

**MINUTES of the MEETING of BOXFORD PARISH COUNCIL** held on Tuesday 25th July 2023 at 7.30 p.m. in the Village Hall, Boxford.

**PRESENT:** C Parr (Chairman), H Phillips , L Carpenter, T Munson, D Warren, H Watts, L Wortley, D Hattrell (Clerk), B Hurren (District Cllr), J Finch (County Cllr) and 2 members of the public attended in person. No Video link was requested.

**APOLOGIES:** None were received.

**DECLARATION OF INTEREST BY COUNCILLORS:** None were declared.

**MINUTES OF 27th JUNE 2023:** These were accepted as correct.

**MATTERS ARISING FROM THE MINUTES:** H Phillips handed out the Neighbourhood Plan documents to Councillors and Clerk.

**PUBLIC FORUM:** A resident reported that the hedge at Homefield Court had been trimmed, however, the bollards were yet to be repaired. He asked about the traffic survey and the Chairman confirmed that would be discussed during the Meeting. He asked about grants towards the Pavilion Changing Facilities. H Phillips updated the meeting in this regard. Meanwhile the project for flood lighting is progressing with the final quotation awaited. The CIL grant will go before cabinet in September. B Hurren agreed to investigate the earliest date for approval - **Action B Hurren**.

**REVIEW OF ITEMS RAISED BY THE PUBLIC:** All were either covered under Agenda items or addressed in direct response to the resident during the Public Forum.

**COUNTY COUNCIL REPORT:** County Cllr J Finch attended and his report, issued in advance, covered that the County Council is to consider the provision of library services for when the current contract ends. A Public Consultation will be used to inform requirements and future development of the new service. A decision has been taken to bring the Fire and Rescue Service control centre back to Suffolk. The shared centre with Cambridgeshire and Peterborough has run into difficulties. Better broadband is planned for rural Suffolk properties. Ancestry have been appointed to help digitise Suffolk's popular family and local history sources at Suffolk Archives. Virtual Fostering and Adoption sessions continue. On local matters, the traffic survey data was from 2017, so J Finch is commissioning new data. The monitoring takes place 24 hours a day and it was agreed after the Summer Holidays would be more typical. J Finch agreed to add Stone Street to the list of locations in view of recent findings from the Parish Council Survey. The Chairman agreed to feedback anything significant to J Finch and would like to get some dates in the diary for the survey to take place. The Chairman confirmed we can work on the other criteria required for a 20 mph limit in the meantime. H Watts asked about reporting pot-holes and J Finch and the Clerk explained about the Suffolk Highways reporting tool. The Chairman concluded by confirming the poor state of some roads would need to be addressed by re-surfacing and he will discuss that with J Finch between Meetings.

**DISTRICT COUNCIL REPORT:** District Cllr B Hurren confirmed the District Council has had 2 full Council Meetings since the elections. They are environmentally focused and also ambitious to support young people. They want to support strong communities, housing needs and help residents take pride in where they live. They are supporting the local Citizens Advice Bureau. Fly tipping is a problem, so he urged vigilance. He has repaired the door at Bell House and will provide the seat quote soon. He wrote to Flagship and is assured the bollards will get repaired and they have already cut the hedge.

**SUB-COMMITTEE'S AND REPRESENTATIVES:** It was resolved to form the following Sub Committee's: -

**Environmental and Ecology Sub Committee**

L Carpenter, T Munson and L Wortley

**Public Realms Sub Committee**

C Parr, D Warren and H Watts

**Chairman's Sub Group**

C Parr and L Carpenter

**Planning Sub Committee**

H Phillips, H Watts and L Wortley

**Cemetery Sub Committee**

D Warren and H Phillips

**Finance Sub Committee**

C Parr, H Phillips, D Warren and the Responsible Finance Officer (Clerk)

**FINANCE:** The Bank balances as at 3rd July 2023 were **£33,661.21** in the Community Account, **£13460.11** in the Deposit Account and **£70559.79** in the Reserve Account making a total of **£117,681.11**.

