

MINUTES of the ANNUAL MEETING of BOXFORD PARISH COUNCIL held on Tuesday 25th May 2021 at 7.30 p.m. at Boxford Village Hall and by Zoom Video Conferencing.

PRESENT: J Fincham-Jacques (Chairman), P Edwards, T Munson, D Warren, D Hattrell (Clerk), J Finch (County Cllr) and H Phillips attended in person and 2 further members of the public joined by Video Conferencing.

ELECTION OF CHAIRMAN: It was resolved for J Fincham-Jacques to continue as Chairman. J Fincham-Jacques confirmed his agreement.

CO-OPTION OF MEMBER: Lisa Wortley was invited to the meeting to be co-opted onto the Parish Council. She duly accepted and joined the meeting as a Councillor. The Clerk agreed to forward the necessary forms for her to complete - **Action Clerk.**

APOLOGIES: M Wooderson and B Hurren had sent apologies.

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 27TH APRIL 2021: These were accepted as correct.

MATTERS ARISING FROM THE MINUTES: The Chairman explained that unfortunately Andy Sargeant has resigned from the Council. The Chairman had hoped Andy would change his mind as he will be greatly missed from the Council especially at a time we were returning to face to face meetings.

PUBLIC FORUM: The Church Clock, Churchyard Gate and speeding traffic were raised. Attention then turned to the Catesby application/challenge and the Parish Council and others in the Village working on this matter were thanked for working hard to achieve a good result.

COUNTY COUNCIL REPORT: County Cllr J Finch attended in person and thanked everyone for re-electing him. He reported that the Covid infections in his division were still at zero. However, there is a general slight increase in the area (Colchester and Sudbury), so people were urged to stick with the guidance and have regular rapid flow tests especially in view of the new variant. He reminded people what they were able to do now further lockdown restrictions have eased. The Bramford to Twinstead pre-application scoping consultation deadline is 8th June and our MP raised at Prime Ministers Questions. Virtual fostering and adoption sessions continue as sadly the demand for these roles has increased significantly. The traffic diversion signs due to emergency work by Anglian Water were raised and D Warren agreed to report the poor back filling on the highways reporting tool - **Action D Warren.**

DISTRICT COUNCIL REPORT: District Cllr B Hurren had sent his apologies due to another meeting.

APPOINTMENT OF VICE CHAIRMAN AND REPRESENTATIVES:

Sand Hill Working Group: Chairman, D Warren, Andrew Good, David Lamming and Hugh Phillips. T Munson will support where she can.

Cemetery Sub Committee: P Edwards

Footpath Liaison: L Wortley

Boxford Society: M Wooderson will be asked if he is happy to continue.

Village Hall Representative: Still to be appointed.

Community Council Representative: T Munson.

Playing Fields Representative: Still to be appointed.

Church Representative: P Edwards.

Finance Representative: D Warren.

Vice Chairman: Still to be appointed.

FINANCE: The Bank balances as at 1st May 2021 were **£51163.68** in the Community Account, **£13,401.52** in the Deposit Account and **£57,100.86** in the Reserve Account making a total of **£121666.06**.

Consideration was given to the grant request from Playing Field Management Committee for the use of 106 monies if car park extension goes ahead and also the principle of setting aside annual reserves to be ring fenced for expenditure at the Playingfields.

The Clerk explained we currently retain reserves for renewal of Street Lighting, the potential purchase of land for a new Cemetery and Neighbourhood Planning (£303 monthly paid into our reserve account). Annual grants are paid to Village Hall, Playing Field and towards the Church Insurance - which are relatively similar amounts. We are now paying for half the monthly costs of wifi for the Village Hall over and above their grant. The point that the car park and playing field is accessed by all in the village without charge was noted. It was noted if the Parish Council were to pay into a fund to ring fence reserves on this basis, all expenditure from that fund would be voted on by the full parish council at a meeting when the Playing Fields apply to spend some of the reserves on a future project and could also be spent elsewhere in exceptional circumstances if the Parish Council decided. It could be anticipated that other grants would be applied for in relation to future projects at the Playing Fields, so the Parish Council funds could potentially be a contribution to future project costs. The meeting was closed briefly and H Phillips added that funding is easier for new equipment than maintaining existing. Following discussion, the Parish Council resolved if the Community Council decides to go ahead with the car park extension, 106 monies can be used. They also resolved/agreed the principle of setting aside funds for future expenditure at the Playing Fields, the amount to be decided. H Phillips agreed to carry out some more work to suggest a suitable amount for the Parish Council to consider at a future meeting.

