

MINUTES of the MEETING of BOXFORD PARISH COUNCIL held on Monday 2nd September 2019 at 7.30 p.m. in Bell House, Stone Street Road, Boxford.

PRESENT: A Sargeant (Chaired the Meeting), S Mattocks, M Wooderson, D Hattrell (Clerk), B Hurren (District Cllr) and J Finch (County Cllr).

W Wooderson duly completed his Declaration of Acceptance of Office before joining the Meeting.

APOLOGIES: were received from J Fincham-Jacques and P Wallis.

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 5TH AUGUST 2019: Accepted as correct.

MATTERS ARISING FROM THE MINUTES: Nothing was raised.

PUBLIC FORUM: No public attended.

REVIEW OF ITEMS RAISED BY THE PUBLIC: Not applicable.

COUNTY COUNCIL REPORT: County Cllr J Finch attended and reported on improvements to GCSE results across a range of subjects, the winners of the Suffolk's Creating the Greenest County awards were announced, Red House Residential Home in Sudbury crowned the 2019 Suffolk Care Home Olympics Champions, new Lorry Watch schemes launched and Cllr Finch had walked six legs of his sponsored walk along the Stour Valley Path. Further Adoption/Fostering sessions have been arranged. The Appeals to the School Transport changes are being heard and temporary bus passes have been issued in the interim.

DISTRICT COUNCIL REPORT: District Cllr B Hurren attended and reported on the Joint Local Plan Consultation. He advised there was a proposal for the District Council to be re-branded - South Suffolk. The consensus from the Parish Council was that this is a costly mistake if pursued. Cllr Hurren confirmed in relation to illegal driving along the RUPP by one resident, this involves crossing land owned by Flagship, so he was setting up a meeting. The Meeting was updated that the Police are attempting to discuss with the resident concerned. S Mattocks agreed to represent the Parish Council at the meeting with Flagship.

GRIT BINS AND REPLENISHMENT: After discussing with J Finch. it was agreed to request replenishment of all the grit bin locations - **Action Clerk.**

PARISH COUNCIL VACANCIES: No applicants have come forward, so Councillors agreed to encourage residents to apply at every opportunity - **Action All.**

FINANCE: The Bank balances as at 2nd September were **£35776.98** in the Community Account, **£13384.04** in the Deposit Account and **£51275.10** in the Reserve Account making a total of **£100436.12**. The Internal Audit Report was discussed. We were found to be fully compliant on book keeping, payment, budgetary, income and payroll controls. Bank reconciliation, End of Year and Internal Audit procedures were also fully compliant. Recommendations were to review the following documents: -

Standing Orders, Financial Regulations, Internal Control Policy and Asset Register.

An Annual Review of the Effectiveness of Internal Control should be carried out. An Agenda item for October was agreed - **Action Clerk**. A Minute reference should be made to show the Council has considered the External Audit Report - **Action Clerk**. Finally the auditors acknowledged progress had been made in relation to GDPR Legislation with the introduction of Privacy Notices, however, further work is suggested to get fully compliant - **Action All**.

A Review of Internal Control Policy was carried out. Acceptance of the draft was proposed by S Mattocks, seconded by A Sargeant and unanimously carried. It was agreed to consider the Service Level Agreement from the Sudbury Community Wardens between Meetings - **Action All**.

The following payments were approved: -

Cheque No.	Payee	Amount	Details
Funds Tr	Dynamic Fireworks	2676.76	Fireworks
Funds Tr	D K Hattrell	876.15	Clerk's Salary
Funds Tr	HM Revenue	55.18	Clerk's ddtns & ERS NIC
Funds Tr	SCC - Pension ACC	287.51	Clerk's Pension
Funds Tr	Sudbury Town Council	783.90	Sweeping Contract
Funds Tr	M A Crighton	185.00	Cemetery Contract

REVIEW OF STANDING ORDERS: The draft of the most up to date NALC Model with amendments to reflect Boxford Parish Council had been circulated ahead of the Meeting. Members required further time to review, so an Agenda item for the October Meeting was agreed - **Action Clerk**.

