

BOXFORD PARISH COUNCIL

MINUTES of the MEETING

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

Due to the Annual Parish Meeting taking place prior to the Council meeting, the Council meeting was late to start at 19.45.

PRESENT: Cllrs D Warren (Chair), C Parr, C Lawson, H Watts C Jackson and A Troke. Z Rumsey (Clerk). 11 members of the public attended in person for the first part of the meeting.

1. Message from Chair

Cllr Warren informed the meeting of the sad news that Cllr Peter Watt had recently passed away and wished to send condolences to Peter's family.

2. Apologies of Absence:

Cllr J King, CCllr J Finch and DCllr Hurren. It was resolved to accept the apologies.

3. Declarations of Interest by Councillors:

None received.

4. Approval of Minutes of 24th March 2026:

It was resolved to accept the minutes as correct and these were signed by the Chair. A resident pointed out that the draft minutes were not available on the website; the Clerk apologised and advised that there must be a technical error as they were posted but she will look into this. **Action:** Clerk

5. Matters Arising from the Minutes:

None

6. Public Participation- Views / Questions from the Public:

A resident commented on recent fly tipping in the village. This will be mentioned to DCllr Hurren who will chase. **Action:** Cllr Hurren

It was reported that a section of land at Goodlands is becoming overgrown and it was asked whose responsibility is it to maintain. This will be investigated.

The matter of the parking sign was raised again, Cllr Parr asked the resident to confirm exactly what the matter is so that the volunteer group can draw the matter to a close. **Action:** Volunteer group

7. District Council Report:

DCllr Hurren gave a report for the APM.

County Council Report:

CCllr Finch gave a report for the APM.

8. Review of previous action points:

20mph – Amendments to the draft plan were sent to the Highways officer, nothing has been received back. **Action:** Cllr Watts / Troke to chase. It was asked who would be paying for the suggested works; SCC have already mentioned that they will not fund. It was advised that once the budget has been received, it can be worked out how to raise funds.

9. Update on Strategic Planning:

Cllr Parr advised that a meeting with the spatial policy team has been arranged; a full presentation will then be given to update.

10. Finance:

a) *Bank Balances and previously agreed payments.*
18th March 2026 Opening Bank Balances: £106,514.82.

Income:

£36,600.00 *Precept Payment*
£132.00 *Cemetery Payment*
£117.17 *Interest*
£161.67 *Interest*
£37,010.84 *Total.*

Outgoings:

Starboard Systems - £685.44 - Scribe Accounts
 Zoe Rumsey - £127.90 - Clerks Expenses
 Suffolk County Council - £2,343.31 - Street Lights
 SALC - £54.00 - Payroll
 Boxford Playing Fields - £20.00 - Pavillion Hire
 Boxford Playing Fields - £323.40 - Defib battery
 Zoe Rumsey - £615.21 - Clerks Salary
 Unity Bank - £7.00 - Bank Fee
 Mortimer Contracts - £760.80 - Public Realm contractor
 E.ON - £32.55 - Bell House Electricity
 Vertas Group - £942.00 - Playing fields grass cutting
 A J Smith - £1,782.00 - Tarmac works
 Boxford Village Hall - £49.25 - Hall hire
 Starboard Systems - £27.60 - Scribe Cemetery
 Box Media - £550.00 - BRN contribution
 HMRC - £59.97 - PAYE

The sum of the payments made was £8,380.43.

22nd April 2026 Closing Bank balances:

Community Account £53,223.99

Deposit Account £34,843.31

Reserve Account £48,077.93

Total of £135,145.23

b) *Authorise payments*

None

Year End figures:

Net position 31.03.26		
Title	Budget	Actual
Staffing	8,500.00	9,058.84
Subscriptions	1,300.00	2,013.87
Insurance	800.00	780.35
Chairs Expenses	500.00	21.50
Stat/tele/postage	200.00	
Audit Fees	650.00	647.00
Training	1,000.00	705.50
Travel	575.00	
Hall Hire	1,200.00	568.00
Legal Fees	500.00	389.33
Web & email hosting	350.00	250.00
Bank Charges		23.20
Cemetery Maintenance	3,000.00	4,089.00
Cricket Square Maintenance	2,000.00	1,026.51
Grants	7,000.00	5,044.00
PF Grass Contract	2,700.00	2,854.56
Asset Repairs	3782.00	1163.90
Street Lights	2,500.00	3,885.43
Waste Bin Collection	1,000.00	1,826.00
Public Clock maintenance	500.00	282.00
Box River News	2,500.00	3,850.00
Secretarial Support	3,000.00	714.49
War Memorial, Wreath & Xmas Tree	250.00	500.00
Misc	350.00	361.86
Electricity	450.00	366.46
Public Realm / Contractor	15,000.00	9,916.00
	59,607.00	50,337.80
Income	Budget	Actual
Precept	65,107.00	65,107.00
CIL		18,182.21
Burial Fees		3,078.00
Bank Interest		1,307.99
Misc		18.00
		87,693.20

11. Planning:

a) *Report on Decisions from the Planning Authority*

DC/26/00706 The Cobblers - Raise no Objections

DC/26/00466 Boxford House - Grant

b) *Consider the following items:*

DC/25/01410 - Cygnet House, Swan Street, Boxford – Householder Application - Proposed demolition and rebuild of front boundary wall, to include tree removal.

It was resolved to make no objection.

DC/26/01523 - 2 The Causeway – Notification of works to Trees in a Conservation Area - Pollard 1 No. Poplar tree (T1).

It was resolved to make no objection

c) *Any other urgent planning matters:*

None

12. Update on 20mph speed limit

An update was given at the beginning of the meeting, agenda item 8.

13. To agree action for parking issues at Brook Hall Road

Cllr Hurren will be asked to look into Planning Permission. A recommendation was given to the manager of the Care Home to make an application for the bank to be used for parking to include drop kerbs and to add grasscrete, this would be fully supported by the PC, BDC and SCC.

14. Update Annual review of documents and policies

a) *Grant Policy*

It was resolved to approve amendments

- b) *Asset Register*
Cllr Parr to amend. **Action:** Cllr Parr
- c) *Internal Control Statement*
It was resolved to approve
- d) *Risk Assessment*
It was resolved to approve
- e) *Financial Regulations*
It was resolved to approve

15. Clerks Correspondence

None

16. Member's Reports

Cllr Lawson commented that the path at the top of School Hill has still not been cut. Cllr Parr commented that he was due to speak with the contractor so would ensure that it was carried out. **Action:** Cllr Parr

Cllr Parr asked that a slot be made available at the next meeting for the Playing Fields Committee who wish to give a short presentation. **Action:** Clerk

Cllr Warren suggested that a working party arrange a date to clear the remainder of Bell House, once the historical society have worked through the remainder of the files. A resident offered to disperse old planning applications throughout the village.

17. Date of next meeting – Tuesday 26th May 2026

The Chair declared the meeting closed at 20.45.

Signed..... *C Parr*

Date..... *26.05.2026*