BOXFORD PARISH COUNCIL

Tel: 07304361524 Email: clerk@boxford-pc.gov.uk

PRESENT: Cllrs D Warren (Chair), C Parr, H Watts, C Lawson, A Macmillan and S Setterfield. Z Rumsey (Clerk), CCllr R Lindsay and DCllr B Hurren. 11 members of the public attended in person for part of the meeting.

MINUTES

1. **Apologies of Absence**
   Cllrs A Troke and C Jackson – Apologies were accepted.

2. **Receive Declarations of Interest and requests for dispensation from Councillors**
   None received

3. **To resolve that the Minutes of the meeting of the council held on Tuesday 29th September 2026 are a true and correct record.**
   A resident emailed to question the accuracy of the minutes regarding the Twenty's Plenty project and that the matter was suggested is with the PC and not the SCC Highways. It was resolved to adjust the minutes to read "the matter will be with SCC Highways." The minutes were signed by the chair.

4. **Matters Arising from the Minutes**
   None

5. **Receive reports and updates from**
   a) District Councillor
   DCllr Hurren issued a report to Councillors prior to the meeting and gave updates regarding the Local Government reform, the budget and local planning applications.

   b) County Councillor
   CCllr Lindsay issued a report to Councillors prior to the meeting and spoke about the unitary councils. Firefighter recruitment and the retirement of the Suffolk Fire Chief.

   An update was given on the following:

   Ash Street tree – CCllr Lindsay is asking questions to Highways, as concerns were raised after residents were previously told the tree was safe. Cllr Watts commented that there are other trees within the village that need to be looked at urgently. Cllr Parr made a suggestion that CCllr Lindsay should see the report and requested a copy for the PC to view.

   Yellow Lines – The consultation period is now complete, a report will follow shortly. Cllr Parr asked if there were any rejections from the consultation as the PC would like to make sure that there is nothing to go against the go ahead. CCllr Lindsay will look into this. The report will be submitted for approval and a Highways construction order will be raised to the Contractors, who then have 14 weeks to deliver the works. It is unlikely the lines will be completed until the Spring due to wet winter weather making it difficult to install road markings.

   Twenty's Plenty – Highways have been informed to go ahead with the project and an invoice will be raised for the design phase.

   Signage Changes to Stone Street – The officers proposal has been issued to the PC, CCllr Lindsay advised the PC feedback directly to her.

   A1071 Central Reservation – A recent RTA on the A1071 has left the central reservation damaged, which has been reported to Highways several times since. CCllr Lindsay commented that this should be repaired by SCC ASAP and confirmed that it is a statutory requirement for damaged infrastructure to be replaced, so Highways should do this promptly.

6. **Public Participation – Views / Questions from the Public**
   A resident asked how the 20mph scheme will be paid for. Cllr Warren responded that some will be taken from the PC reserves. It was commented that the reserve was set up initially for land for the graveyard, is this now not the case? Cllr Warren commented that it was resolved some time ago that the reserve was not needed imminently as the graveyard will be sufficient for the next 20 to 30 years.

DRAFT

It was raised that the drainage at the bottom of The Croft has been reported to SCC many times, nothing has been done and it is still blocked. CCllr Lindsay will look into this.

A resident made suggestions regarding SID's for speed restrictions. It was confirmed that it is something that the PC are looking in to.

It was reported that there are overhanging trees along the Bridleway coming out onto Cox Hill. The Clerk will raise with footpath warden to look into.

7. Review of previous Action Points

The Christmas Tree has been arranged.

The Clerk is yet to speak with BDC regarding an additional dog waste bin at the playing fields.

8. Finance

a) RFO Report – Note bank balances, income received & outgoings, bank reconciliation and budget review.

The bank reconciliation, bank balances and budget report were received and noted.

23rd September 2026 Opening Bank Balances: £169,096.83

Income:

£237.46	Interest
£172.09	Interest
£994.20	VAT
£330.00	Cemetery fee
£210.00	Cemetery fee
£1,943.75	Total

The following pre-agreed payments paid: -

Date paid	Payee	Amount	Details
30/09/2026	Zoe Rumsey	£477.81	Clerks Salary
	Unity Bank	£7.00	Bank Fee
12/10/2026	HMRC	£146.43	PAYE
14/10/2026	David Warren	£30.70	Meeting Expenses
	Zoe Rumsey	£204.51	Clerks Expenses
	Vertas	£942.00	Playing Field grass
	SALC	£122.40	Training
	SALC	£174.00	Training
	Boston Seeds	£600.00	Bulbs etc
	Starboard Systems	£27.60	Scribe Cemetery
16/10/2026	E.On	£29.40	Bell House electricity
23/10/2026	CAS Insurance	£953.62	Insurance
	Boxford Village Hall	£15.12	Hall Hire
	Boxford Village Hall	£30.25	Hall Hire
	C Lawson	£709.00	Fence repair

The sum of the payments: **£4,469.84**

23rd October 2026 Closing Bank balances:

Community Account	£82,836.81
Deposit Account	£35,184.80
Reserve Account	£48,549.13
Total	**£166,570.74**