CORRESPONDENCE: The correspondence report was discussed and a potential new location for a dog bin was considered. This was agreed in principle, subject to the resident who suggested it, making enquiries with local residents to agree a suitable location near the Wash Lane/Calais Street junction - **Action Clerk**. M Wooderson agreed to chase progress regarding the Churchyard wall. There are broken dog bins. It was agreed for S Mattocks to provide details to the Clerk and for the Clerk to make enquiries with the Community Wardens - **Action S Mattocks/Clerk**.

NO PARKING REQUEST IN FRONT OF THE BUS SHELTER: The Parish Council agreed not to pursue the introduction of no parking in front of the Bus Shelter as it could decrease the much needed parking availability in the centre of the Village. S Mattocks agreed to update the Bus Timetable as a one-off.

CEMETERY: The Clerk explained various enquiries have been answered during July and August about interments and locations of some very old graves. Some very happy enquirers received answers in respect of final resting places for relatives who passed many years ago. A quote to reduce yew tree in the Cemetery overhanging graves and village hall was considered. This was proposed by M Wooderson, seconded by S Mattocks and unanimously carried - **Action Clerk**.

REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: Nothing was raised. The meeting closed at **9.46 p.m.**

Planning Meeting Held by Boxford Parish Council at Bell House, Boxford on Monday 2nd September 2019

The following decisions were advised from the Planning Authority: -

- a) Retrospective Consent had been granted to convert wood store to annex accommodation at 33 Swan Street - **DC/19/02642**.
- b) Planning Permission and Listed Building Consent had been Granted for single storey rear extension at The Old Forge, Church Street - **DC/19/02690**.
- c) Outline Planning Permission had been Refused for 4 detached dwellings on the site of Green Lawns Bonsai Nursery, Hadleigh Road - **DC/18/04967**.
- d) Listed Building Consent had been Granted for internal alterations to convert dining room of no. 3 into the ownership of no 5 Church Street - **DC/19/02587**.
- e) Consent had been granted for works to protected oak trees at 1 Rectory Park - **DC/19/03307**.
- f) Planning permission had been granted to convert garage to additional living accommodation and erect a single storey extension to 7 Gunary Close - **DC/19/03114**
- g) The Planning Authority did not Object to the notification of works to trees in Conservation Area at 14 Cox Hill - **DC/19/03468**.

The following applications were discussed: -

- 1) **DC/19/03791** - Planning application for two storey dwelling with improvements to vehicular access on land adj The Pippins, Calais Street.
The Parish Council had **No Objections**.
- 2) **DC/19/03813** - Proposed new vehicular access to existing poly tunnels and shed on site at Green Lawns Bonsai Nursery, Hadleigh Road.
The Parish Council had **No Objections**.
- 3) **DC/19/03948** - Proposed conversion of roof space to form additional living accommodation at 15 Goodlands.
The Parish Council had **No Objections**.
- 4) **DC/19/03965** - Notification of works to trees in Conservation Area at The Old Forge, Church Street.
The Parish Council had **No Objections**.
- 5) **DC/19/03824** - Proposed installation of metal bollard at Thatch End, 1 Stone Street.
The Parish Council had **No Objections**.
- 6) **DC/19/01873** - Re-consultation for information to see Local Housing Needs Assessment for land to The East Of, Sand Hill.
It was agreed to submit the draft prepared by S Mattocks with some additional points about the proposal being outside the building envelope. The Parish Council continues to strongly object to this application - **Action Clerk**. It was also agreed to seek a meeting with the Planning Officer - **Action Clerk**.
- 7) **DC/19/04071** - Notification of works to trees in a Conservation Area at 24 Stone Street.
The Parish Council had **No Objections**.
- 8) **Any other urgent Planning items** - M Wooderson took the Joint Local Plan Consultation to review ahead of the deadline - **Action M Wooderson**.