

MINUTES of the MEETING of BOXFORD PARISH COUNCIL held on Tuesday 27th September 2022 at 7.30 p.m. in Boxford Village Hall.

PRESENT: J Fincham-Jacques (Chairman), J Moles, T Munson, D Warren, D Hattrell (Clerk), B Hurren (District Cllr) and 7 members of the public attended in person. P Edwards joined the meeting via Video link.

APOLOGIES: were received from L Wortley, P Edwards and our County Cllr J Finch.

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 26TH JULY 2022: These were accepted as correct.

MATTERS ARISING FROM THE MINUTES: D Warren advised that 2 reports he had put on the Highways reporting tool had been closed and not resolved. He has reinstated the reports accordingly. The Clerk confirmed she had come across similar issues with the reports on the reporting tool.

PUBLIC FORUM: A resident was concerned about the use of 2 Brook Hall Road as a commercial foster home and had been in correspondence with District Cllr B Hurren in this respect. He felt neighbours should have been consulted and a planning application put in for the change of use. He was also concerned with the appearance of the constructions at the Dog Training facility in Stone Street. He couldn't understand why these changes were passed by the Planning Authority. He raised other housing issues regarding the unsuitability of tenants and the need to leave a property vacant. B Hurren confirmed that the District Council did consult their legal department in respect of the proposed change of use of 2 Brook Hall Road and it was confirmed the change was permitted without an application. He confirmed he will cover the other housing issues in his report. Representatives from the bowls club attended in advance of their centenary events next year to try and get the surface of the path leading from Broad Street to the Bowls club restored. The Chairman explained since receiving their email earlier in the day, it had been sent to the County Councillor to seek assistance as it is a County Council path. B Hurren also offered to help as much as he could.

REVIEW OF ITEMS RAISED BY THE PUBLIC: All noted under Public Forum item.

COUNTY COUNCIL REPORT: County Cllr J Finch had sent his apologies, however, his report covered the cost of living support for Suffolk households announced recently by Central Government. Further hosts are needed to support Ukrainians. Further consultation on the Bramford to Twinstead pylon proposals was to end on 7th October. Adoption and fostering sessions continue. He attended Boxford with the new highways officer for our area and reminded about the blocked ditch near the Village Hall. A resident, on the day, explained various outstanding matters identified from the Village Inspection/survey.

DISTRICT COUNCIL REPORT: District Cllr B Hurren attended and his report covered housing issues which he agreed are unsatisfactory and he explained the District Council have to follow criteria, so they cannot freely select the occupants. One property needs to remain vacant as the occupant was a victim of domestic violence and has the option to return within a year. Meanwhile he has asked for the grass to be mown. He apologised for not attending the July Meeting, however, he wanted to prepare for the Planning Committee hearing of the

Sand Hill application the following day. He praised L Wortley for her contribution and was delighted that Planning Permission was refused for the development with no sign so far of an Appeal. He confirmed the development of the old Corks Lane Headquarters is underway with 57 dwellings expected. Various things were delayed due to the national period of mourning. Elections were due next May (including Parish Council). Various grants are available and being allocated including CIL. The Citizen Advice Bureau are being supported to help with the cost of living crisis and he is planning another trip to the Energy from Waste plant. A resident asked about the CIL grants and B Hurren confirmed the next round is by the end of October.

APPOINTMENT OF REPRESENTATIVES AND SUB-COMMITTEES: This was deferred again due to the low numbers attending.

