

BOXFORD PARISH COUNCIL

MINUTES of the MEETING

held on Tuesday 23rd September 2025 at 7.00p.m. in the Village Hall, Boxford.

PRESENT: Cllrs D Warren, H Watts, C Lawson and P Watt. Z Rumsey (Clerk), CClr J Finch. 3 members of the public attended in person.

1. Apologies:

DCllr Hurren. Cllr J Tolputt. It was resolved to accept the apologies. Cllr V Poole has resigned from the PC due to personal circumstances.

2. Declarations of Interest by Councillors:

None received.

3. Approval of Minutes of 22nd July 2025:

It was resolved to accepted the minutes as correct and these were signed by the Chair.

4. Matters Arising from the Minutes:

All matters arising are Agenda items.

5. Questions from the Public:

None received.

6. District Council Report:

As DCllr Hurren was not able to attend the meeting, no report was received.

7. County Council Report:

The attached report was received and distributed to Parish Councillors ahead of the meeting. CClr Finch advised that the Devolution paper is about to be submitted to the Secretary of State. The Traffic Regulation Order is being put together for the addition of yellow lines to the village. There is no update on the Speed Limit proposal.

8. Finance – Bank Balances and previously agreed payments.

22nd July 2025 Opening Bank Balances: £106,714.81.

Income:

£21.60 (Gotelee Solicitors), £132.00 (Burial fee), £32,553.50 (Precept) £152.62 (Interest Reserve A/C) £114.45 (Interest Deposit A/C). *Total £32,974.17.*

The following pre-agreed payments paid: -

Date paid	Payee	Amount	Details
28/07/25	Zoe Rumsey	£454.09	Clerks Salary
	HMRC	£135.97	PAYE
	Boxford Village Hall	£41.00	August Hall Hire
	Suffolk Preservation Society	£30.00	Membership
	St George's Pest Control	£84.00	Churchyard mole traps
06/08/25	Mortimer Contracts	£1,128.00	Public Realm contractor
	Gotelee Solicitors	£467.20	Bell House Registration
	Geoxphere Ltd	£97.20	Parish Online
	S Michlmayr	£338.40	Church Clock repair
	Babergh District Council	£2,191.20	Bin emptying
07/08/25	Mattia Mondelli	£5,508.00	Deposit Church wall repair
19/08/25	E.ON	£32.55	Bell House Electricity

26/08/25	Zoe Rumsey	£453.89	Clerks Salary
	TBF Traffic Ltd	£60.00	Church wall repair traffic control
	Mattia Mondelli	£5,508.00	Church wall repair
	Boxford Village Hall	£41.00	September Hall Hire
	Box Media	£1,650.00	BRN 24-25
17/09/25	E.ON	£32.55	Bell House Electricity
19/09/25	HMRC	£136.17	PAYE
	Box Media	£2,200.00	BRN 25-26
	Mortimer Contracts	£414.00	Public Realm contractor
	PKF Littlejohn	£378.00	External Audit
	SALC	£79.20	Councillor Training
	TBF Traffic Ltd	£822.00	Church wall repair traffic control

The sum of the payments made was £22,282.42.

23rd September 2025 Closing Bank balances:

Community Account £35,906.07

Deposit Account £34,596.76

Reserve Account £46,903.73

Total of £117,406.56

Consider the following items: -

a) *Authorise payments*

None

b) *Approval of Clerks Salary – NJC salary agreement 2025-2026*

It was resolved to approve the increase for the Clerks salary payments, which will be back dated to April 2025.

c) *End of Audit report*

Distributed prior to the meeting, there have been no matters brought to our attention as a result of the audit. It was resolved to note the End of Audit report.

d) *Budget report*

The budget report was distributed prior to the meeting, it was noted that the funds are slightly under budget on the Churchyard wall repair. A question was raised with regards to the BRN fund, the Clerk explained that last years payment was not made and therefore it had been added to this year.

e) *Insurance quote*

The insurance quote was distributed to Councillors prior to the meeting. The policy has increased by approximately £100 but with no amendments to be made, it was resolved to accept the quote.

f) *Change of bank*

It was resolved to change the PC bank to Unity Bank, as it has been very difficult to change to signatories on the current bank account.

g) *Church Grant request*

The church has been in contact to request their regular grant for the insurance of the building. It was resolved that as the figure of £2,500 has been budgeted for this year, the PC would contribute this amount with the figure being looked at for next years budget.

h) *SALC Payroll Price Increase*

The Clerk advised the PC that the fee for the Payroll costs would be increasing to £8.50 per month from £7.50 per month.

