

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting Held on Monday 10<sup>th</sup> July 2023 in Heritage Centre

### Present:

Cllr. P. Thompson (Chair)  
Cllr. M. Hayes-Newington  
Cllr. P. Kilding  
Cllr. J. Minchin  
Cllr. P. Harris  
Dist. Cllr. T. Vickers. (Hungerford & Kintbury Ward)

### Apologies

Cllr. J. Wilcox  
Dist. Cllr. D. Benneyworth

Ms N. Pierce(Clerk)  
No parishioners

	Action
<p><b>ORDINARY MEETING</b></p> <p><b>1. Apologies:</b> Cllr J. Wilcox.</p> <p><b>2. Declarations of Interest:</b> None declared.</p> <p><b>3. Minutes:</b> The May 2023 meeting minutes were agreed and signed.</p> <p><b>4. Minutes:</b> The June 2023 meeting minutes were agreed and signed.</p>	
<p><b>Open Session</b></p> <p>None.</p> <p><b>5. WBC Report and update from Ward Councillors</b> – Cllr T Vickers provided a verbal report on Local Plan Review, Budget, Planning. It is intended for a written report to be circulated in the future.</p>	TV
<p><b>6. Footpaths and Roads:</b></p> <p>Footpath no 5, walkway has completely gone. To establish who the landowner is. Footpath no 15 Smiths to Easton Farm. The permissive path ceases to be maintained. Cllr Vickers to investigate.</p> <p><b>6a. Naming of unnamed road.</b> Road name to be decided. Cllr Hayes Newington to send background information to Cllr Vickers.</p> <p><b>6b. Boundary Fence between Recreation Ground and Westbrook House.</b> To refer this to Village Hall Committee and ask if they wish to remedy. PC would support this being erected. Village Hall to resolve with resident.</p>	Clerk TV MHN/TV Clerk
<p><b>7. Projects</b></p> <p><b>7a. Greenway Route</b>– Cllr Thompson to finalise a draft paper. To contact neighbouring parishes to arrange a meeting to discuss. To speak with landowner about putting across property. Cllr Thompson/Cllr Hayes Newington to send paper to Cllr Vickers.</p> <p><b>7b. Parish Plan</b> – Cllr Hayes-Newington to arrange printing, quotation in the region of £200. To distribute to resident’s week as soon as possible to ensure</p>	PT/MHN/TV

return of the questionnaire by the end of the summer, approx. 200 houses to deliver to. Clerk to move forward with Cllr Hayes-Newington.	MHN/Clerk																				
<p><b>8. Activities</b></p> <p><b>8a. Information Board</b> –Cllr Thompson to source designer. Cllr Kilding to speak to local contact also regarding design. The replacement perspex that was originally for the bus shelter, will not meet the requirement.</p> <p><b>8b. Boxford Internet Domain/ Email</b> – In progress, minutes now up to date on website and changes in progress to back end. Alternative editing tools to be assessed as WordPress overly complex and lacks some required functionality, to source alternative editing tools: subscription of £20 per month, approved. A uniform platform for Boxford is required, incorporating a booking system for the village hall. This is ongoing Peter to update progress at next meeting.</p>	<p>MW/PT/PK/Clerk</p> <p>PT</p>																				
<p><b>9. Planning</b></p> <p>a. Planning Applications to consider:  23/01326/LBC, <b>Elm Cottage</b>, Westbrook, Newbury RG20 8DN. Install a premanufactured stand along garden room module – supplied by Green Retreats Ltd, Buckingham. <b>No objection.</b></p> <p>b. To state for the record  23/01189/HOUSE, <b>126 Ownham</b>, Newbury RG20 8DN. Replacement conservatory to include creation of study. <b>No objection.</b>  23/01317/HOUSE, <b>Rosebank</b>, Boxford, Newbury RG20 8DH. Proposed loft conversion with dormers to the rear, single storey side and rear extensions and demolition of existing garage and replacement single garage with turning head. <b>No objection.</b></p> <p>c. Decision notices:  None.</p>																					
<p><b>9. Financial Matters</b></p> <p><b>a. Balance of accounts, expenditure &amp; income since May meeting:</b>  Account Balances as of the 31<sup>st</sup> May 2023 Unity Current Account: £13,687.62.  (Less £1,060 emergency fund) £12,627.62.</p> <p>Transactions made since the May meeting:</p> <p>Payments agreed and signed <b>25<sup>th</sup> May 2023:</b></p> <table data-bbox="193 1518 1193 1771"> <tr> <td>Cost of administration (April &amp; May) Salary</td> <td style="text-align: right;">£ 477.70</td> </tr> <tr> <td>AD Clark mowing (April &amp; May)</td> <td style="text-align: right;">£1,254.50</td> </tr> <tr> <td>BALC annual subscription</td> <td style="text-align: right;">£ 114.79</td> </tr> <tr> <td>West Berkshire council, Ground Maintenance 2023-24)</td> <td style="text-align: right;">£ 117.04</td> </tr> <tr> <td>C Reeves, bus shelter cleaning</td> <td style="text-align: right;">£ 23.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£1,987.03</td> </tr> </table> <p>Payments agreed and signed <b>10 July 2023:</b></p> <table data-bbox="193 1839 1193 1984"> <tr> <td>Cost of administration (June &amp; July) Salary</td> <td style="text-align: right;">£ 477.70</td> </tr> <tr> <td>AD Clark mowing (June &amp; July)</td> <td style="text-align: right;">£1,254.42</td> </tr> <tr> <td>Autela Payroll Services (April, May, June)</td> <td style="text-align: right;">£ 54.58</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£1,786.70</td> </tr> </table>	Cost of administration (April & May) Salary	£ 477.70	AD Clark mowing (April & May)	£1,254.50	BALC annual subscription	£ 114.79	West Berkshire council, Ground Maintenance 2023-24)	£ 117.04	C Reeves, bus shelter cleaning	£ 23.00	Total	£1,987.03	Cost of administration (June & July) Salary	£ 477.70	AD Clark mowing (June & July)	£1,254.42	Autela Payroll Services (April, May, June)	£ 54.58	Total	£1,786.70	
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<p><b>b. Annual Return 2022-23:</b> Submitted to External Auditor prior to 30<sup>th</sup> June deadline.</p> <p><b>10. Additional Reports and Updates</b></p> <p><b>a. Village Hall Committee</b> – Village Hall bookings seem to be doing well with bookings most evenings and football at the weekends.</p> <p><b>b. Matters for Consideration and Future Discussions –</b></p> <ol style="list-style-type: none"> <li>1. Defibrillator at the Village Hall:- To obtain code to access the defibrillator. To arrange two training days at the Village Hall on a Saturday.</li> <li>2. Defibrillator recall.</li> <li>3. Potholes in the village: some have been done, edges of the road left. Cllr Vickers to speak with Cllr Denise Gaines.</li> <li>4. Jubilee and Coronation Trees: 2 oak trees to be planted in the Autumn, one on the mound in the recreation ground and one at Southfields on the corner opposite the pub.</li> <li>3. Cllr Minchin attended the RAF Welford 80th Anniversary - Friday 23 June</li> <li>4. Cllr Minchin represents Boxford village on the Patient Participation Ground (PPG).</li> </ol>	<p>Clerk Clerk</p> <p>TV</p> <p>MHN/JW</p>
<p><b>11. Date of the next meeting:</b> 18 September 2023 at 7.00pm in Heritage Centre, Boxford.</p>	
<p>There being no further business the meeting closed at 20.22pm.</p>	