

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting Held on Monday 22<sup>nd</sup> January 2024 in Heritage Centre

### Present:

Cllr. P. Thompson (Chair)  
Cllr. P. Kilding  
Cllr. J. Minchin  
Cllr. J. Wilcox  
Cllr. P. Harris  
Cllr. M. Hayes-Newington (Vice Chair)  
Ms N. Pierce (Clerk)

### Apologies

Dist. Cllr. T. Vickers. (Hungerford & Kintbury Ward)  
Dist. Cllr. D Gaines  
Dist. Cllr. D. Benneyworth

	Action
<p><b>ORDINARY MEETING</b></p> <p><b>1. Apologies:</b> Dist. Cllr. D. Benneyworth, Dist. Cllr. D Gaines, Dist. Cllr. T. Vickers</p> <p><b>2. Declarations of Interest:</b> None declared.</p> <p><b>3. Minutes:</b> The November 2023 meeting minutes were agreed and signed.</p>	
<p><b>Open Session</b></p> <p>No parishioners were present at the meeting.</p> <p><b>4. WBC Report and update from Ward Councillors</b> – Report circulated.</p>	
<p><b>5. Footpaths and Roads</b></p> <p>Clerk to produce list of footpath owners and a definitive map to reference. To obtain grit route through Boxford. To check if Winterbourne purchased a grit bin.</p> <p><b>5a. Naming of unnamed road.</b> Cllr Hayes Newington to send a communication to Cllr T Vickers in response to email to comment on unlawful policy quoted.</p> <p><b>5b. Footpath 6.</b> To write to highways to thank them for the speed in which remedial work was done.</p>	<p>Clerk/MHN/PT Clerk Clerk</p> <p>MHN</p> <p>Clerk</p>
<p><b>6. Projects</b></p> <p><b>6a. Parish Plan</b> – Cllr Hayes-Newington to arrange printing, quotation in the region of £200. To distribute to resident’s as soon as possible approx. 200 houses to deliver to. Clerk to move forward with Cllr Hayes-Newington. To send data protection notice to Cllr Thompson to place on the website.</p>	<p>MHN/Clerk MH/PT</p>

<p><b>7. Activities</b></p> <p><b>7a. Information Board</b> – Cllr Thompson has contacted two artists to chase response.</p> <p><b>7b. Boxford Internet Domain/ Email</b> – Cllr. P. Thompson working on for spring launch. To send URL to all Cllrs in February.</p>	<p>PT</p> <p>PT</p>														
<p><b>8. Planning</b></p> <p>a. Planning Applications to consider:  24/00022/HOUSE <b>137 Wickham Heath, Newbury RG20 8PE</b>. Two storey rear extension and parking area. <b>No objection.</b></p> <p>b.To state for the record  None.</p> <p>c.Decision notices:  *23/00752/FUL <b>Land Rear of Alder House, Westbrook, Newbury</b>. Erection of new detached dwelling and associated landscaping works. <b>WBC approved.</b></p> <p>23/02001/HOUSE <b>Sycamores, School Lane, Boxford, Newbury RG20 8DX</b>. New Roof to Conservatory, Boot Room Extension, and Internal Alterations. <b>WBC approved.</b></p> <p>*To check if nutrient neutrality has been achieved.</p>	<p>MHN</p>														
<p><b>9. Financial Matters</b></p> <p><b>a. Balance of accounts, expenditure &amp; income since November meeting:</b>  Account Balances as of the 31<sup>st</sup> December 2023 Unity Current Account: £11,242.11.  (Less 1,201.52 emergency fund) £10,040.60.</p> <p>Transactions made since the November meeting:</p> <p>Payments agreed and signed <b>22<sup>nd</sup> January 2024:</b></p> <table border="0"> <tr> <td>Cost of administration (December and Year 1 back pay) Salary</td> <td style="text-align: right;">£ 689.70</td> </tr> <tr> <td>AD Clark mowing (December/January)</td> <td style="text-align: right;">£1,254.42</td> </tr> <tr> <td>West Berkshire Council – grounds maintenance 01-03/24</td> <td style="text-align: right;">£ 117.04</td> </tr> <tr> <td>Autella Payroll Services Ltd (October to December)</td> <td style="text-align: right;">£ 54.58</td> </tr> <tr> <td>Cost of administration (January and Year 2 back pay) Salary</td> <td style="text-align: right;">£ 898.56</td> </tr> <tr> <td>WBC Library donation</td> <td style="text-align: right;">£ 200.00</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£3,214.30</td> </tr> </table> <p><b>b. Budget 2024-25.</b> Approved.</p> <p><b>c. Precept 2024-25.</b> £10,100; Approved.</p> <p><b>10. Additional Reports and Updates</b></p> <p><b>a. Village Hall Committee.</b>  No recent meeting.  To invoice Village Hall for mowing.</p> <p><b>b. Vandalism of Bus Shelter.</b>  To contact PCSO for Boxford to discuss.  Jagged glass remains in the bus shelter and on the ground. Cllr Hayes-Newington and Cllr P Kilding to clear.</p> <p><b>c. Matters for Consideration and Future Discussions.</b>  Review expiry date of current mowing contract and arrange for renewal quotes from three suppliers. Clerk to send contract in work to Cllr Minchin.  To provide Clerk with Oak tree link to enable Clerk to order 2 memorial oaks.</p>	Cost of administration (December and Year 1 back pay) Salary	£ 689.70	AD Clark mowing (December/January)	£1,254.42	West Berkshire Council – grounds maintenance 01-03/24	£ 117.04	Autella Payroll Services Ltd (October to December)	£ 54.58	Cost of administration (January and Year 2 back pay) Salary	£ 898.56	WBC Library donation	£ 200.00	Total	£3,214.30	<p>PT</p> <p>Clerk</p> <p>Clerk</p> <p>MHN/PK</p> <p>JM/Clerk</p> <p>MHN/Clerk</p>
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<p>To monitor the request to Highways to remedy High Street potholes. Photos to be taken by Cllr Thompson/Cllr Hayes Newington and sent to Clerk to forward to Highways/Streetcare in support of resident complaint.  Substation has been in place since November 2023; safety issue trying to get visibility to pull out. Clerk to write to Dist Cllr T Vickers.  Cllr Hayes Newington attended the Lambourn Valley Flood Forum.  <b>d. To add to March agenda.</b>  Clerk expenses  Google Drive  To transfer dog bins from WBC to Tactical Management Ltd  Landscaping Project  Automated BACS payments  High Street potholes  Substation</p>	<p>PT/Clerk  Clerk</p>
<p><b>11. Date of the next meeting:</b> 18 March 2024 at 7.00pm in Heritage Centre, Boxford.</p>	
<p>There being no further business the meeting closed at 20.32pm.</p>	