

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting Held on 28<sup>th</sup> May 2024 in St Andrew's Church

**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

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|--|-------------------------|
| <p><b>ANNUAL PARISH ASSEMBLY</b></p> <p>1. <b>Chairmans update:</b> Cllr Peter Thompson provided a report. To be circulated to residents.</p> <p><b>ANNUAL MEETING</b></p> <p>1. <b>Election of Chairman:</b> Cllr P Thompson was nominated, seconded, and agreed to stand as Chairman. Declaration of Acceptance of Office signed.</p> <p>2. <b>Election of Vice Chair:</b> Cllr M Hayes-Newington was nominated, seconded, and agreed to stand as Vice Chair. Declaration of Acceptance of Office to be signed.</p> <p>3. <b>Financial Regulations and Standing Orders:</b> Review and acceptance. Approved.</p>   | <p>Action<br/>Clerk</p> |
| <p><b>ORDINARY MEETING</b></p> <p>1. <b>Apologies:</b> Dist. Cllr. D Gaines, Dist. Cllr. T. Vickers, Dist. Cllr. D. Benneyworth</p> <p>2. <b>Declarations of Interest:</b> None declared.</p> <p>3. <b>Minutes:</b> The March meeting minutes were agreed and signed.</p>  |                         |
| <p><b>Open Session</b></p> <p>5 parishioners were present at the meeting. One resident spoke about the Local Plan, one resident spoke about the potholes at Wickham Heath.</p> <p>4. <b>WBC Report and update from Ward Councillors</b> – No update.</p>   |                         |
| <p><b>5. Footpaths and Roads</b></p> <p><b>5a. Naming of unnamed road.</b> Action with Cllr T Vickers to update naming of unnamed road progress.</p> <p><b>5b. Footpath/roads</b><br/>Email sent to Senior Rights of Way Officer</p> <p><b>Footpath 12</b> - the section immediately adjacent to the road by Boxford Mill. It is a very narrow section and due to the very wet winter/spring it became impassable - a sea of mud in fact. Having dried out, it is now very uneven to the point of ankle breaking apparently and needs rolling. From the end of the narrow section leading into and along the field, the footpath is well maintained. Being part of the Lambourn Valley Way it is an important section with no alternative available.</p> | <p>TV<br/>Clerk</p>     |

