

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Annual & Ordinary Meeting Held on 6<sup>th</sup> October 2025 in St Andrew's Church

**Present:**

Cllr. P. Thompson (Chair)  
Cllr. P. Kilding  
Cllr. M. Hayes-Newington (Vice Chair)  
Cllr. P. Harris  
Cllr. J. Wilcox

**Apologies**

Dist. Cllr. T. Vickers  
Dist. Cllr. D Gaines  
Dist. Cllr. D. Benneyworth  
Cllr. J. Minchin  
Ms N. Pierce (Clerk)

	Action
<p><b>Ordinary Meeting</b></p> <p><b>1. Apologies:</b> Dist. Cllr. D. Gaines, Dist. Cllr. T. Vickers, Cllr. J. Minchin, Ms N. Pierce (Clerk)</p> <p><b>2. Declarations of Interest:</b> None declared.</p> <p><b>3. Minutes:</b> The September meeting minutes were agreed and signed.</p>	
<p><b>Open Session</b></p> <p>None.</p> <p><b>4. WBC Report and update from Ward Councillors</b> – Previous general notes acknowledged but noting for specific discussion at the meeting</p>	
<p><b>5. Footpaths</b></p> <p>No external reports from parishioners.</p> <p>Footpath 5 had some issues with overhanging branches and the landowner needed to be contacted.</p> <p>It was confirmed that the permissive path off footpath 5 was now impassable, but there was no obligation on the Council or the landowner to maintain it.</p> <p><b>6. Roads</b></p> <ul style="list-style-type: none"> <li>• Concern over the continued and growing number of HGVs was again highlighted by a number of Councillors. Specific concerns were: <ul style="list-style-type: none"> <li>○ This higher volume and weight of traffic could be a threat to the bridges at the Mill House and Brook/Bridge Cottages on the Unnamed Road between Southfields and Winterbourne Road.</li> <li>○ Large articulated lorries turning at Clerks Cottage at the intersection of the Unnamed Road between Southfields and Winterbourne Road and Unnamed Road Between Winterbourne Road and Hangmansstone Lane was becoming a problem, should there be a width restriction sign.</li> </ul> </li> </ul>	<p>Clerk</p> <p>Cllr Vickers</p>

<ul style="list-style-type: none"> <li>○ Concern was expressed that the size of vehicles may also imperil the over road door at the Mill House on the Unnamed Road Between Southfields and Winterbourne Road.</li> <li>● Decision - the Council to write to WBC asking for confirmation the bridges on the Unnamed Road between Southfields and Winterbourne Road were safe and enquire about methods for protecting the clerk's tree.</li> </ul> <p><b>6a. Naming of unnamed road.</b></p> <p>Awaiting further discussion with Ward Councillors and the naming of the Unnamed Road between Southfields and Winterbourne Road and the Unnamed Road between Winterbourne Road and Hangmanstone Lane.</p> <p><b>7. Update on B4000 from Dist.</b></p> <p>No feedback yet from WBC which was disappointing. To ask Ward Councillors for update.</p>	
<p><b>8. Projects</b></p> <p><b>8a. Parish Plan –</b></p> <p>Cllr Hayes-Newington confirmed he had agreed to incorporate Cllr Minchin's amends unless these presented a problem with formatting.</p> <p>Cllr Hayes-Newington to agree printing and then assign distribution arrangements.</p>	<p>MHN/Clerk</p> <p>MHN</p>
<p><b>9. Activities</b></p> <p><b>9a. Boxford Internet Domain/ Email:</b></p> <p>While the Council was awaiting a response from two web designers, it had been informed of a new rule prescribing email addressing. Considering this change, it was agreed to apply to a specialist parish eweb provider to take on hosting and email creation.</p>	<p>PT</p>
<p><b>10. Planning</b></p> <p>a. Planning Applications to consider:</p> <p>25/01777/FUL, <b>Sewage Pumping Station, Boxford, Newbury</b> consent for 18-month temporary structure on corner of road outside the village towards Leckhampstead to enable rebuild of the Sewage Works.</p> <p>Councillors welcomed this application if it meant that sewage issues in the village can be improved. No objection.</p> <p>25/02217/HOUSE, <b>Catbells Cottage, 88 School Lane, Boxford, Newbury RG20 8DX.</b> Demolition of the existing carport and the construction of a new extension.</p> <p>Councillors noted this application was sensitive to affected neighbouring property and left sufficient off road parking space. No objection</p> <p>c. Decision notices:</p> <p>25/01008/FUL <b>Shepherds Hill House, School Lane, Boxford, Newbury RG20 8DX.</b> Retrospective planning application for the installation of a safety barrier in the form of a 1.275m high Timber Post &amp; Rail Fence and hedge around an all-weather riding arena and amended ground levels. <b>WBC approved.</b></p>	

