

# BOXFORD PARISH COUNCIL

## Boxford Parish Council Meeting Held on 8<sup>th</sup> April 2026 in the Heritage Centre

### Present:

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

### Apologies

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

	Action
<p><b>Ordinary Meeting</b></p> <p><b>1. Apologies:</b> Cllr. J. Wilcox, Dist. Cllr. T Vickers, Dist. Cllr. D Benneyworth. <b>2. Declarations of Interest:</b> None declared. <b>3. Minutes:</b> The January meeting minutes were agreed and signed.</p>	
<p><b>Open Session</b></p> <p>A parishioner was unhappy that St Andrews Churchyard was not mowed before a funeral. It was requested the Church be mowed and for the Boxford Bog Oak event on 25<sup>th</sup> April. The Parish Council also raised concerns about noisy, unsightly works at the Church on Good Friday without their permission.</p> <p><b>4. WBC Report from Ward Councillors –</b></p> <p>Cllr Gaines reported minimal updates for the local area. Members Bids (capital only) launch on 13th April, with results in mid-June; no match funding needed. The District Parish Council conference is scheduled for 29th April. Parishes can request a 20-mph limit from WBC if desired. There was also an update on the unitary council, believed to be three.</p>	Clerk
<p><b>5. Footpaths</b></p> <p>Nothing to report.</p> <p><b>6. Roads &amp; Highways</b></p> <p>A resident reported flooding at Westbrook to WBC. It seems that two culverts have been installed at the wrong end of the road. While Highways are appreciated for their efforts, further action is needed to address the issue at the correct site. This matter should be raised with Highways.</p> <p>Winterbourne Road has a width restriction, yet heavy vehicles, such as a 42-tonne crane seen on April 8th, are still passing through the village. Highways should check the bridges—next to The Mill and over the river—for their ability to handle this traffic. Cllr Gaines will raise this issue with Highways.</p> <p><b>6a. Naming of unnamed road.</b></p> <p>No updates have been made. The involvement of Councillor Benneyworth is awaited; it was noted that West Berkshire Council is believed to have maintained an unlawful policy on this matter for four years.</p>	<p>Clerk</p> <p>Cllr Gaines</p> <p>Cllr Benneyworth /MHN</p>

<p><b>7. Update on B4000 from Dist. Cllrs Vickers, Bennyworth, Gaines.</b>  Councillor Gaines informed Stuart Gorley that West Berkshire Council is collaborating with consultants WSP Contractors to develop a Network Management Plan for 2026-27. This plan will incorporate an external study of the B4000, focusing on safety and accident analysis. Councillor Gaines will forward the relevant link to the Clerk. An approximate date for this element of the plan was requested but not confirmed.  The Parish Council expressed concern that no response has been received from any council members regarding the B4000 report submitted to WBC in May 2025. While Ward Councillors provide feedback, WBC officers have not responded.</p> <p><b>8. Projects</b>  <b>8a. Parish Plan –</b>  To be up and running in next few weeks.</p> <p><b>9. Activities</b>  <b>9a. Boxford Internet Domain/ Email:</b>  Hugo Fox has developed a draft website that aims to provide a harmonised and compliant online platform for both the Boxford Parish Council and Boxford Parish Hall. This service will also include a dedicated email facility for Parish Councillors, which is required urgently to ensure compliance with Assertion 10/AGAR.  The website link should be circulated to all Councillors for their review.</p>	<p>Cllr Gaines</p> <p>PT  Clerk</p>
<p><b>10. Planning</b>  a. Planning Applications to consider:  26/00622/FUL (<b>adjacent parish</b>) <b>Welford Park Estate.</b> Sole Wood, Easton Hill Easton, Newbury. Use of land for events, including the erection of tipis, ceremony structure, toiler trailer and associated car parking. <b>No objection with copy of report on B4000 previously submitted to WBC in May 2025.</b></p> <p>b. To state for the record:  26/00292/HOUSE, <b>Heather Pine, Lambourn Road, Boxford, Newbury RG20 8DA.</b>Rear extension, over cladding rear of existing building, new rooflights in existing roof. <b>No objection.</b></p> <p>c. Decisions  26/00048/COND, <b>Sewage Pumping Station, Boxford, Newbury.</b>  Approval of details reserved by Condition (4) Archaeological Works of planning permission 25/01777/FUL: The temporary compound will house the following elements: Temporary access off a classified highway (C-road); 2 x double stacked site cabins providing office and welfare space; Water tank; Generator; Designated car parking area; Control of Substances Hazardous to Health (COSHH) storage area Diesel tank 2 x general waste skips. Store, Water Closet (WC), Topsoil storage area, Materials storage area the compound will be installed on imported Type 1 stone laid over a geogrid/geotextile, following a ~300mm topsoil strip. These works are shown on the Site Block Plan (L693.01-JE-BOXFS1ZZ-100-DR-ZD-0012) which shows the general arrangement of the site. <b>WBC approved.</b></p> <p>25/02720/FULMAJ, <b>Harry Derham Racing, Upper Farmhouse, High Street, Boxford Newbury RG20 8BR.</b> Section73A: Vary condition 9 'scheme of landscaping', 22 'landscape and ecological management plan',23 'updated ecological appraisal', 24 'bat mitigation strategy', 25 'biodiversity monitoring strategy', 27 'external lighting' and29'biodiversity/mitigation. <b>WBC approved.</b></p>	

