

**MINUTES of the ANNUAL MEETING of BOXFORD PARISH COUNCIL** held on Tuesday 23rd May 2023 at 7.30 p.m. in the Village Hall, Boxford.

**PRESENT:** C Parr (Chairman), H Phillips (Vice Chairman), L Carpenter, T Munson, D Warren, H Watts, J Fincham-Jacques (Chaired the first item), D Hattrell (Clerk), B Hurren (District Cllr) arrived late due to another meeting and 3 members of the public attended in person. No video link was requested.

**ELECTION OF CHAIRMAN:** J Fincham-Jacques Chaired this item as the retiring Chairman. H Phillips proposed C Parr as Chairman. This was seconded by D Warren. C Parr confirmed his willingness to take on the Chairmanship. This was duly carried and the appropriate Declaration of Acceptance of Office as Chairman form was completed. C Parr then took the Chair.

**APOLOGIES:** were received and accepted from L Wortley and J Finch (County Cllr).

**DECLARATION OF INTEREST BY COUNCILLORS:** H Phillips confirmed he is the Chairman of the Playing Field Management Committee and a Finance item in relation to the Shower facilities at the Playing Fields may be discussed.

**MINUTES OF 25TH APRIL 2023:** These were accepted as correct with one matter arising as an incorrect report was given to the meeting due to a misunderstanding. H Watts apologised to the Meeting.

**MATTERS ARISING FROM THE MINUTES:** The numbers are still to be finalised, however, a contribution towards the Coronation Event is required potentially in the region of £5000. Once the final amount is known, this will be requested from the Parish Council and a formal Minute made.

**PUBLIC FORUM:** A resident congratulated the new Chairman. He reminded about the traffic survey which was requested for a number of locations in the village and was concerned that this has not been satisfactorily resolved by the County Council. He also asked about the seat near the Burial Ground in need of refurbishment. He felt it was important that a maintenance plan is put in place to keep the refurbished gates to the Cemetery and other street furniture in good repair. He was concerned with the standard of street cleaning/sweeping by the Community Wardens. Finally he raised the importance of providing a village car park and he remembered in his Parish Council days that some investigations took place on this subject.

Another resident had read the report from our District Cllr in Box River News. She was concerned that improving the surface to the Bowls Club will not solve the problem of a vehicle using the footway to access the rear of their property.

Another resident arrived late to the meeting, however, the meeting was closed to enable him to ask about a 20 mph speed limit.

**APPOINTMENT OF VICE CHAIRMAN, SUB COMMITTEE'S AND REPRESENTATIVES:**

Vice Chairman - H Phillips.

The Chairman and Members did not want to rush to change committee's and representatives and wanted to keep things as before until they get organised with priorities etc.

Planning - Full Council as before.  
Finance Sub Committee - D Warren & Responsible Finance Officer/Clerk.  
Cemetery Sub Committee - D Warren, T Munson and L Wortley.  
Footpath Liaison with the Parish Footpath Wardens - L Wortley to liaise with the 3 Wardens.  
Parish Tree Warden - Drake Davis  
Community Wardens Rep - T Munson  
VH Rep - D Warren  
Community Council Rep - C Parr  
Playing Fields Rep - H Phillips  
Church Rep - no representative currently  
Boxford Society Rep - no representative currently

**REVIEW OF ITEMS RAISED BY THE PUBLIC:** H Phillips explained there is reference to a Village Car Park in the Neighbourhood Plan. The Parish Council will obtain a quote to refurbish the seat - **Action Clerk**. The Cemetery sub-committee were asked in the first instance to consider a maintenance contract for street furniture. T Munson explained her concerns regarding the responsiveness of the Wardens and advised that some other Parishes have had similar experiences. It was agreed to let the Wardens know we have concerns. T Munson was happy to continue as the Parish Council liaison person with them. The Chairman confirmed he was happy to attend a meeting with the Wardens. It was agreed to circulate the contract details to the full Parish Council to consider - **Action Clerk**. The hours went up from 2 to 3 per week recently. In relation to a potential 20 mph speed limit the Parish Council unanimously resolved that they would like such a limit in the Village. It was agreed to contact the County Highways Officer to check the process to make this happen - **Action Clerk**. There was discussion around roadside green areas. T Munson had applied for permission to plant in the small area at the top of School Hill. This was gained as it was the intention for the WI to plant trees. Unfortunately as reported last meeting the ground was too shallow for the roots, so alternative planting is being considered. Other green spaces would need to be researched as to ownership and relevant permissions. It may be possible to include some additional contract work funded by the Parish Council to maintain such areas.

**COUNTY COUNCIL REPORT:** County Cllr J Finch had sent apologies, however, had issued his Report in advance covering that the County Council were committing additional funding to Suffolk Libraries to help them continue delivering the current level of services. They are supporting Dementia Action Week with a competition to produce virtual reality films for people living with the condition. Extra funding is going into Council run children's homes to provide more placements. The County Council have released figures of the first 18 months of the award winning digital care service, Cassius. Considerable savings and improvement to well being are being achieved. Suffolk County Council and East Suffolk Council have been recognised as foster friendly employers and encourages other local organisations to follow suit. Virtual Fostering and Adoption Sessions for the Stour Valley continue. It was commented that the report did not cover matters specific to Boxford.