Attention then turned to the cost of the traffic survey being proposed at £180. This was agreed.

The following pre-agreed payments for May were made: -

Cheque No.	Payee	Amount	Details
<u>As at 1st May</u>			
Funds Tr	Employment Costs totalled	1242.99	Salary, ERS NIC & Pension
Funds Tr	SALC	554.72	Subscriptions
Funds Tr	SALC	270.00	Training
Funds Tr	M A Crighton	185.00	Cemetery Contract
Funds Tr	Sudbury Town Council	639.54	Street Clean Contract
Funds Tr	Mortimer Contracts Ltd	42.00	Cemetery path treatment

CORRESPONDENCE: The correspondence report had been circulated ahead of the Meeting. The content was noted by members.

CEMETERY: It was noted the application to fell 3 sycamore trees in the Cemetery was with Babergh District Council. B Hurren had been asked to look at the Churchyard gates and the Chairman will remind him - **Action Chairman**. P Edwards had approached contractors to quote for the wooden handrail for the entrance to the Cemetery without success currently. It was noted if our current Clock contractor is unable to continue, P Edward was happy to approach alternatives after seeking information from other surrounding Churches - **Action Clerk and P Edwards**.

SPEEDING AND PARKING ISSUES: J Finch had asked for a list of the areas in the parish in need of monitoring for speeding traffic. The locations were listed as follows: -

- 1) Sand Hill
- 2) Ellis Street
- 3) Swan Street - top end near Homefield/Daking Avenue exits
- 4) Swan Street - centre of the Village
- 5) A1071 near the telephone mast.

It was agreed for the Clerk to email this list to J Finch - **Action Clerk**. The Chairman will chase parking enforcement with B Hurren - **Action Chairman**.

RETURNING TO FACE TO FACE MEETINGS: Members were pleased with how our first combined meeting went. However, there was concern that Councillors were not given the choice of whether to meet virtually or face to face which could be discriminatory.

STORAGE OF ON-LINE DOCUMENTS/PHOTOS: It was agreed to defer this item.

URGENT REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: It was agreed for the Clerk to again chase the contractor in respect of the restoration of the Churchyard wall - **Action Clerk**.

The meeting closed at **9.47 p.m.**

Planning Meeting Held by Boxford Parish Council on Tuesday 25th May 2021

The following decisions were advised from the Planning Authority: -

A) Planning Permission had been granted for a single storey side extension at Twelve, 12 The Causeway - **DC/21/01184**.

B) Amendment details were approved for the addition of wood burner and flue within previously approved side extension at 2 Cherry Ground Cottages - **DC/21/02075**.

C) Work can proceed to Conservation Area trees at 9 The Causeway - **DC/21/02248**.

The following were discussed: -

1) Pippettes Farm, Stone Street - application for conservatory and cladding - **DC/21/02311**.

The Parish Council had **No Objections**.

2) Chequers, 7 Church Street - Change of use - **DC/21/01584**.

The Parish Council had **No Objections**.

3) 30 Swan Street - replacement shed - **DC/21/02589**.

The Parish Council agreed that they were supportive of a detailed examination by the Heritage Team to compare the previous footprint and dimensions of the shed being replaced and to ensure the materials, style and size of the new shed is appropriate in the Conservation Area and in close proximity to Listed Buildings. The Parish Council would only be supportive of the decision being made following this investigation by the Heritage Team and their recommendations.

4) Mill House, 3 Church Street - application for first floor bathroom - **DC/21/02705**.

The Parish Council had **No Objections**.

5) Planning Committee Decision for land East of Sand Hill and next steps. The Chairman outlined the great deal of activity following the Decision by Babergh Council to include this application for Planning Committee on 19th May with only a week's notice. There was a meeting with Stephen Stroud from Babergh Planning to consider the highways issues ahead of Planning Committee. On the day of Planning Committee, a Decision was taken to defer consideration of the Plans and that the District Council will be commissioning an independent assessment of the Highways to which the Village will be consulted on. The Chief Planning Officer is also considering a Planning Committee site meeting subject to covid safety assessments. The plans will come back before the Planning Committee in due course. In the meantime, the Parish Council has commenced work on a traffic survey and audit of village facilities. This could evidence some of the issues involved. It was noted that the Joint Local Plan continues to progress and may hold more weight when the plans come back before the Planning Committee. Similarly the Neighbourhood Plan continues to be pursued with an exhibition scheduled in the Village Hall in early July.

6) Any other urgent planning matters: Nothing was raised.