

# BOXFORD PARISH COUNCIL

**MINUTES of the MEETING** held on Tuesday 22<sup>nd</sup> April 2025 at 7.00p.m. in the Village Hall, Boxford.

**PRESENT:** Cllrs L Wortley (Chair), D Warren, H Watts, C Lawson, P Watt. Z Rumsey (Clerk), and 4 members of the public attended in person. No Video link was requested.

**1. Apologies:**

Cllrs K Couling & V Strafford, CCllr J Finch, DCllr Hurren.

**2. Declarations of Interest by Councillors:**

Cllr Lawson declared an interest in the Planning Application DC/25/01369 and did not take part in the discussion.

**3. Approval of Minutes of 25th March 2025:**

Accepted as correct.

**4. Matters Arising from the Minutes:**

Pot Holes – The large hole on School Hill has been filled but others are still present. The Clerk to email CCllr Finch to report.

Housing Needs Survey – The meeting received an update from Hugh Phillips. The Executive Summary has been received and discussed with Community Action Suffolk and as it can now be made public, HP will email to The Clerk who will upload to the PC website. It was reported that out of 610 surveys delivered, 190 were returned, which is a normal response.

**5. Questions from the Public:**

A resident wished to discuss the Planning Application DC/25/01457. She is the neighbour and has concerns regarding the impact on the surrounding Listed Buildings and the environment. She advised that the property in question is in a Conservation Area and that there were errors in the application regarding the site plan. Cllr Wortley advised the resident that the matter will be discussed later in the meeting and her comments will be taken into consideration.

A resident advised that the fencing by the stream on the Permissive path needs to be looked at.

A resident commented that the centre of the village needs to be cleared, swept and gutters cleared.

A resident wished to comment that the sign for “parking for Primrose Wood” has been removed from Goodlands. Cllr Watt mentioned that is possible that a parking area will be made at the end of the second set of houses.

The meeting was informed that the house of concern in Ash Street is now empty. Cllr Wortley reported that she has received correspondence from DCllr Hurren regarding the matter who advised that he was unable to make any comment owing to the confidential nature of the matter.

The ongoing parking issues at Brook Hall Road were again raised, Cllr Warren will enquire if there are any updates.

A resident asked for an update on the Speed Limit reduction. Cllr Wortley advised that The Clerk has approved the changes by email and the matter is now with SCC. A resident suggested that we mimic Dedham’s safety campaign by putting “drive carefully” signs around the village made by the school children. It was agreed that this was a good idea and will be looked into.

**6. District Council Report:**

The attached report was received and distributed to Parish Councillors ahead of the meeting. As DCllr Hurren was not present at the meeting, it was not discussed.

**7. County Council Report:**

The attached report was received and distributed to Parish Councillors ahead of the meeting. CCllr Finch was not present at the meeting, it was not discussed.

**8. Finance – Bank Balances and previously agreed payments for the January period.**

25th March 2025 Opening Bank Balances: £105,612.85.

Income: £36,954.94 50% precept

The following pre-agreed payments paid: -

04/04/25 HMRC £126.59 Employer Contribution  
HMRC £227.00 Employer Contribution  
Z Rumsey £454.09 March Wages  
Boxford Village Hall £11.00 Extraordinary meeting  
Starboard Systems £489.60 Scribe subscription  
SLCC Enterprises £45.00 Clerk CiLCA Training  
Boxford Village Hall £86.00 April Hall hire  
E. ON £33.65 Bell House electricity

The sum of the payments made was £1,472.93.