The following pre-agreed payments for June: -

<b>Cheque No.</b>	<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Funds Tr	Employment Costs totalled	1380.89	Salary, ERS NIC & Pension
Funds Tr	Boxford Community Council	3220.38	Coronation Event
Funds Tr	SALC	216.00	Training
Funds Tr	M A Crighton	185.00	Cemetery contract
Funds Tr	Mortimer Contracts Ltd	42.00	Cemetery path
Funds Tr	Boxford Village Hall	34.50	Hall hire
Funds Tr	Glasdon	116.28	Dog Waste Bags
Funds Tr	Suffolk Wildlife Trust	20.00	Training

**Bell House telephone and electricity contracts:** It was resolved to cancel these contracts as soon as possible - **Action Clerk.**

### Bank Signatories

It was resolved for all the Finance Committee Members to become signatories and to remove any signatories who have left the Parish Council - **Action Clerk to bring the forms for signing to the September PC Meeting.**

**CORRESPONDENCE:** The correspondence report had been circulated ahead of the Meeting. All matters were noted. It was agreed to add an Agenda item of Community Wardens - List of services they can provide for the September Meeting - **Action Clerk.**

**CEMETERY:** D Warren explained the results of tests recently confirming the large leaning tree near the Rectory and another garden bordering the Cemetery needs to come down. Some other trees are recommended to come down and the urgent work is likely to prove costly. As this Council is not going to meet before the end of September it was agreed to delegate the authorisation of urgent work to be recommended by the Cemetery Sub Committee and approved by the Chairman between meetings up to £10,000. The expenditure will come from other long term reserves for the Cemetery. The contractors authorised to restore the Churchyard boundary wall have cancelled as they no longer have capacity for next summer. The Church are still happy as long as alternative contractors do it to the same specification. D Warren will get further quotes - **Action D Warren.**

**CONSIDER NEW START TIME OF 7.00 PM:** This was agreed effective from the September Meeting.

**REMINDER THAT NEXT FULL MEETING IS IN SEPTEMBER:** The Meeting was reminded that unless urgent planning that cannot be resolved between meetings arises, this Council will have an August break. If the August Meeting is necessary, it will take place on Tuesday 8th August from 7.30 p.m. with a limited Agenda of only the urgent Planning item.

**URGENT REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS:** T Munson updated the Meeting about the Wild Fires and Emergency Planning. Meetings are proceeding and the response likely to be agreed is of a basic nature such as opening halls as emergency centres. L Carpenter confirmed that the newly formed Environmental and Ecology Sub Committee met and put together a statement of purpose which was to be circulated - **Action L Carpenter.** L Carpenter has attended training workshops run by Suffolk Wildlife Trust to gain information and ideas and the Sub Committee is considering putting together a regular article for Box River News and organising a community biodiversity survey for the Village which is something people could come and add to via a Parish Council table at the monthly market. A regular Agenda item is to be formed to allow the Sub Committee to share their proposals to full Council - **Action Clerk to add to the Agenda.** A Base Line Survey from the Suffolk Wildlife Trust could be undertaken. The Chairman then reported that progress is being made with the Surveying of the Village Hall as agreed at last Meeting. Regarding the Buses, a meeting has been arranged at Endeavour House on the subject and a Transport Survey will be arranged to support future actions.

The meeting closed at **9.29 p.m.**

Planning Meeting Held by Boxford Parish Council in Boxford Village Hall and by Video Conferencing on **Tuesday 25th July 2023**

*The following decisions were advised from the Planning Authority: -*

A) The Planning Authority do not wish to object to the reduction of horse chestnut at Field View, Cox Hill - **DC/23/02910**.

B) The Planning Authority do not wish to object to the reduction of silver birch at Mill House, 3 Church Street - **DC/23/02821**.

*The following applications were discussed: -*

1) Change of use application at Vermont, 13 Stone Street - **DC/23/02720**.  
The Parish Council had **No Objections** between Meetings.

2) Application for works to Conservation Area horse chestnut at Field View, Cox Hill - **DC/23/02910**.  
Both the Tree Warden and Parish Council had **No Objections** between Meetings.

3) Catesby Development Appeal - **DC/20/00330**.  
The Parish Council continues to have **strong objections** and the statement and accompanying documents were uploaded to the Planning Inspectorate Website ahead of the deadline.

4) Application for Listed Building Consent for the re-roofing of Old School House - **DC/23/03050**.  
The Parish Council had **No Objections** between Meetings.

5) Householder and Listed Building Applications for rear windows, canopy and external alterations at 25 Swan Street - **DC/23/02932/33**.  
The Parish Council had **No Objections** subject to the Heritage Team being satisfied with the further information they have requested.

6) Application for Permission in Principle for 2 single storey detached dwellings at land to the rear of units 1 & 2, Former Hawthorns Business Park, Calais Street - **DC/23/03267**.  
H Phillips reported that this application is ruled out in the Neighbourhood Plan as it doesn't meet the criteria for a rural exceptions site and the proposal is outside the settlement boundary. It was resolved to object to this application with the draft reasons provided by H Phillips - **Action Clerk**.

7) Any other urgent planning matters - It was agreed for L Wortley to review the Bramford to Twinstead pylons issues including the potential for Community benefit. The Chairman thanked L Wortley and H Phillips for their extensive work on the Catesby Appeal submission.