Boxford Parish Council				
Detailed Budget Summary				
All Cost Centres and Codes (Between 01/04/2025 and 23/09/2025)				
Expenditure				
Title	Budget	Actual	Forecast	Total
Staffing	8,500.00	£ 3,621.81	£ 3,408.59	£ 7,030.40
Subscriptions	1,300.00	£ 1,094.67		£ 1,094.67
Insurance	800.00		£ 780.35	£ 780.35
Chairs Expenses	500.00			£ -
Stat/tele/postage	200.00			£ -
Audit Fees	650.00	£ 332.00	£ 378.00	£ 710.00
Training	1,000.00	£ 639.50		£ 639.50
Travel	575.00			£ -
Hall Hire	1,200.00	£ 302.00	£ 287.00	£ 589.00
Legal Fees	500.00	£ 389.33		£ 389.33
Web & email hosting	350.00		£ 350.00	£ 350.00
Cemetery Maintenance	3,000.00	£ 69.00		£ 69.00
Grants	9,000.00	£ 75.00		£ 75.00
PF Grass Contract	2,700.00	£ 1,427.28	£ 1,427.28	£ 2,854.56
Asset Repairs	3,782.00			£ -
Street Lights	2,500.00	£ 1,932.66		£ 1,932.66
Waste Bin Collection	1,000.00	£ 1,826.00		£ 1,826.00
Public Clock maintenance	500.00	£ 282.00		£ 282.00
Box River News	2,500.00	£ 1,650.00	£ 2,500.00	£ 4,150.00
Secretarial Support	3,000.00		£ 3,000.00	£ 3,000.00
War Memorial, Wreath & Xmas tree	250.00		£ 250.00	£ 250.00
Misc	350.00	£ 126.86		£ 126.86
Electricity	450.00	£ 154.05	£ 224.00	£ 378.05
Public Realm / Contractor	15,000.00	£ 4,737.00	£ 10,263.00	£15,000.00
SUB TOTAL	59,607.00	£18,659.16		£41,527.38
Income				
Title	Budget	Actual	Forecast	Total
Precept	65,107.00	£36,954.94		£36,954.94
Burial Fees		£ 800.00		£ 800.00
Bank Interest		£ 262.07		£ 262.07
Misc		£ 18.00		£ 18.00
VAT		£ 466.57		£ 466.57
SUB TOTAL	65,107.00	£38,501.58		£38,501.58
Reserves				
Title	Budget	Actual	Forecast	Total
Churchyard wall	10,000.00	£ 9,230.00	£ 822.00	£ 9,230.00
Street Lights	1,500.00	£ 2,306.53		£ 2,306.53
Housing Needs Survey	2,000.00	£ 1,813.85		£ 1,813.85
Playing Fields	10,000.00			
Asset Renewal	3,875.00			
Old Goal	1,210.00	£ 1,216.94		£ 1,216.94
General Reserves		£14,437.87		£14,437.87
SUB TOTAL	28,585.00	£29,005.19		£29,005.19
Bank A/C's				
Community		7,699.49		
Deposit		34,482.31		
Reserves		46,334.11		

9. Planning – Report on Decisions from the Planning Authority.

DC/25/03008 – 11 Boxford Lane – Approval

DC/25/03692 – 8 The Causeway – Granted

Consider the following items: -

a) DC/25/03840 – 4 The Causeway, Boxford – Householder Application - Construction of a rear dormer with a Juliet balcony. It was resolved to offer no comment.

b) *Any other urgent planning matters:*

None received.

10. Natural Boxford – The Croft Planting, Village Tree Works

Following an email received from Natural Boxford, a representative attended the meeting to discuss. Whilst in attendance, Natural Boxford asked the PC to remind the grass cutting contractor about the wild flower patch in the churchyard.

11. Churchyard Wall – Quote for the remainder of the works

Cllr Warren has received a quote of approximately £20,000 to complete the remainder of the works required on the Churchyard Wall. It was resolved to budget half for next year and half for the following and to ask the contractor to carry out the works on the front of the wall in 2026 and the rear in 2027. The PC will look for grants that may be able to contribute to the costs. The Clerk will look into whether CIL funds can be used.

