

# BOXFORD PARISH COUNCIL

To: All Members of Boxford Parish Council  
You are required to attend the Meeting of Boxford Parish Council on  
**Tuesday 27<sup>th</sup> May 2025 at 7.00pm in St Andrews Church, Boxford**

## ANNUAL PARISH ASSEMBLY

1. **Chairmans update:** Cllr Peter Thompson

## ANNUAL MEETING

The following business will be transacted:

1. To elect the Chair of the Council and to sign the Acceptance of Office
2. To elect the Vice Chair of the council and to sign the Acceptance of Office
3. Review & Adoption of Financial Regulations & Standing Orders

## ORDINARY MEETING

The following business will be transacted:

1. To accept apologies for Absence:
2. Declarations of Interest
3. To approve the minutes of the April meeting

### Open Session

Opportunity for Parishioners to raise any matters and Ward Councillors to provide any WBC updates.

### Matters Arising / Updates

4. WBC Update from Ward Councillors
5. Footpaths/roads
  - a. Naming of unnamed road
6. Update on B4000 from Dist. Cllrs
7. Projects
  - a. Parish Plan – update
  - b. Landscaping
8. Activities
  - a. Domain, website infrastructure, email system
  - b. Planting of Memorial trees
9. Planning
  - a. Planning Applications to consider:  
None
  - b. To state for the record:  
None.
  - c. Decision notices:  
24/02784/PIP, **Laburnum Cottages, Westbrook, Newbury, RG20 8DN.** Application for Permission in Principle for residential development for a new detached dwelling.

### **WBC refusal.**

25/00414/CERTE, **Manor Barn**, Westbrook, Newbury, RG20 8DJ. A planning application was submitted and approved to convert the Existing Barn into a 4 Bedroom Residential property which included the conversion of the existing coach house garages to residential use ancillary to the Main House. These plans were approved on 14th January 1981. The Work commenced on the main building but work on the coach house was not initiated. We are applying for the lawful development certificate to confirm our permission to convert the ground floor conversion to provide a granny flat accommodation for the applicant's parent.

### **WBC Lawful.**

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## 11. Financial Matters

- a. Report on the balance of accounts, expenditure & income since April meeting.
- b. To agree Tactical Management contract fees for 2025-26
- c. To approve the annual payment to ICO by direct debit
- d. To accept the Internal Audit Report
- e. Annual Return 2024/25
  1. To approve and sign the Annual Governance Statement
  2. To approve the Annual Return 2024/25 Accounting Statement
  3. To approve the exemption certificate

## 12. Additional Reports & Updates

- a. Village Hall Committee - update (PT)
- b. Items for next agenda

## **13. Date of the next meeting**

Monday 21<sup>st</sup> July 2025 at 7.00pm in the Heritage Centre, Boxford

Signed: *N Pierce* Boxford Parish Council Clerk – 22<sup>nd</sup> May 2025