

BOXFORD PARISH COUNCIL

Boxford Parish Council Annual & Ordinary Meeting Held on 17th November 2025 in the Heritage Centre

Present:

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

Apologies

Dist. Cllr. D Gaines
Cllr. J. Minchin
Cllr. P. Harris

	Action
<p>Ordinary Meeting 1. Apologies: Dist. Cllr. D. Gaines, Cllr. J. Minchin, Cllr. P. Harris. 2. Declarations of Interest: None declared. 3. Minutes: The October meeting minutes were agreed and signed.</p>	
<p>Open Session None. 4. WBC Report and update from Ward Councillors – Cllr Vickers provided a report on the adoption of the management plan, the 3 options for council, the Ridgway being the preferred option and advised the proposed theme park on 55 acres of Sole Wood is not going ahead.</p>	
<p>5. Footpaths - No external reports from parishioners. - Meadow footpath wet and boggy. - To draft a letter to Bagnor estate to request removal of an overhanging tree from footpath 12 at the Boxford end.</p> <p>6. Roads & Highways Concern over the continued and growing number of HGVs was again highlighted by Councillors to Cllr Vickers. Specific concerns were: 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. 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 Hangman stone Lane was becoming a problem, should there be a width restriction sign. 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.</p> <p>Horse Yard – It was noted a congestion built up recently due to a locked gate with cars queuing dangerously onto the road. To liaise with owner.</p> <p>Several barrels containing potentially dangerous chemicals have been dumped at the top of the high street as B4000 narrows on left hand side. To report to WBC.</p>	<p>Clerk</p> <p>Cllr Vickers</p> <p>Clerk</p> <p>Clerk</p>

<p>Layby causing problems with fly tipping. To consider what can be done to prevent.</p> <p>6a. Naming of unnamed road. Cllrs again raised this matter with Cllr Vickers regarding the naming of the Unnamed Road between Southfields and Winterbourne Road and the Unnamed Road between Winterbourne Road and Hangmanstone Lane. Cllr Vickers to ask Cllr Stuart Gourley for a formal response</p> <p>7. Update on B4000 from Dist. No feedback yet from WBC which was disappointing. Cllr Vickers advised the document has been circulated and confirmed there is a need for further study, this would not happen in this financial year. Cllrs advised this was in no means an expensive project to do approx. £2-3,000 and estimated the fire service call outs had probably amounted to more than £15,000 in the past two years. Cllr Vickers to ask WBC officwer for a formal response to the paper issued by Boxford Parish Council to West Berkshire council in May 2025.</p>	<p>All</p> <p>Cllr Vickers</p> <p>Cllr Vickers</p>
<p>8. Projects</p> <p>8a. Parish Plan – Cllr Hayes-Newington to send document to clerk, clerk to arrange printing and then assign distribution arrangements.</p>	<p>MHN/Clerk</p>
<p>9. Activities</p> <p>9a. Boxford Internet Domain/ Email: Assertion 10 to be considered. Clerk to send Chairman copies of all quotations received to date and general information regarding Assertion 10.</p>	<p>Clerk/PT</p>
<p>10. Planning</p> <p>a. Planning Applications to consider: None.</p> <p>b. To state for the records: None.</p> <p>c. Decision notices</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. WBC approved.</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 centre of the north elevation wall. WBC approved.</p> <p>25/01737/CERTP, The Old Post Office Boxford Newbury RG20 8DH. Erection of garden room outbuilding to rear garden. WBC lawful.</p> <p>25/02143/COND, Upper Farmhouse, High Street, Boxford, Newbury. Application for approval of details reserved by condition 11 (SuDs) of approved 21/02529/COMIND. WBC refused.</p>	

<p>11. Financial Matters</p> <p>a. Balance of accounts, expenditure & income since October meeting: Balance of Accounts at 31st October 2025-26 – Period 7 Unity current account £9,760.63 (Less £834.54 hardship fund) £8,926.09 VAT reclaim figure to period 5 is £792.14. Payments agreed and paid by <u>BACs October 2025:</u></p> <table border="0"> <tr> <td>Cost of administration (October) Salary</td> <td style="text-align: right;">£ 246.76</td> </tr> <tr> <td>HMRC, tax and NI (October)</td> <td style="text-align: right;">£ 61.60</td> </tr> <tr> <td>Tactical Management Ltd (September dog bins)</td> <td style="text-align: right;">£ 53.04</td> </tr> <tr> <td>Tactical Management Ltd (September grounds main)</td> <td style="text-align: right;"><u>£ 551.50</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£ 996.80</td> </tr> </table> <p>The Village Hall has reimbursed the £100 deposit from defibrillator training.</p> <p>b. Tactical Management contract review. Cllr Minchin review in process to confirm area covered. Cllrs have requested a full review at the January 2026 meeting with full details of mowing schedule and all areas within the contract agreed with the contractor.</p> <p>c. Draft Budget 2026-27: Agreed in principle, to finalise at January 2026 meeting.</p> <p>d. Payment received from HMRC £8,221.52 17th October 2025. Clerk has written to HMRC to advise of potential incorrect payment. HMRC advised Boxford Parish Council to retain the monies and offset against future VAT reclaim. To transfer the monies to the Unity suspense/saving account. To submit VAT, reclaim annually until resolved.</p> <p>e. To approve Zurich insurance renewal commenting January 2026 - £333.74: Approved.</p> <p>12. Additional Reports and Updates</p> <p>a. Village Hall Committee. No recent meeting.</p> <p>b. Additional items for January 2026 agenda Finalise Budget 2026-27 Set Precept 2026-27 Clerks pay award</p> <p>13. Date of the next meeting: Monday 26th January 2026 at 7.00pm in The Heritage Centre, Boxford.</p>	Cost of administration (October) Salary	£ 246.76	HMRC, tax and NI (October)	£ 61.60	Tactical Management Ltd (September dog bins)	£ 53.04	Tactical Management Ltd (September grounds main)	<u>£ 551.50</u>	Total	£ 996.80	<p>Clerk</p> <p>JM</p> <p>Clerk</p>
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<p>There being no further business the meeting closed at 20.26pm.</p>											
<p>Boxford Parish Council Clerk Email: parishcouncil@boxford.org.uk</p>	<p>Minute Page Ref 2025/11</p>										