**DISTRICT COUNCIL REPORT:** District Cllr B Hurren congratulated the new members of the Parish Council and our new Chairman, C Parr and Vice Chairman, H Phillips. B Hurren reassured the resident concerned about the vehicle driving along the croft path. He confirmed a meeting is being arranged with Flagship who own relevant land along the path and members of the Parish Council will be invited to attend. This is happening alongside the plans to improve the path surface to the Bowls Club. He confirmed he is the longest serving

District Councillor and was presented with a framed certificate in recognition. He confirmed the make-up of the new District Council. Locally, he is chasing progress following the Planning Meeting held in early March.

**FINANCE:** The Bank balances as at 2nd May 2023 were **£46056.11** in the Community Account, **£13432.11** in the Deposit Account and **£64819.18** in the Reserve Account making a total of **£124307.40**.

The following pre-agreed payments for April: -

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Funds Tr	Employment Costs totalled	1361.85	Salary, ERS NIC & Pension
Funds Tr	SALC	508.78	Subscriptions
Funds Tr	M A Crighton	185.00	Cemetery Contract
Funds Tr	Mortimer Contracts Ltd	42.00	Cemetery path
Funds Tr	Suffolk Tree Services	93.60	Hedging for Rectory

### **Approval of End of Year Accounts**

The End of Year Accounts for the Year ending 31st March 2023 were considered and approved. The Clerk will now use the figures to populate the Annual Governance and Accountability Return (Audit Return) for approval at the June Meeting - **Action Clerk**. These figures will be available on the website as usual and also on the Parish Council Noticeboard on the Fleece.

### **Cemetery Ivy removal and brown bin order**

The above was approved and D Warren will take forward - **Action D Warren**. He explained the removal of some stumps will be delayed to test the health of some of the trees.

### **Neighbourhood Plan Documents**

H Phillips explained that the Parish Council approved the purchase of these documents previously. Members agreed for H Phillips to get an up to date quote for approval at the June Meeting - **Action H Phillips**.

### **Playingfield Shower Improvements - Boxford Rovers**

The Parish Council had committed to granting £5000 made up of 106 monies and Parish Council Reserves. It was agreed that this can now be made up from Parish Council CIL monies of £3035.56 and the balance from Parish Council Reserves. H Phillips is applying for a Babergh CIL grant towards the improvements and asked for the Parish Council to issue a letter of support. This was agreed - **Action H Phillips and Clerk**.

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

**CEMETERY:** This was largely covered under Finance, however, one item to report was that the Archdeacon has given written approval of the List B Application for boundary wall to the Churchyard restoration. D Warren was thanked for seeing this through. D Warren will now ask the contractors to provide an up to date quote for this restoration - **Action D Warren**.

**HIGHWAYS:** In relation to the proposed new bus stop markings received just ahead of last meeting, it was resolved that the Parish Council is prioritising parking and therefore these markings should not go ahead - **Action Clerk to formally respond to the County Council**

**and our County Councillor.** The proposed 20 mph limit had been considered earlier in the Meeting. The Chairman agreed to take forward a polite notice for Box River News suggested by T Munson to encourage residents to park off road when they can to help reduce the parking issues - **Action Chairman.**

**URGENT REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS:** It was agreed to update contact details on the website to enable both members and the public to access this information - **Action Clerk.** The Chairman suggested a working group meeting of all the Councillors to do some brainstorming over priorities to take forward and how. All agreed this would be a good idea. It is not essential for the Clerk to attend, however, she will be invited. The Chairman will make arrangements - **Action Chairman.** The Chairman was hopeful that once residents see some good progress others will want to join the Parish Council to fill the remaining Vacancies.

The meeting closed at **9.40 p.m.**

Planning Meeting Held by Boxford Parish Council in Boxford Village Hall on **Tuesday 23rd May 2023**

The following decisions were advised from the Planning Authority: -

- A) The application for Listed Building Consent at The Old Bakery 12-16 Broad Street, Boxford - **DC/23/01222** has been withdrawn.
- B) Conditions have been approved for materials at The Old Forge, Church Street - **DC/23/01098.**
- C) The Planning Authority do not wish to object to the Conservation Area tree application at Box River House, 1 Broad Street - **DC/23/01807.**
- D) The Planning Authority do not wish to object to the Conservation Area tree application at Brook House, 17 Stone Street, Boxford - **DC/23/01882.**
- E) The Planning Authority do not wish to object to Conservation Area tree application at Mill House, 3 Church Street, Boxford - **DC/23/01896.**

The following matters were discussed: -

- 1) The proposed letter to the Chief Planning Officer re Development in The Wash Lane area following legal advice was considered. It was noted that Polstead Parish Council had already taken this forward in a similar way following their meeting the week before. The Chairman led the discussion by proposing that as the Parish Council asked for the advice, we should follow through by sending it to the Planning Authority to consider. This was resolved and no further action was agreed beyond this. It was agreed to address our correspondence on this

matter to the Chief Planning Officer and copy to various other interested parties including District Cllr B Hurren - **Action Clerk**.

2) Any other urgent planning matters - nothing was raised.