VILLAGE AUDIT AND PROPOSALS FOR BUS SHELTER: Colin Parr presented details of the Village Audit he together with other volunteers have undertaken. They have identified various areas in the village in need of maintenance and he stated the village was looking tired in places. He asked for the group of volunteers to be empowered by the Parish Council to investigate further with the various authorities to identify responsibility for each category identified. They felt the next stage would be meetings with J Finch and B Hurren. They felt that Boxford Village deserves a plan to overcome these issues. He anticipated some categories will be identified as the responsibility of the County Council, some Babergh District Council, others the Parish Council and other areas could be addressed by volunteers. Barry Rule then explained that people approached him when he painted the Bus Shelter asking for a display in one side. He shared the ideas and offered to approach the Heritage Team at the Planning Authority to see what would be permitted. B Hurren explained the heritage issues in the past was not to fix anything onto the permanent structure. However, B Rule explained that some of the changes would be reinstating previous structures. B Hurren agreed to help as much as possible. It was noted any application would be needed from the Parish Council once realistic proposals are agreed. T Munson asked about security in view of previous vandalism at the Bus Shelter. B Rule confirmed there would be a rota to lock it at night. **The Parish Council resolved to empower the working group to establish responsibility for the various issues identified in their audit and were very supportive of this action taking place.** C Parr then went onto the arrangements for the Coronation next year on behalf of the Community Council and felt the budget may be in the region of £10k. It was agreed for the Parish Council to include a financial agenda item "**Coronation Budget**" for the October Meeting on this subject - **Action Clerk.** Following discussion, T Munson, proposed the Community Council have the expertise and are happy to make arrangements to celebrate the Coronation in the Parish and the Parish Council should support them to do so. This was seconded by D Warren and unanimously carried.

NEIGHBOURHOOD PLANNING: The Referendum is scheduled for 27th October and it was agreed to spread the word to many in the Village. The District Council is responsible for all the arrangements and the posters and website notices are in place. It was agreed to enquire about the polling cards - **Action Clerk.**

FINANCE: The Bank balances as at 1st September 2022 were **£44916.25** in the Community Account, **£13403.85** in the Deposit Account and **£62262.28** in the Reserve Account making a total of **£120,582.38.**

The following pre-agreed payments for July/August: -

Cheque No.	Payee	Amount	Details
<u>For July month</u>			
Funds Tr	Employment Costs totalled	1283.05	Salary, ERS NIC & Pension
Funds Tr	M A Crighton	265.00	Cemetery Contract
Funds Tr	Glasdon UK Ltd	255.42	Dog bag dispenser
Funds Tr	Topline Pest Control	60.00	Cemetery moles
Funds Tr	Mortimer Contracts	42.00	Cemetery path
Funds Tr	Boxford Village Hall	34.50	Hall hire
Funds Tr	Boxford PFMC	24.50	Boxford Friendsp Gp hire
<u>For August month</u>			
Funds Tr	Employment Costs totalled	1243.95	Salary, ERS NIC & Pension
Funds Tr	SALC	350.40	Internal Audit Fee
Funds Tr	Parish Online	97.20	Web maps
Funds Tr	Boxford PFMC	49.00	Boxford Friendsp Gp hire
Funds Tr	Mortimer Contracts	42.00	Cemetery path
Funds Tr	Boxford Village Hall	34.50	Hall hire
Funds Tr	M A Crighton	185.00	Cemetery Contract

T Munson confirmed she wasn't comfortable holding such high reserves and it was noted the opportunity to discuss this will come when full Council discusses budget and precept - November/December/January. It was agreed to add an Agenda item to the October Meeting of - **Promoting the Elections and New Councillors - Action Clerk.**

The Parish Council took the opportunity to review the Standing Orders, Financial Regulations and their Internal Control Policy. Adaptations were agreed and members resolved these documents now meet the Parish Council's needs - **Action Clerk to send to webmaster to update on the website.**

Parish Council Insurance was considered. Our previous providers had withdrawn their scheme and despite tougher market conditions, our agent was able to secure a new scheme with Ansvar. The Clerk had completed the risk form covering the extent of cover needed by the Parish Council and a quote of £601.78 was provided. Members agreed to proceed with this quote and review the situation next year approaching the renewal - **Action Clerk.**

A quote had been received from our Community Wardens for the Christmas tree to be put in the Churchyard again this year. Members felt the quote was high, so T Munson agreed to make some urgent enquiries before a decision is made whether to accept the quote - **Action T Munson.**

Internal Audit Report - All but 1 requirements were either fully or partially met. A Website Accessibility Statement was required as soon as possible to comply with the relevant regulations - Clerk has started researching examples and will contact webmaster Trudi - **Action Clerk.** Other recommendations related to Financial Regulations, Standing Orders, Internal Control Policy including the frequency of budget reviews - the recommendations were incorporated in the review of each document above. Also a couple of additional documents are to go on our website - **Action Clerk.**

NEW CLLR CODE OF CONDUCT: Members had reviewed the new Code of Conduct and resolved to adopt this Code. At this stage we haven't been asked to submit new Register of

Interest Forms, however, the Clerk advised that any changes in circumstances or that are brought about by the new code would necessitate completion of a new form - **Action All**.

