

BOXFORD PARISH COUNCIL

Boxford Parish Council Annual & Ordinary Meeting Held on 21st July 2025 in St Andrew's Church

Present:

Cllr. P. Thompson (Chair)
Cllr. P. Kilding
Cllr. J. Minchin
Cllr. M. Hayes-Newington (Vice Chair)
Cllr. P. Harris
Dist. Cllr. D. Benneyworth (7pm to 8.07pm)
Ms N. Pierce (Clerk)

Apologies

Dist. Cllr. T. Vickers
Dist. Cllr. D. Gaines
Cllr. J. Wilcox

	Action
Ordinary Meeting 1. Apologies: Dist. Cllr. D. Gaines, Dist. Cllr. T. Vickers, Cllr. J. Wilcox. 2. Declarations of Interest: None declared. 3. Minutes: The May meeting minutes were agreed and signed.	
Open Session None. 4. WBC Report and update from Ward Councillors – Cllr Benneyworth asked about an update on the B4000; Cllr Hayes Newington provided a comprehensive report to Cllr Vickers and Cllr Gaines in May 2025, feedback was given in terms of BPC setting up an electronic petition, it was felt this would be a huge increase to workload with little expected outcome. Cllr Benneyworth asked for a copy of Cllr MHN report and is going to arrange a visit to the village from Highways. Clerk to send report. Cllr Benneyworth was interested to hear what BPC thought about planning applications and provided an update on the 3 weekly litter bin collections.	Clerk Cllr Gaines/Cllr Vickers/Cllr Benneyworth
5. Footpaths and Roads. Footpath 5 was bad but now cut. Footpath 15 virtually doesn't exist and needs cutting back; to contact WBC to write to the landowner. Dist Cllr Benneyworth has taken an action to follow through. Huge numbers of HGV's coming through the village, lorry took branches down in Westbrook. Clerk to arrange collection of through WBC. Road width restriction sign near Clerk Cottage was removed approx. three years ago; lorries are trying to run at the clerk tree. 5a. Naming of unnamed road. No update, awaiting conversation/assistance from Cllr Vickers but has not attended a BPC meeting since April. 5b. To add Tennis Court to the road sign at junction of Lambourn Rd and Southfields. This was considered and agreed not to update the sign. 6. Update on B4000 from Dist. As noted in agenda item 4.	Cllr Benneyworth Clerk Cllr Vickers
7. Projects 7a. Parish Plan – Cllr Hayes-Newington has circulated the Parish Plan document to all councillors. Cllr Minchin has provided feedback, Cllr Hayes Newington to review this and respond. The clerk advised Newbury College in now closed until the beginning of September for printing of the document, Cllr Hayes Newington advised he would source an alternative printing option; to have printed by the	

