

BOXFORD PARISH COUNCIL

MINUTES of the MEETING

held on Tuesday 28th July 2026 at 7.00p.m. in the Village Hall, Boxford.

PRESENT: Cllrs D Warren (Chair), C Parr, H Watts, John King, A Troke, C Lawson and S Setterfield. Z Rumsey (Clerk), CCllr Robert Lindsay (from 19.15) and DCllr Hurren. 12 members of the public attended in person for part of the meeting.

1. Apologies of Absence

Cllrs C Jackson and A Macmillan. 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 23rd June 2026 are a true and correct record.

It was resolved to accepted the minutes as correct and these were signed by the Chair.

4. Matters Arising from the Minutes

None.

5. Election of Vice-Chair

Postponed to the next meeting

6. Public Participation – Views / Questions from the Public

A resident wished to thank SCC for completing the fencing works between Fenn Street and Cox Hill.

A report of continuous problems occurring through Church Street was received with an urge for Highways to complete the installation of yellow lines.

7. Receive reports from

a) District Councillor

DCllr Hurren sent the attached report prior to the meeting and reported on the items in the report.

b) County Councillor

CCllr Lindsay sent the attached report prior to the meeting and updated the meeting on the following items:

20mph scheme; the public consultation is in process, it was reiterated that it was thought a decision on whether to instruct Highways was due during this meeting, but this was unable to occur due to needing more time to receive views from the public. It was commented that the problem may arise that the costing is too high, it was thought that it may be required to focus on changes to Stone Street only.

HGV Signs Stone Street; attention had been drawn to CCllr Lindsay that the signs coming into Stone Street were in the wrong place and Highways have been asked to reposition. The cost will be between £2,294 and £3,165 but there is no funding available to complete the works. The PC can pay for the repositioning but CCllr Lindsay suggested making a decision on the 20mph scheme first. Comments were made by Councillors that surely this is a Health and Safety issue that should be a Highways priority.

Mr West, the footpath warden for Boxford, reported to CDllr Linday that there have been communication issues regarding cutting of the footpaths and asked if SCC could be made aware.

8. Review of previous Action Points

None.

9. Finance

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

18th June 2026 Opening Bank Balances: £140,502.44

Income:

£500.00 SCC Locality Grant

£210.00 Cemetery fee

£169.40 Bank Interest

£233.74 Bank Interest

£1,113.14 Total

The following pre-agreed payments paid: -

Date paid	Payee	Amount	Details
19/06/2026	ICO	£47.00	Data control renewal
26/06/2026	Starboard Systems	£27.60	Scribe Cemetery
	SALC	£410.40	Internal Audit
	Box Media	£550.00	BRN contribution
	Freethought	£87.55	Microsoft
30/06/2026	Zoe Rumsey	£477.81	Clerks Salary
	Unity Bank	£7.00	Bank Fee
14/07/2026	Mortimer Contracts	£1,206.00	Public Realm contractor
	Starboard Systems	£27.60	Scribe Cemetery
	HMRC	£146.43	PAYE
	Vertas Group	£942.00	Playing Field grass cutting
	Boxford Village Hall	£41.00	Hall hire
20/07/2026	E.ON	£31.50	Bell House Electricity

The sum of the payments: **£4,001.89**

22nd July 2026 Closing Bank balances:

Community Account £54,289.31

Deposit Account £35,012.71

Reserve Account £48,311.67

Total **£137,613.69**

Opening balance + Income - Outgoings £137,613.69

b) Authorise payments for invoices received since the last meeting

BDC Bin emptying £2,851.20

10. Planning

a) Report on Decisions from the Planning Authority.

DC/26/02308 The Grant, Stone Street – Raise no objections

DC/26/002311 The Rectory, School Hill – Grant

DC/26/01785 Hawthorns, Calais Street – Approval

b) Consider the following items: -

DC/26/02817 - Greenbank, Ellis Street, Boxford – Householder Application - Installation of Electric Vehicle (EV) Charger on existing wooden upright which is part of a shed.