Opening balance + Income - Outgoings £166,570.74

DRAFT

Budget	2026/27		30/09/26
Staffing	£ 8,500.00		£ 3,658.98
Subscriptions	£ 1,600.00		£ 1,206.58
Insurance	£ 900.00		
Chairs Expenses	£ 500.00		£ 40.00
Clerks Expenses	£ 350.00		
Telephone / Postage	£ 50.00		
Audit fees	£ 750.00		£ 657.00
Training	£ 500.00		£ 107.00
Travel	£ 200.00		
Hall Hire	£ 500.00		£ 257.25
Legal fees	£ 500.00		
Web & email hosting	£ 350.00		
Tech support	£ 150.00		
Bank Charges			£ 42.00
Miscellaneous	£ 200.00		£ 61.00
Admin Subtotal	**£15,050.00**		
Village Maintenance Contract	£16,500.00		£ 4,209.00
Churchyard / Cemetery Maintenance	£ 5,000.00		
Grants	£ 5,000.00		
Cricket Square Maintenance	£ 2,000.00		£ 1,279.75
Playing Field Grass contract	£ 3,200.00		£ 1,570.00
Asset Repairs	£ 3,500.00		
Street Lights	£ 2,500.00		
Waste bin collection	£ 2,500.00		£ 2,376.00
Public Clock Maintenance	£ 1,000.00		
War Memorial Wreath & Christmas Tree	£ 500.00		
Box River News	£ 2,500.00		£ 1,650.00
Secretarial Support	£ 3,000.00		
Electricity	£ 450.00		£ 184.00
Subtotal	**£47,650.00**		
Total	**£62,700.00**		**£17,298.56**

b) *Authorise payments for invoices received since the last meeting*
None

c) *To consider grant application from the church*
It was resolved to approve the grant application. It was requested that the PC meet with the new rector to find out the plans for the future of the church with regards to the community asset.

9. Planning

a) *Report on Decisions from the Planning Authority.*
DC/26/03970 Highview, Cox Hill – Approval
DC/26/02428 20 Broad Street – Grant
DC/26/02427 20 Broad Street – Grant
DC/26/03968 Groton Cottage – Raise no objections

b) *Consider the following items: -*
DC/26/03772 - The Grange, Stone Street, Boxford, CO10 5NR – Householder Application - Retention of timber enclosure associated with approved battery storage and renewable energy installation.
DCllr Hurren advised that this application is on hold.

DC/26/03943 - 1 Cygnet Court, Swan Street, Boxford, CO10 5NZ – Householder Application - Erection of garden room and a shed (Following demolition of existing garden shed). Installation of an EV charger point and solar photovoltaic (PV) panels to the main dwellinghouse.

DRAFT

It was resolved to raise no objection to this application.

DC/26/04072 - 32 & 34 Stone Street, Boxford, CO10 5NZ – Full Planning Application - Amalgamation of 2no. semi-detached cottages into 1no. dwelling including the demolition of the existing rear additions; Construction of single storey rear extension; Replacement windows and the relocation of entrance doors; Installation of 1no. roof light; Installation of air source heat pump system in place of oil boiler system; Construction of rear terrace and landscaping; Erection of detached garage.
This application appears to be a duplicate of a previous application that has been approved. DCllr Hurren advised that he will look into the application. The Council resolved that there are still no objections to the application.

c) *Any urgent planning matters.*
Contact has been made by the Clerk of Edwardstone Parish Council asking for BPC to make comments on application DC/26/04377 Land At Mill Green, Edwardstone, CO10 5PG - Application for Outline Planning Permission (Access to be considered all other matters reserved) – Erection of 4no. dwellings.
The PC resolved that they are not in favour of the application due to the implication of the traffic along Swan Street. The Clerk and Cllr Parr will draft a response to this application.

Planning applications can be found on the Babergh District Council Planning Portal.

10. **To approve the grass cutting schedule**
It was resolved to approve the schedule.

11. **To consider quotes and approve contractor for grass cutting contract**
Cllr Macmillan produced four quotes regarding the grass cutting within the churchyard and cemetery, it was resolved to accept the quote of Blackthorn Landscapes at £6,675.00 per annum. **Action:** Cllr Macmillan to accept the quote in writing and request insurance documents and RAMS.

12. **To inform of War Memorial Clean**
Members were informed of the cleaning of the war memorial in the churchyard that had been undertaken at the cost of £235. It was requested that the cleaning took place before Remembrance Sunday and was approved by the Clerk.

13. **To approve and adopt the following policies:**
a) *Complaints Policy*
b) *Vexatious Complaints Policy*
c) *Bullying and Harassment Policy*
The policies were not adopted; a working party was established review and amend them prior to returning them to the council to approve. **Action:** Cllrs Parr and Warren will join the Clerk and will arrange a suitable time to meet.

14. **Car Park update**
A meeting has been arranged with the trustees of the land on Stone Street Road. No costs have been incurred as yet as questions have been raised regarding the use of local architects, these are being resolved. A report will be issued to Councillors before the next meeting. Funding is being looked into.

15. **Clerks Correspondence**
None

16. **Members Reports**
A request was made for a Neighbourhood planning update at next month's meeting.

It was asked if the PC lay a wreath for Remembrance Day. Cllr Warren has already purchased a wreath, which Cllr Troke has agreed to lay.

To be added to the next meeting - River clearance and flood risk mitigation project. **Action:** Cllr Setterfield

Date of next meeting – Tuesday 24th November 2026 at 7.00pm in the village hall

Meeting closed 21.54

DRAFT

Signed..... Date.....

DRAFT