<p>end of August and hand delivered to all parishioners with an online completion option. Cllr Benneyworth advised the plan should be as pertinent and broad as possible. Support would be available from Parish Plan grants to assist in fulfilling projects arising from the Parish Plan.</p> <p>Meeting to be held with parishioners once questionnaire findings have been done.</p> <p>7b. Landscaping – To await the correlation of the Parish Plan responses prior to proceeding. To place on a future agenda.</p>	<p>MHN/JM/NP</p> <p>Clerk</p>				
<p>8. Activities</p> <p>8a. Boxford Internet Domain/ Email: Cllr. Thompson advised he has sourced a 3rd party for a combined Parish Council and Village Hall website.</p>	<p>PT</p>				
<p>9. Planning</p> <p>a. Planning Applications to consider:</p> <p>25/01431/House, Catbells Cottage, School Lane, Boxford, Newbury RG20 8DX. Side extension detached garage and moving of existing retaining wall. No objection.</p> <p>25/01456/FUL, Land At, Westbrook, Newbury. Demolition of the existing northern agricultural barn and ancillary buildings and conversion of the existing southern barn to a residential dwelling, together with associated curtilage, parking, landscaping, and any other associated works and infrastructure. No objection with conditions.</p> <p>b. To state for the record:</p> <p>25/01008/FUL Shepherds Hill House, School Lane, Boxford, Newbury RG20 8DX. Retrospective planning application for the installation of a safety barrier in the form of a 1.275m high Timber Post & Rail Fence and hedge around an all-weather riding arena and amended ground levels. No objection.</p> <p>25/01178/House, Westbrook Barn, Westbrook, Newbury, RG20 8DJ. The proposal is to move an internal chimney breast from the middle of the lounge (located in the barn) to against the center of the north elevation wall. No objection.</p> <p>c. Decision notices:</p> <p>25/00687/ Moorbridge Winery, Lambourn Road, Boxford, Newbury. Application to determine if prior approval is required for a proposed: Formation, Alteration or Maintenance of Private Ways for Agricultural or Forestry use. A new concrete road with 25 Metres Length and 13 Metres Width. WBC approved.</p> <p>Appeal Ref: APP/W0340/D/25/3362244 The Pines, Unnamed Road from B4000 to Nalder Hill, Wickham Heath, Newbury, West Berkshire RG20 8PE 8PE. The appeal is allowed.</p>					
<p>10. Financial Matters</p> <p>a. Balance of accounts, expenditure & income since May meeting:</p> <p>Balance of Accounts at 30th June 2025-26 – Period 3</p> <p>Unity current account £6,982.58 (Less £834.54 hardship fund) £6,148.04.</p> <p>VAT reclaim figure to period 1 is £376.08</p> <p>VAT reclaim rejected by HMRC due to insufficient bank details; resubmitted on 16th July.</p> <p>To liaise with Village Hall for reimbursement of £100 deposit from defibrillator training.</p> <p>Payments agreed and paid by <u>BACs June 2025</u>:</p> <table> <tr> <td>Cost of administration (June) Salary</td><td>£ 246.56</td></tr> <tr> <td>HMRC, tax and NI (June)</td><td>£ 61.80</td></tr> </table>	Cost of administration (June) Salary	£ 246.56	HMRC, tax and NI (June)	£ 61.80	<p>Clerk</p>
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Tactical Management Ltd (May dog bins)	£ 53.04	
Tactical Management Ltd (May grounds main)	<u>£ 551.40</u>	
Total	£ 912.80	
Payments agreed and paid by <u>BACs July 2025</u> :		
Cost of administration (July) Salary	£ 246.76	
HMRC, tax and NI (July)	£ 61.60	
Tactical Management Ltd (June dog bins)	£ 53.04	
Tactical Management Ltd (June grounds main)	£ 546.00	
BALC annual subscription 2025-26	<u>£ 119.77</u>	
Total	£ 1,027.17	
<p>b. Tactical Management contract review.</p> <p>Cllr Minchin to update the contract to make it clearer and send to all. Cllr Thompson and Cllr Minchin have agreed that activity carried out vs. the contract will start to be reviewed soon. If any councillors receive feedback either positive or negative to share this information as soon as possible with Cllr Minchin by email. Cllr Minchin to contact Tactical Management for schedule of works. Credit note in the sum of £5.40 received for incorrect April invoice.</p> <p>c. Internal Audit Review: The Internal Audit report was reviewed and the following IA recommendations noted:-</p> <ol style="list-style-type: none"> 1. To undertake and minute review of the Risk Assessment and Internal controls during the year of Audit. 2. To adopt a Statement of Internal Control. 3. When applicable, the council's response to the Internal Audit recommendations should be contained in the minutes of the meeting. 4. It is a requirement to appoint the Internal Auditor and record the decision in the minutes of the meeting. <p>11. Additional Reports and Updates</p> <p>a. Village Hall Committee. Meeting held. Cllr Thompson provided an update.</p> <p>b. Additional items for September 2025 agenda</p> <p>None.</p>		
12. Date of the next meeting: Monday 29th September 2025 at 7.00pm in The Heritage Centre, Boxford.		
There being no further business the meeting closed at 20.32pm.		