing. **Resolved**

Election of Vice Chair: Cllr Hayes-Newington in his absence was nominated and seconded to continue as Vice Chair. Clerk to send the Declaration of Office for signing. **Resolved**

Declaration of Interests: Councillors confirmed that there were no changes to their Declaration of Interests and no interests were announced for the items on the agenda. **Resolved**

Minutes: The draft March minutes were amended as follows: *The charity Sustrans have responded stating that the first step would be a feasibility assessment, covering technical and other challenges that would need to be considered to create a route from Lambourn to Newbury.* The amended minutes were agreed and signed as an accurate record. The minutes of the April EO meeting were agreed and signed as an accurate record.

FINANCE

Internal Audit Report and Internal Control Review: Clerk completed the end of year process and delivered all documents to the internal auditor, David Weller for review. He completed his report on the 12th April reporting: 'I am satisfied that the Parish Council has put in place safe and efficient arrangements and maintains robust controls on payments as an integrated part of the overall financial control system.' The Internal Audit Report had been signed and dated. Clerk reported that internal checks had been completed with Cllr Minchin and had identified no areas of concern. **Resolved**

Accounts 2020/21 – The Councillors reviewed and signed off the Certificate of Exemption and the Bank Reconciliation, together with the Accounting Statements. Clerk to submit information to PKF Littlejohn to complete the end of year requirements. Clerk confirmed that all documents to meet the Transparency Code would be uploaded the Boxford website. In addition the period for Exercise of Public Rights would be published on the notice boards and online as the 14th June to 23rd July. **Resolved – Action SY**

Asset List: The Clerk explained that on further advice the playground swings would be best retained on the Asset Register and the Accounting Statements and Explanation of Difference were updated to reflect this. The Village Hall committee would remain as the custodians of the equipment as previously agreed. **Resolved**

Balances, Invoices & Receipts:

Account Balances as of the 4th May £1,982.26 - Current / Deposit account £9,521.60

The following payments / receipts have been made since the March Meeting:

15/03 Transfer from Deposit to Current £500.00

24/03 Reciept VH Donation for Swings £1209.92

26/03 WBC Grounds Maintenance Annual Bin Charge £34.27 (inc £5.71 VAT)

29/03 SO March Clerk Wages £147.60

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29/03 SO AD Clark Mowing payment £508.33
08/04 BACS Autela Q4 Payroll Admin £41.76 (inc £6.96 VAT)
08/04 BACS D.R. Weller Internal Audit £40.00
13/04 BACS SLCC WordPress Website Training £36.00 (inc £6.00 VAT)
28/04 SO April Clerk Wages £147.80
28/04 SO AD Clark Mowing payment £534.15

MATTERS ARISING

Footpaths: WBC had confirmed that it is not possible to provide un-screened wood chippings for village footpaths but did provide details of contractors that could provide. Councillors suggested that a layer would be beneficial on footpath 15 to help with mud and also footpath 6 due to its high usage. Clerk to speak with WBC rights of way team. Clerk had received request to improve the Lambourn Valley signage – request sent on to WBC rights of way team. The Animal Wardens had been out following the conversation on dog fouling on the village footpaths. They had added ‘it is an offence’ signs to key footpaths and provided additional copies for PC to use in problem areas. As circulated on Parish email WBC were in the process of a consultation on rights of way. Details can be found on the WBC website, the consultation is open all, it was agreed Councillors would review too. Clerk to resend details. **Action – SY, ALL**

Parish Plan Questionnaire: In Cllr Hayes-Newington’s absence it was agreed that the draft questionnaire would be circulated on email to move this forward before the July meeting. **Action - PT**

Conservation Area Appraisals: It was agreed that this would be looked at further at the July meeting as the Parish Plan currently takes priority. Clerk to research if any questions needed to be included in the PP Questionnaire to cover this off. Cllr Minchin offered to get involved with this. Clerk to ask Cllr Cole to provide further information at the July meeting. **Action - SY**

River & Lambourn Flood Forum: Clerk had forwarded minutes of the Lambourn Valley Flood Forum April meeting, no current issues to raise. **Resolved**

Policies & Procedures: Clerk to add a single line into the new financial regulations to reflect the agreement at the May 2020 meeting and previous regulations as follows - the clerk is permitted to make inter-account transfers and payments up to the value of £150 online on pre-agreed expenditure. **Resolved**

Covid-19 Memorial Bench at the Downland Practice: East Ilsley Clerk has put forward a suggestion of a joint purchase of a Covid-19 memorial bench to sit at the front of the Downland Practice. Cost is expected at £1,250, 16 Parish Councils had been approached meaning a contribution from each of £73 if all agreed. Councillors agreed the £73 donation from Section 137 funds. Clerk to feedback. **Action - SY**

Parish Communications: Cllr Thompson to follow up on information board design. All agreed that the Parish Plan questionnaire should include a section on how parishioners would like to be kept up to date and engaged with the Parish Council. Clerk to work at ongoing improvements, better utilisation and, improved accessibility of the village website. **Action – PT, SY**

Clerk Performance Review: Cllr Thompson and Cllr Minchin agreed to conduct this and report back at the July meeting. Date to be confirmed on email. **Action – JM, PT, SY**

Meetings: Clerk to book church for the remaining 2021 meetings. **Action – SY**

PLANNING

It was stated for the record:

- 21/00392/COND1 1 Woodmansfield, Lambourn Road – WBC approved the conditions related to 20/00677/LBC2
- 21/00465/LBC2 Honeysuckle Cottage, RG20 8DP – erection of greenhouse. WBC agreed permission was not required.
- 21/00397/LBC2 & 21/00396/HOUSE Westbrook House, RG20 8DJ – rear extension, conversion of garage and stables, solar panels, window adjustments, replacement of doors and internal renovations. WBC decision pending.

The following application had been received since the agenda was published:

21/00969/HOUSE Thatches, RG20 8DH for proposed loft conversion. Four Councillors had already viewed the application and agreed a response of No Objections. **Resolved**

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Second Part of Meeting – Closed to the Public

It was agreed that the meeting would be closed to the public to protect parishioner identify and discuss the Parish Councils response to a complaint received following the April EO meeting. It was agreed that the Parish Council should strive to be clearer in its communication, adding more explanation where necessary on minutes and agenda. It was agreed that Councillors should ensure that drafts are read carefully to consider how parishioners not involved in the discussion may read these.

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

Meeting Closed at 9.00pm

Signed: *S Youldon* – Clerk, 5th May 2021