<p>25/01178/House, <b>Westbrook Barn, Westbrook, Newbury, RG20 8DJ.</b> The proposal is to move an internal chimney breast from the middle of the lounge (located in the barn) to against the centre of the north elevation wall.</p> <p style="text-align: right;"><b>WBC approved.</b></p> <p>25/01737/CERTP, <b>The Old Post Office Boxford Newbury RG20 8DH.</b> Erection of garden room outbuilding to rear garden.</p> <p style="text-align: right;"><b>WBC lawful.</b></p>																							
<p><b>11. Financial Matters</b></p> <p><b>a. Balance of accounts, expenditure &amp; income since July meeting:</b></p> <p>Balance of Accounts at 31<sup>st</sup> August 2025-26 – Period 5  Unity current account £6,208.23 (Less £834.54 hardship fund) £5,373.69.  VAT reclaim figure to period 5 is £590.66.  To liaise with Village Hall for reimbursement of £100 deposit from defibrillator training.</p> <p>Payments agreed and paid by <u>BACs August 2025:</u></p> <table border="0" style="width: 100%;"> <tr> <td>Cost of administration (August) Salary</td> <td style="text-align: right;">£ 246.76</td> </tr> <tr> <td>HMRC, tax and NI (August)</td> <td style="text-align: right;">£ 61.60</td> </tr> <tr> <td>Tactical Management Ltd (July dog bins)</td> <td style="text-align: right;">£ 53.04</td> </tr> <tr> <td>Tactical Management Ltd (July grounds main)</td> <td style="text-align: right;">£ 551.40</td> </tr> <tr> <td>Autela Payroll, April to July</td> <td style="text-align: right;"><u>£ 84.00</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£ 996.80</td> </tr> </table> <p>Payments agreed and paid by <u>BACs September 2025:</u></p> <table border="0" style="width: 100%;"> <tr> <td>Cost of administration (Sept) Salary</td> <td style="text-align: right;">£ 246.56</td> </tr> <tr> <td>HMRC, tax and NI (Sept)</td> <td style="text-align: right;">£ 61.80</td> </tr> <tr> <td>Tactical Management Ltd (August dog bins)</td> <td style="text-align: right;">£ 53.04</td> </tr> <tr> <td>Tactical Management Ltd (August grounds main)</td> <td style="text-align: right;"><u>£ 546.00</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£ 912.80</td> </tr> </table> <p><b>b. Tactical Management contract review.</b></p> <ul style="list-style-type: none"> <li>• Cllr Minchin review in process to confirm area covered.</li> <li>• at meeting Cllr Hayes-Newington presented a synthesis of old and new contract maps to inform discussion. <ul style="list-style-type: none"> <li>- It was agreed the contract should include grass cut around sign board on the Need to clarify what work is done at Peace Garden</li> <li>- Unnamed Road between Southfields and Winterbourne Road.</li> <li>- Clarify how far grass is cut along Westbrook from junction with the Unnamed Road Between Southfields and Winterbourne Road</li> <li>- Concern that cutting of section of path 6 from where it leaves the Unnamed Road between Southfields and Winterbourne Road, as this is theoretically a WBC obligation.</li> <li>- General feeling that improving the presentation of the junction at the bottom of High Street.</li> </ul> </li> </ul> <p><b>c. Village Hall deposit refund – defibrillator training deposit:</b>  Decision – Chase return of funds.</p>	Cost of administration (August) Salary	£ 246.76	HMRC, tax and NI (August)	£ 61.60	Tactical Management Ltd (July dog bins)	£ 53.04	Tactical Management Ltd (July grounds main)	£ 551.40	Autela Payroll, April to July	<u>£ 84.00</u>	Total	£ 996.80	Cost of administration (Sept) Salary	£ 246.56	HMRC, tax and NI (Sept)	£ 61.80	Tactical Management Ltd (August dog bins)	£ 53.04	Tactical Management Ltd (August grounds main)	<u>£ 546.00</u>	Total	£ 912.80	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">JM</p> <p style="text-align: center;">Clerk</p>
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<p><b>12. Additional Reports and Updates</b>  <b>a. Village Hall Committee.</b> No recent meeting.  <b>b. Additional items for November 2025 agenda</b>  None.</p>	
<p><b>12. Date of the next meeting: Monday 17<sup>th</sup> November 2025</b> at 7.00pm in The Heritage Centre, Boxford.</p>	
<p>There being no further business the meeting closed at 20.32pm.</p>	

Boxford Parish Council Clerk  
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