

BOXFORD PARISH COUNCIL

Boxford Parish Council Meeting Held on 29th April 2025 in The Heritage Centre

Present:

Cllr. P. Thompson (Chair)
Cllr. P. Kilding
Cllr. J. Minchin
Cllr. M. Hayes-Newington (Vice Chair)
Cllr. P. Harris
Dist. Cllr. D. Benneyworth
Dist. Cllr. T. Vickers
Ms N. Pierce (Clerk)

Apologies

Cllr. J. Wilcox
Dist. Cllr. D. Gaines

	Action
ORDINARY MEETING 1. Apologies: Cllr. J. Wilcox, Dist. Cllr. D. Gaines. 2. Declarations of Interest: None declared. 3. Minutes: The January meeting minutes were agreed and signed.	
Open Session None. 4. WBC Report and update from Ward Councillors – Cllrs Vickers and Benneyworth provided an update.	
5. Footpaths and Roads. 5a. Naming of unnamed road. A recent aggravated break-in along the unnamed road once more highlighted the challenges that Emergency Services have in locating houses on this road. A further document will be circulated to WBC Councillors with latest proposal for renaming, including correct use of current signage 6. Update on B4000 from Dist. There was yet another serious accident at this junction at the beginning of this year. Finalised document with request for immediate changes to this junction to be circulated to Ward Councillors, Local MP, Highways Officer	MHN MHN
7. Projects 7a. Parish Plan – Cllr Hayes-Newington to arrange printing in early May 2025, further to meeting with Parish Clerk 7b. Landscaping – Put forward in Members Bid to cover cost of landscaping specialist on the next round of Members Bids. Also, draft note to Parish for any volunteers that might be interested.	MHN/NP PT/NP

<p>8. Activities</p> <p>8a. Noticeboard Southfields: Noticeboard completed. Further work to be done to noticeboard opposite The Mill in the summer.</p> <p>8b. Boxford Internet Domain/ Email: Cllr. Thompson to source 3rd party to update website on existing platform, as migration to different platform not offering significant advantages.</p> <p>8c. Planting of Memorial Trees: Memorial Trees to be planted at the Village Hall. To be planted in the next two weeks. To confirm when done to enable clerk or order memorial plaques.</p> <p>8d. Discuss location of poles for Openreach installation along the unnamed road and Westbrook: This was discussed and considering no concerns have been raised, no further action.</p> <p>8e. Litter pick: 17th May, 10am to meet at Southfields noticeboard (old bus stop)</p>	<p>PT</p> <p>MHN/PK/Clerk</p> <p>All</p>												
<p>9. Planning</p> <p>a. Planning Applications to consider:</p> <p>25/00460/HOUSE, Catbells Cottage, School Lane, Boxford, Newbury RG20 8DX. Two storey side extension, porch extension and single-storey garage/workshop to side and front with associated alterations. No objection.</p> <p>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.</p> <p>b. To state for the record:</p> <p>None</p> <p>c. Decision notices:</p> <p>25/00460/HOUSE, Catbells Cottage, School Lane, Boxford, Newbury RG20 8DX. Two storey side extension, porch extension and single-storey garage/workshop to side and front with associated alterations. WBC approved.</p>													
<p>10. Financial Matters</p> <p>a. Balance of accounts, expenditure & income since January meeting:</p> <p>Balance of Accounts at 31st March 2025 – Year End</p> <p>Unity current account £3,577.95 (Less £834.54 hardship fund) £2,743.41.</p> <p>VAT reclaim figure to period 12 is £1,261.62.</p> <p>Payments agreed and paid by <u>BACS February 2025</u>:</p> <table> <tr> <td>Cost of administration (February) Salary</td><td>£ 308.36</td></tr> <tr> <td>Tactical Management Ltd (January dog bins)</td><td>£ 53.04</td></tr> <tr> <td>Tactical Management Ltd (January grounds main)</td><td>£ 546.00</td></tr> <tr> <td>Zurich insurance 2025-26 (paid by BACS 13th Feb)</td><td>£ 330.24</td></tr> <tr> <td>ICO Subscription 2023-24-25</td><td><u>£ 120.00</u></td></tr> <tr> <td>Total</td><td>£ 1,357.64</td></tr> </table>	Cost of administration (February) Salary	£ 308.36	Tactical Management Ltd (January dog bins)	£ 53.04	Tactical Management Ltd (January grounds main)	£ 546.00	Zurich insurance 2025-26 (paid by BACS 13 th Feb)	£ 330.24	ICO Subscription 2023-24-25	<u>£ 120.00</u>	Total	£ 1,357.64	
Cost of administration (February) Salary	£ 308.36												
Tactical Management Ltd (January dog bins)	£ 53.04												
Tactical Management Ltd (January grounds main)	£ 546.00												
Zurich insurance 2025-26 (paid by BACS 13 th Feb)	£ 330.24												
ICO Subscription 2023-24-25	<u>£ 120.00</u>												
Total	£ 1,357.64												

<p>Payments agreed and paid by <u>BACs March 2025</u>:</p> <table> <tr> <td>Cost of administration (March) Salary</td> <td>£ 308.36</td> </tr> <tr> <td>Tactical Management Ltd (February dog bins)</td> <td>£ 53.04</td> </tr> <tr> <td>Tactical Management Ltd (February grounds main)</td> <td>£ 546.00</td> </tr> <tr> <td>Scott2b Ltd, Southfields notice board</td> <td><u>£ 450.00</u></td> </tr> <tr> <td>Total</td> <td>£ 1,357.40</td> </tr> </table> <p>2024-25 documents sent to Internal Auditor on 14th April. Defibrillator training 22nd May 6.30-8.30pm.</p> <p>11. Additional Reports and Updates a. Village Hall Committee. Not met recently. Cllr Thompson to arrange meeting. b. Items for May 2025 agenda, Annual and Ordinary meeting Tactical Management contract</p>	Cost of administration (March) Salary	£ 308.36	Tactical Management Ltd (February dog bins)	£ 53.04	Tactical Management Ltd (February grounds main)	£ 546.00	Scott2b Ltd, Southfields notice board	<u>£ 450.00</u>	Total	£ 1,357.40	
Cost of administration (March) Salary	£ 308.36										
Tactical Management Ltd (February dog bins)	£ 53.04										
Tactical Management Ltd (February grounds main)	£ 546.00										
Scott2b Ltd, Southfields notice board	<u>£ 450.00</u>										
Total	£ 1,357.40										
<p>11. Date of the next meeting: Tuesday 27th May 2025 at 7.00pm in St Andrews Church, Boxford.</p>											
<p>There being no further business the meeting closed at 20.23pm.</p>											