It was resolved to make no objection.

DC/26/02616 - Quills Cottage, 27A Swan Street, Boxford – Application for Listed Building Consent - Replacement of existing single-glazed rear door with a hardwood stable-style door and alteration of door opening direction from inward-opening to outward-opening.

It was resolved to make no objection.

DC/26/02898 - Land South Of, Calais Street, Boxford, Suffolk, Boxford – Application for Approval of Reserved Matters following grant of Outline Permission DC/24/04456 Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) Submission of details of the appearance, scale and layout of the building(s), the means of access thereto and the landscaping of the site - Erection of up to 7 No new market residential dwellings including new access, parking and landscaping.

It was resolved to object to the application on the basis that changes have been made that are outside of the original outline approval and it appears that the site is being overdeveloped.

DC/26/00051 - The Fleece, 8 Broad Street, Boxford – Full Planning Application - Conversion of buildings to holiday let (C3) for use in association with the existing public house. Re-consultation for additional information added.

A site meeting has been arranged with planners to discuss this application.

AP/26/00035 - Simbos Gun Dogs And Grooming, Stone Street, Boxford – Full Planning Application - Construction of detached annexe. Planning Appeal.

It was resolved to make no amendments to the original comments made, which will be considered by the Planning Inspectorate when determining the appeal.

c) Any urgent planning matters.

None

Planning applications can be found on the [Babergh District Council Planning Portal](#).

11. To agree purchase of Defibrillator for the BT phone box on Stone Street

It has been established that the PC own the defibrillator at The Fleece, checks will be made to establish whether this is suitable to be moved to the phone box outside of the White Hart pub. It has been requested that the PC purchase a defibrillator for the phone box on Stone Street, which has had the ownership transferred from BT to Community Heartbeat Trust. It was resolved to purchase a defibrillator.

Action: Clerk to retrieve quotes.

12. To agree actions following letter of complaint from WI

This matter was brought forward in the meeting and discussed after item 6. The WI have made a complaint regarding the cutting of the grass at the top of School Hill, which is maintained by the WI with a licence in place to cultivate the area. A meeting took place at the area in question to discuss the matter. Cllr Warren apologised to the WI for instructing the works to take place and an offer has been made to purchase specialist seeds and bulbs to replace the ones that have been destroyed. An offer has also been made to re-site the bench to piece of land at the Croft, with the WI having full control over the piece of land. The members of the WI present at the meeting thanked the PC for the offers and will take to their next meeting to discuss with members. The members of the WI also made a comment on the conduct of a Parish Councillor during the meeting held at School Hill; it was requested that if the WI wished to make a formal complaint, it is put in writing and sent to the Clerk to be dealt with appropriately.

13. To agree action for Bowls Club sign at The Croft

It was resolved that this is not a matter for the PC to be involved with, the Bowls Club are welcome to erect a sign.

14. To discuss Planning Protocol

The PC would like more communication from the Planning Department regarding applications if issues arise. Cllr Parr will write an email to the head of Planning.

15. Brief from Babergh District Council – Bryn Hurren

DCllr Hurren urged the PC to go back to the plans for the car park on Stone Street and commented that all PC members should be involved with meetings related to decisions being made. Cllr Troke commented that it was not always possible for all PC members to attend additional meetings and that is why nominated members from the PC attend meetings and feedback to full council during PC meetings. Discussions were held regarding meeting with Tim Jones to re-establish connections following other avenues being looked into.

16. Clerks Correspondence

All matters have been discussed as an agenda item.

17. Members Reports

Cllr Parr confirmed that the diocese have rejected the proposal for the land behind the cemetery to be used as a car park.

Cllr Setterfield reported that plans to expand the church have been put on hold pending the new vicar and church warden.

Date of next meeting – Tuesday 22nd September 2026

The meeting was closed at 21.40

Signed.....

Date.....