CORRESPONDENCE: The correspondence report had been circulated ahead of the Meeting. All matters were noted.

CEMETERY: It was agreed for the Clerk to investigate independent contractors to undertake the risk assessment of the Cemetery and Graveyard in view of the dangers of monitoring headstones - **Action Clerk**. A meeting will be scheduled from mid October onwards with Tree Surgeons to assess any timely tree work. This resumes a regular review and also comes out of requests from residents neighbouring both the Churchyard and Cemetery. Another Council Member is likely to join our Cemetery representative at this meeting subject to availability - **Action Clerk to arrange the meeting nearer the time**.

URGENT REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: J Moles had observed the Village Audit did not pick up issues at Homefield and also disabled access to businesses in the Village is restricted. Members noted these observations and the action at this stage are for members to monitor these areas and report back any concerns. Following the meeting, members unanimously agreed to invite Howard Watts, applicant to join the Parish Council, to be co-opted at the October Meeting - **Action Clerk**.

The meeting closed at **9.45 p.m.**

Planning Meeting Held by Boxford Parish Council in Boxford Village Hall and by Video Conferencing on **Tuesday 27th September 2022**

The following decisions were advised from the Planning Authority: -

A) Planning Permission was granted for rear extension and front porch at 7 Boxford Lane - **DC/22/01950**.

B) Work can proceed to fell mountain ash and holly in Conservation Area at Mill House, 3 Church Street, Boxford - **DC/22/03275**.

C) Work can proceed to fell rowan in Conservation Area at 4 The Causeway, Boxford - **DC/22/03327**.

D) Planning and Listed Building Consent was granted for rear extension and cart lodge at Mill House, 3 Church Street, Boxford - **DC/22/01304 & 01315**.

E) Listed Building Consent was granted for internal alterations at Peyton House, Butchers Lane - **DC/22/02241**.

F) Condition 4 - details of the external colour finishes were not discharged from the latest submission to the Planning Authority at 2 Cherry Ground Cottages, Wash Lane - **DC/22/03071**.

G) Planning Permission was granted for extensions at Kiln Place, Cox Hill - **DC/22/03032**.

H) The Planning Authority did not wish to object to work to Conservation Area trees at 2 The Causeway - **DC/22/03725**.

I) Planning Permission was granted for garage with 8 roof mounted solar panels (amended scheme) at The Bungalow, Roylands Lane - **DC/22/03068**.

J) Consent was granted for work to protected trees at 4 The Causeway, Boxford - **DC/22/03760**.

K) The applications for planning permission to upgrade access, turning and parking **DC/22/02565** and for Listed Building consent to re-position boundary wall **DC/22/02979** at 30 Stone Street have been withdrawn.

L) Conditions were approved for roofing materials and external colour finishes at 2 Cherry Ground Cottages, Wash Lane, Boxford - **DC/22/04129**.

M) Listed Building Consent was granted for external rendering at The Old Forge, Church Street, Boxford - **DC/22/03855**.

N) Consent for work to protected lime trees was refused at 4 The Causeway, Boxford - **DC/22/04217**.

O) Planning Permission was granted for cladding at 10 Stone Street - **DC/22/03769**.

The following applications were discussed: -

1) 2 The Causeway - Conservation Area Tree Application - **DC/22/03725**
The Parish Council and Tree Warden had **No Objections**.

2) 4 The Causeway - Protected Tree Application - **DC/22/03760**.

The Parish Council had **No Objections**.

Application for works to protected limes at same address - **DC/22/04217**.

Both the Parish Council and Tree Warden had **No Objections**.

3) 10 Stone Street - Application for cladding and porch - **DC/22/03769**.
The Parish Council had **No Objections**.

4) The Old Forge, Church Street - Listed Building application to replace render - **DC/22/03855**.
The Parish Council had **No Objections**.

5) Old School House, School Hill - Listed Building Application for Re-roofing and re-pointing to chimney stacks - **DC/22/03176**.
The Parish Council had **No Objections**.

6) Any other urgent planning matters including reports of potential breaches of planning at Box Valley Farm Orchard. Residents had communicated concerns and the Parish Council has written to the Planning Authority between meetings. B Hurren updated that a statement should be available towards the end of the week.