22nd April 2025 Closing Bank balances:

Community Account £62,208.51

Deposit Account £34,368.14

Reserve Account £44,518.21

Total of £141,094.86

**Consider the following items: -**

a) *Authorise payments*

Housing Needs Survey £2,176.62

Charlie Smith £9,360.00

Village Hall May £41.00

SALC Internal Audit £394.40

Mortimer Contracts £930.00

SALC Membership £528.67

Vertas £856.37

SCC lighting column £2,767.84

It was resolved to approve all payments.

b) *Year End Accounts*

The Clerk provided the PC with a report from Scribe for the year end. There were a number of questions raised so it was resolved for the Clerk to look more into the accounts before approving.

c) *Internal Audit*

The Clerk advised that the Internal Audit was complete and has distributed the report prior to the meeting. In general, the report was positive, it was raised that the minutes should be signed by the Chair and advice was given for presenting the account for the external audit following the change from Income and Expenditure to Receipts and Payments.

**9. Planning – Report on Decisions from the Planning Authority.**

DC/25/00936 Riverhall, Ellis Street – Grant

DC/25/00393 10 Ellis Street – Grant

DC/24/04456 Land South of Calais Street – Granted with Conditions

DC/25/01066 Twelve, 12 The Causeway – Raise no Objections

DC/25/01123 The Grange – Raise no Objections

DC/25/01337 43 Swan Street – Raise no Objections

**Consider the following items: -**

- a) DC/25/01299 - Hildon House, Hawthorn Lane, Boxford, Sudbury Suffolk CO10 5JQ. Householder Application - Erection of cart lodge, replacement of garage doors with windows to main house, alterations to existing driveway, and associated works. It was resolved to raise no objection.

- b) DC/25/01410 - 32 Swan Street, Boxford, Sudbury, Suffolk CO10 5NZ. Householder Application - Erection of boundary wall (following demolition of existing). It was resolved to raise no objection.
- c) DC/25/01369 - 11 Boxford Lane, Boxford, Sudbury, Suffolk CO10 5JU. Householder Application - Erection of a dropped kerb (separate access for No. 11 & No. 9). It was resolved to raised an objection based on the impact to the bus top and concerns about the restriction on parking.
- d) DC/25/01457 - The Grange, Stone Street, Boxford, Sudbury Suffolk CO10 5NR. Householder Application - Construct 16 No. Solar PV Panels to roof slope and Battery Storage. It was resolved to raised an objection based on the lack of information provided in the application on the potential impact to the surrounding Listed Buildings and the local environment.
- e) DC/25/00687 - Kiln Place, Cox Hill, Boxford, CO10 5HR. Application under Section 73 of The Town and Country Planning Act for DC/22/03032 (single storey and first floor extensions) for the variation of Condition 2 (Approved plans and documents) to increase first floor bathroom size and change external material to cladding. It was resolved to raise no objection.
- f) DC/25/01175 - 21 Goodlands, Boxford, Sudbury, Suffolk CO10 5AA. Householder Application - Installation of 10x solar panels on the south elevation roof. It was resolved to raise no objection.
- g) *Any other urgent planning matters:*  
None received.

#### **10. Cemetery and Churchyard**

Cllr Warren advised that he wishes to make a Planning Application for works to trees in the cemetery, with the assistance of the village Tree Warden. There a number of problems with some of the trees, some potentially dangerous.

##### a) *Prices for 2025/2026*

A list of prices for cemeteries in the area were distributed prior to the meeting. After discussion, it was resolved to raise the cemetery fees.

#### **11. Environmental and Ecology**

The Croft – Trees, Native or Ornamental? It was thought that there should be an emphasis on Native, if possible, but potentially to plant blossoming fruit trees, underplanted with native bulbs. This will be raised at the APM.

#### **12. Public Realms**

Cllr Warren is to look into having a survey carried out on the trees around the village to establish a cost of works potentially to apply for a grant.

#### **13. Housing Needs Survey**

This was discussed in the public forum.

#### **14. Member's Reports**

- Cllr Warren received a request for a contribution to the Boxford Friendship Group for providing refreshments at the APM. As a thank you to the BFG, it was resolved to donate £100 towards the refreshments. (This was subsequently amended after the meeting to £50 at the request of the BFG.)

**The chair declared the meeting closed at 21.13.**