

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting Held on 18<sup>th</sup> March 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)  
Dist. Cllr. D. Benneyworth  
Ms N. Pierce (Clerk)

**Apologies**

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

	Action
<p><b>ORDINARY MEETING</b></p> <p><b>1. Apologies:</b> 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 January 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. Cllr. D. Benneyworth gave an update on the consultation on the way the Royal Berkshire Fire and Rescue Service respond to automatic fire alarms</p>	
<p><b>5. Footpaths and Roads</b></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 owners.</b> Clerk has requested a list of footpath owners and a definitive map to reference from WBC, this has not been forthcoming. Cllr Hayes Newington is putting some maps together to facilitate. Clerk to go back to WBC.</p> <p><b>5c. High Street potholes.</b> The majority have been dealt with. To write to highways to thank them for the speed in which remedial work was done. To advise further potholes have opened in the road and sides of road.</p>	<p>MHN</p> <p>Clerk/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. To place a post box in the village for anonymous response to Parish Plan. Clerk to move forward with Cllr Hayes-Newington. To send data protection notice to Cllr Thompson to place on the website.</p> <p><b>6b. Landscaping</b> – Landscaping project discussed, ideas such as benches, water troughs, planting. Clerk to seek views of residents by email.</p>	<p>MHN/Clerk MH/PT</p> <p>Clerk</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.</p> <p><b>7c. Google drive:</b> to update.</p> <p><b>7d. To approve the transfer of dog bin emptying from WBC to Tactical Management Ltd:</b> Approved, to commence 2<sup>nd</sup> April 2024.</p> <p><b>7e. To consider mowing contract quotations:</b> Mowing Contract awarded to Tactical Management Ltd with effect from 1<sup>st</sup> May 2024.# Note - 7D and 7E are being overseen by Cllr J Minchin</p> <p><b>7f. Substation update:</b> Enforcement notice in place 24/00102/15UNAU.</p> <p><b>7g. To consider historical type name sign for the village:</b> Cllr P Kilding to progress with Boxford History Project.</p> <p><b>7h. Noticeboard near to Southfields:</b> photos circulated to Cllrs. Cllr P Kilding and Cllr M Hayes Newington to secure the backing of both Southfields and the central Noticeboard. To arrange to fit doors to the Southfields noticeboard.</p> <p><b>7i. Electrical vehicle charges on Parish land:</b> Communication sent to Village Hall, to retain on agenda for PC project consideration.</p>	<p>PT</p> <p>PT</p> <p>PK/Clerk</p> <p>PK/MHN/Clerk</p> <p>Clerk</p>								
<p><b>8. Planning</b></p> <p>a. Planning Applications to consider: 24/00399/HOUSE, <b>The Pines</b>, Wickham Heath, Newbury RG20 8PE. Taking down of two existing dilapidated garage buildings and erection of two new steel framed garage buildings. <b>No objection.</b></p> <p>b. To state for the record: Enforcement Enquiry 24/00102/15UNAU - <b>Land at Southfields</b> Bounded by High Street Farm and The Valleys Boxford Newbury, Boxford, Newbury, RG20 8DD.</p> <p>c. Decision notices: 23/01743/COND <b>Land Rear of Alder House</b>, Westbrook, Newbury. Application for Approval of Details Reserved by Conditions 8 (CMS) and 11 (Construction Environmental Management Plan) of planning permission 20/02680/FULD - Full planning permission for the erection of a single detached dwelling with garage, together with access and landscaping (Plot 4 Former Knapps Farm). <b>WBC application withdrawn.</b></p>									
<p><b>9. Financial Matters</b></p> <p><b>a. Balance of accounts, expenditure &amp; income since January meeting:</b> Account Balances as of the 29<sup>th</sup> February 2024 Unity Current Account: £7,817.94. <b>(Less £1,060 less £398.48 = £661.52 emergency fund) £7,156.42 plus £2,534.68 mowing contribution from Village Hall. Balance £9,691.10.</b></p> <p>Transactions made since the January meeting: Payments agreed and signed <b>18<sup>th</sup> March 2024:</b></p> <table border="0"> <tr> <td>Cost of administration (February/March) Salary</td> <td style="text-align: right;">£ 594.88</td> </tr> <tr> <td>Administration expenses 1/12/2021 to 30/03/2024</td> <td style="text-align: right;">£ 259.01</td> </tr> <tr> <td>AD Clark mowing (February/March)</td> <td style="text-align: right;">£1,254.42</td> </tr> <tr> <td>Chew Valley Trees</td> <td style="text-align: right;">£ 625.99</td> </tr> </table>	Cost of administration (February/March) Salary	£ 594.88	Administration expenses 1/12/2021 to 30/03/2024	£ 259.01	AD Clark mowing (February/March)	£1,254.42	Chew Valley Trees	£ 625.99	
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WBC, Returning Officer recharge for administration of Parish Council election on 4/5/2023	£ 80.00	
Total	£2,814.30	
<b>b. Clerk expenses.</b> Approved.		Clerk
<b>c. To agree to transfer from cheque to online BACS payments.</b> Approved, Clerk to facilitate with Unity Bank.		Clerk
<b>10. Additional Reports and Updates</b>		
<b>a. Village Hall Committee.</b>		
Cllr P Thompson to provide Cllrs with update following Village Hall AGM. Invoice for mowing contribution outstanding. To liaise with Village Hall.		PT
<b>b. Vandalism of Bus Shelter.</b>		
Paul Smith PCSO for Boxford contacted to discuss. Jagged glass remains in the bus shelter and on the ground cleared by Cllr Minchin		Clerk
<b>c. Matters for Consideration and Future Discussions.</b>		
Invite PCSO Paul Smith to attend. Litter pick to be considered for May. The last litter pick was carried out 25 <sup>th</sup> January 2024.		Clerk
<b>d. To add to May agenda.</b>		
Review of new mowing contractor.		All
Response from Grants Whiskey regarding 64 bottles collected from litter pick done in January 2024.		MHN
The Boxford, parking issues B4000, Hoe Benham Lane, High Street Intersection – Safety Review		MHN
<b>11. Date of the next meeting:</b> Tuesday 28 <sup>th</sup> May 2024 at 7.00pm in St Andrews Church, Boxford. This will be the <b>AM</b> and <b>Ordinary</b> meeting.		
There being no further business the meeting closed at 20.36pm.		