

BOXFORD PARISH COUNCIL

Boxford Parish Council Meeting Held on Tuesday 6th July 2021 in St Andrew's Church

Present:

Cllr. P. Thompson (Chair)
Cllr. J. Wilcox
Cllr. P. Harris
S Youldon (Clerk)
Cllr. D. Benneyworth (Hungerford & Kintbury Ward)

Apologies

Cllr. J. Minchin
Cllr. M. Hayes-Newington (Vice Chair)
Cllr. J. Cole (Hungerford & Kintbury Ward)
Cllr. C. Rowles (Hungerford & Kintbury Ward)

Absent:

Cllr. P. Kilding

Declarations of Interest: None declared

Minutes: The May and June meeting minutes were agreed and signed as accurate records. **Resolved**

Matters Arising / Outstanding

WBC Update from Ward Councillors: June update circulated before the meeting. Councillors agreed that it would be useful to circulate this monthly update on the Parish email. **SY to action**

Parish Plan Questionnaire: Clerk to set up informal round table discussion to finalise questionnaire. **SY to action**

Conservation Area Appraisal: Clerk had spoken to training provider and agreed to look at September / October time. Clerk to speak with Cllr. Cole and put together explanation and call for volunteers for inclusion in the Parish Plan Questionnaire. Currently 2 volunteers on board. **SY to action**

Lambourn Valley Flood Forum: Next meeting will be early September, Clerk to send on details once received. WBC Consultation on Flood Management received, copy sent on to Councillors and Flood Wardens for comment. Clerk reported that contact at Thames Water is organising leaflets for door drop following sewage flooding issues on Westbrook. Cllr Harris offered to distribute. Fallen willow tree reported upstream from the bridge on Westbrook. Clerk to report to EA. **PH and SY to action**

Information Board: Deferred to September meeting

Overview Document on Greenway Cycle / Pedestrian Route to Newbury: Clerk to combine draft documents and forward to Councillors for review. **SY to action.**

Gov.uk Domain & Central Email System: Councillors agreed with the principle of a gov.uk domain name. Cllr Thompson to investigate. Councillors also agreed to a central email system to keep all Parish Council related emails separate from personal / work emails. Cllr. Thompson to check on hosting package and liaise with Clerk on action required. First name.surname@ format agreed. **PT to action**

Footpath: Following report from parishioner of overgrowth blocking footpath BOXF/05/01 to Easton, Clerk had reported to WBC who dealt with the issue within 2 days. Clerk has reported back to parishioner and passed on thanks to WBC rights of way team for the quick response. **Resolved**

Planning Applications

It was stated for the record:

- 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 granted.
- 21/00969/HOUSE Thatches, RG20 8DH for proposed loft conversion. WBC granted.
- 21/01047/HOUSE Honeysuckle Cottage RG20 8DP – proposed erection of a greenhouse. WBC granted.

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21/01220/HOUSE The Laurels, Wickham Heath RG20 8PG – proposed single storey extension to the side of the property. WBC granted.

Finance

Balances, Invoices & Receipts:

Account Balances as of the 6th July 2021 Current Account: £2,356.30 / Deposit Account: £11,846.77. The following transactions have been processed since the May meeting:

14/05 Transfer from deposit to current £2,000

14/05 BACS Payment – BALC annual membership £117.46

28/05 SO Payment – S Youldon Clerk Wages £147.60

28/05 SO Payment – AD Clark Mowing £533.75

22/06 DD Payment – ICO annual payment £35.00

28/06 SO Payment – S Youldon Clerk Wages £147.80

28/06 SO Payment – AD Clark Mowing £533.75

30/06 BACS Payment – HMRC Q1 PAYE £110.60

17p interest into deposit account

Payments to Approve:

Clerk submitted expense claim for 2nd January to 26th June - USB for accounts paperwork to auditor £4.24

Microsoft annual subscription for PC laptop £59.99. Total claim £64.23, approved and cheque signed. **Resolved**

Online Banking Access & Banking:

Clerk suggested that online access be set up for signatories so BACS payments can be processed over the £150 limit by two signatories rather than using cheques - agreed. Clerk to arrange set up.

Clerk reported that HSBC have been in touch with further safeguarding enquiries. Further information on what they require to follow.

2020/21 Accounts:

PJK Littlejohn have confirmed receipt and acceptance of the Certificate of Exemption for the 2020/21 accounts. Electors Rights notice currently on the notice board. **Resolved**

Reports / Matters for Future Agendas

Village Hall Update: Cllr. Thompson reported that C Bodine had been appointed as the new Committee Chair.

Second Public Access Defibrillator: Cllr Thompson, reported that a number of individuals had come together to organise a fundraising event for the purchase of a second public access defibrillator to be located at the Village Hall. Clerk agreed to investigate grant options too and speak to the trainer about running new sessions. **SY to action**

Additional Correspondence: WBC were running a consultation on the communication with the town and parish councils. Agreed feedback should be that the consultation and policy documents should be more casual reader friendly with a summary and links to relevant sections in the documents, as often the documents were well over 70 pages, which was off putting. Also agreed that communication should be more focused towards the intended audience. Clerk to complete survey and take part in online workshop on the 15th July, feedback at September meeting.

Clerk confirmed that the Downland Practice Covid bench proposal from East Ilsley had limited support so would not proceed. Highways consultation and Health & Wellbeing Consultations had been sent on to Councillors. WBC had announced that free school meals would continue during the summer holidays, Clerk to upload details to website. **SY to action**

The remaining 2021 meetings will be held: 7th September and 2nd November.
Meeting Closed at 8.25pm. **Signed:** *S Youldon* – Clerk, 7th July 2021