**11. Financial Matters**

**a. Balance of accounts, expenditure & income since January meeting:**

Balance of Accounts on 28<sup>th</sup> February 2025- 26 – Period 11  
Unity current account £5,527.89 (Less £834.54 hardship fund) £4,693.35  
Deposit account £8,241.99 – HMRC transfer plus interest.  
Financial spreadsheet to 28<sup>th</sup> February circulated with papers email.  
VAT reclaim balance to period 11 2025-26, is £1,108.56.

Payments agreed and paid by BACs January 2026:

Cost of administration (January) Salary	£ 246.76
HMRC, tax and NI (January)	£ 61.60
Tactical Management Ltd (December dog bins)	£ 53.04
Tactical Management Ltd (December grounds main)	<u>£ 551.40</u>
Total	£ 912.80

Payments agreed and paid by BACs February 2026:

Cost of administration (February) Salary	£ 246.56
HMRC, tax and NI (February)	£ 61.80
Tactical Management Ltd (January dog bins)	£ 53.04
Tactical Management Ltd (January grounds main)	<u>£ 551.40</u>
Total	£ 912.80

Payments agreed and paid by BACs March 2026:

Cost of administration (March) Salary	£ 246.56
HMRC, tax and NI (March)	£ 61.80
Tactical Management Ltd (February dog bins)	£ 53.04
Tactical Management Ltd (February grounds main)	<u>£ 551.40</u>
Total	£ 912.80

**b. Tactical Management contract review.**

Cllr Minchin provided an update. Cllr Hayes-Newington provided a process to discuss and agreed areas currently covered and to consider areas which may be cut by the contractor in addition to WBC. To provide Cllr Minchin with additional areas to be done by the contractor to enable Cllr Minchin to obtain costs from them for these areas. Cllr Minchin to ensure Tactical Management are fully clear on the final areas agreed, contract updated, and to monitor this closely over the next couple of months. It is essential that BPC have full details of the final mowing schedule and all areas within the contract agreed with the contractor. Cllr Minchin has requested WBC come and do a cut of their areas by end of May latest if possible.

JM/MHN

**c. Clerk salary review and expenditure:** Approved salary increase by 2 SCP points from scale point 24 to 26 points, effective 1<sup>st</sup> January 2026. Expenditure in the sum of £289.43 plus cost of ink for Cllr Minchin to do noticeboards.

Clerk

**d. Members Bid.** To set up a proposal for traffic calming measures, white gates to promote speed reduction, to remove no parking bollards and instal single black pedestrian rail to promote non parking along road adjacent to The Boxford.

Clerk

**12. Additional Reports and Updates**

**a. Village Hall Committee.** No recent meeting.

**b. Litter Pick.** To be held on 26<sup>th</sup> April. Clerk to collect equipment.

**c. Additional items for May 2026 agenda**

None.

<b>13. Date of the next meeting:</b> <b>Ordinary and Annual Meetings</b> - Tuesday 26 <sup>th</sup> May 2026 at 7.00pm in St Andrew's Church	
There being no further business the meeting closed at 21.12pm.	
Boxford Parish Council Clerk Email: <a href="mailto:parishcouncil@boxford.org.uk">parishcouncil@boxford.org.uk</a>	Minute Page Ref 2026/04