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| <p><b>Footpath 15</b> - is totally impassable from the Leckhampstead Road end to the field gate. It has not been managed at all well since the new landowner has taken over. Nettles and thistles are waist high, and the original path has disappeared. This footpath is part of a short circular Boxford walk - so it's a great pity when it's lost.</p> <p><b>Footpath 5</b> - through the farm buildings and a short stretch thereafter is fine but the remainder is again waist high nettles, making it impassable.</p>  |                                   |
| <p><b>6. Projects</b></p> <p><b>6a. Parish Plan</b> – Cllr Hayes-Newington and Cllr Thompson to visit The Boxford 29<sup>th</sup> May to discuss placing communication box at the location.</p> <p><b>6b. Landscaping</b> – Landscaping project discussed, ideas such as benches, water troughs, planting. Memorial Trees discussed as to where to plant them; trees have been received. Collection cut of recreation ground on 30<sup>th</sup> May £380 plus vat: approved.</p>  | <p>MHN/PT</p> <p>MHN</p>          |
| <p><b>7. Activities</b></p> <p><b>7a. Information Board:</b> Cllr Thompson to follow through.</p> <p><b>7b. Boxford Internet Domain/ Email:</b> Cllr. P. Thompson working on.</p> <p><b>7c. To consider historical type name sign for the village, and lighting:</b> Cllr P Kilding to progress with Boxford History Project, to not proceed with lighting.</p> <p><b>75. Noticeboard near to Southfields:</b> photos circulated to Cllrs. Cllr P Kilding and Cllr M Hayes Newington to secure the backing of both Southfields (materials to be ordered, the back has been removed) and the central Noticeboard. To arrange to fit doors to the Southfields noticeboard.</p>  | <p>PT</p> <p>PK</p> <p>PK/MHN</p> |
| <p><b>8. Planning</b></p> <p>a. Planning Applications to consider:</p> <p>b. To state for the record:</p> <p>24/00768/HOUSE, <b>Darlstan</b>, Wickham Heath, Newbury, RG20 8PH. Small ground floor rear extension revising the previous planning permission drawings. <b>No objection with observations.</b></p> <p>c. Decision notices:</p> <p>24/00328/COND, <b>Land Rear Of Alder House</b>, Westbrook, Newbury, Approval of details reserved by Conditions (3) Hedgerow, (4) CMS, (5) Tree Protection and (6) Materials of approved application 23/00752/FUL: Erection of new detached dwelling and associated landscaping works. <b>WBC approved.</b></p> <p>23/02888/HOUSE <b>Elm Cottage</b>, Westbrook, Newbury, RG20 8DN. A stand-alone garden room. <b>WBC approved.</b></p> <p>24/00022/HOUSE, <b>137 Wickham Heath</b>, Newbury, RG20 8PE. Two storey rear extension and parking area. <b>WBC approved.</b></p> |                                   |
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| <p><b>9. Financial Matters</b></p> <p><b>a. Balance of accounts, expenditure &amp; income since March meeting:</b></p> <p>Balance of Accounts at 30<sup>th</sup> April 2024<br/> Unity current account £12,453.48 (Less £1,201.52 hardship fund) £11,251.96.<br/> 1<sup>st</sup> Precept payment received 30 April 2024, £5,050.</p> <p>Payments agreed and paid by <u>BACS April 2024</u>:</p> <table border="0"> <tr><td>Cost of administration (April) Salary</td><td style="text-align: right;">£ 297.44</td></tr> <tr><td>AD Clark mowing (April)</td><td style="text-align: right;">£ 683.74</td></tr> <tr><td>Pinnock Brothers Ltd (oil hardship fund)</td><td style="text-align: right;">£ 366.98</td></tr> <tr><td>Wel Medical Ltd (Church defibrillator)</td><td style="text-align: right;">£1,031.94</td></tr> <tr><td>BALC/NALC annual subscription</td><td style="text-align: right;">£ 114.50</td></tr> <tr><td>Autela Payroll Services Ltd (01/01 – 29/3)</td><td style="text-align: right;"><u>£ 73.73</u></td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">£2,568.33</td></tr> </table> <p>Payments agreed and paid by <u>BACs May 2024</u>:</p> <table border="0"> <tr><td>Cost of administration (May) Salary</td><td style="text-align: right;">£ 297.44</td></tr> <tr><td>Tactical Management Ltd (April dog bins)</td><td style="text-align: right;"><u>£ 61.20</u></td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">£ 358.64</td></tr> </table> <p><b>b. Clerk overtime, 10 hours.</b> Approved.</p> <p><b>10. Additional Reports and Updates</b></p> <p><b>a. Village Hall Committee.</b><br/> As there is no preschool considering a reorganisation of the space. A query has been raised regarding the lack of cleanliness of the floors. King Charles portrait received and to be placed in the hall.</p> <p><b>b. Items for July agenda.</b><br/> Substation update: Enforcement notice in place 24/00102/15UNAU. Clerk to seek update from WBC enforcement.<br/> Property with unauthorised decking balustrade and other improvements.<br/> Review of new mowing contractor.</p> | Cost of administration (April) Salary | £ 297.44 | AD Clark mowing (April) | £ 683.74 | Pinnock Brothers Ltd (oil hardship fund) | £ 366.98 | Wel Medical Ltd (Church defibrillator) | £1,031.94 | BALC/NALC annual subscription | £ 114.50 | Autela Payroll Services Ltd (01/01 – 29/3) | <u>£ 73.73</u> | Total | £2,568.33 | Cost of administration (May) Salary | £ 297.44 | Tactical Management Ltd (April dog bins) | <u>£ 61.20</u> | Total | £ 358.64 | Clerk |
| Cost of administration (April) Salary   | £ 297.44                              |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| AD Clark mowing (April)   | £ 683.74                              |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| Pinnock Brothers Ltd (oil hardship fund)  | £ 366.98                              |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| Wel Medical Ltd (Church defibrillator)  | £1,031.94                             |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
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| Total   | £2,568.33                             |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
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| Tactical Management Ltd (April dog bins)  | <u>£ 61.20</u>                        |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| Total   | £ 358.64                              |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| <p><b>11. Date of the next meeting:</b> Monday 22<sup>nd</sup> July 2024 at 7.00pm in The Heritage Centre, Boxford.</p>   |                                       |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |
| <p>There being no further business the meeting closed at 20.34pm.</p>   |                                       |          |                         |          |  |          |  |           |                               |          |  |                |       |           |                                     |          |  |                |       |          |       |