12. Clearance of Bell House

The Clerk had met with a representative from the Boxford Historic group to look through some documents in Bell House. It was requested that a key be given to the group so that access can be made at their convenience as it will take some time to go through everything. It was resolved to have a key cut and given to the group. The Clerk has also had a quote of £6 per bag for the shredding of the documents.

13. Village Bulb planting

It was suggested that the PC pay to have bulbs planted within the village. The Clerk reminded the PC that there is no budget for bulb planted this year. As it had previously been requested from the local Beaver group to be involved in activities of this nature, it was thought that involving the children of the village would be the best way forward. Time is running out to plant bulbs this year so it was suggested to wait until next year to allow for time to organise, rather than rushing in.

14. Memorial Day Church Service

Cllr Warren asked Councillors if there was availability for anyone to attend the Church Service to lay a wreath on behalf of the PC as he is unfortunately away. It has been suggested that the PC purchase a war memorial silhouette for the churchyard at a cost of £175. It was resolved to purchase two silhouettes, one for the churchyard and one for the cemetery. CIL funds can be used for this purchase.

15. Footpath B9 – trip hazard

The footpath warden has informed the PC that there is a potential trip hazard along the footpath B9. Cllr Lawson will speak with a close by resident to establish if the land is owned by them and to inform them of the hazard.

16. Stone Street Car Park – update

Mr Phillips has agreed to continue as a consultant for the Car Park works, on an agreed fee basis. The PC thought this was a good idea, Cllr Watts will discuss and agree a reasonable fee with Mr Phillips. Mr Strafford has also agreed to continue with the works. A valuation with Planning Permission for Bell House has been received.

17. Member's Reports

Cllr Watt has received a request from the VH committee that in exchange for the water used in the cemetery, the PC cut the strip of grass to the front of the VH. This was resolved; Cllr Warren will inform the contractor.

There are many trees within the village that require lopping but it is thought the cost to do this in one go will be substantial. Cllr Warren suggested having a tree survey undertaken to establish the needs of the trees. This will be added to next month's agenda.

The Chair declared the meeting closed at 20.54.

Signed..... David Warren

28th October 2025
Date

A Report for Boxford Parish Council Meeting on 23rd September 2025 From James Finch – County Councillor for the Stour Valley

Tel: 01206 262993 (change) Mobile 07545 423796 Email: james.finch@suffolk.gov.uk

➤ Smarter, Simpler, Better – ONE Suffolk

What is happening ? The Government is asking councils in Suffolk to simplify. There are currently six councils, leading to confusion, waste and duplication. Instead, Suffolk County Council is proposing a new single council which will be responsible for both county wide and local services.

- New District and Borough Council boundary proposals mean 3 councils and 3 sets of salaries
- District and borough councils' new boundary proposals criticised as costly and unworkable
- Creating 3 new councils in Suffolk would lead to increased costs and carry safeguarding risks – more cost to set up, a post code lottery for essential services.

Therefore, One New Unitary Council for Suffolk is the best for the county overall. One Suffolk would replace all of the current county, district and borough councils resulting in a better use of public money.

What would change ? A single Council means:

- ✓ Simpler and Better services which are easier to contact and better co-ordinated
- ✓ Clear accountability, no more confusion about who does what
- ✓ Safer, more joined up services
- ✓ Stronger local voice for communities
- ✓ Better leadership for Suffolk
- ✓ Greater value for money
- ✓ Keeping Council Tax as low as possible.

➤ From Parish Pews to Pixels

More than 400 years of the county's rich historical heritage is now at your fingertips. Millions of records dating back to 1538 are now available online in Suffolk for the first time, with more additional local-interest records to follow.

Records digitised include full-colour, high-quality digital images of parish registers from across the Diocese of St Edmundsbury and Ipswich. They include key historical moments like the 1776 baptism of the artist John Constable and the 1846 burial of abolitionist Thomas Clarkson.

Until now, these baptism, marriage, confirmation, and burial records were only available on microfiche or in-person. Access will be free at The Hold in Ipswich – the home of Suffolk Archives and at Suffolk Community Libraries. Viewing from home will require an Ancestry subscription. Royalties will be used to support archive services.

The project has helped preserve fragile historic documents by reducing wear and tear. Suffolk Archives were also able to carry out conservation checks during the scanning process.

This project is a fantastic step forward in making Suffolk's rich history more accessible. Whether you're overseas, have mobility challenges, or simply prefer to research from home, these records are now just a click away.

➤ Guide published to support developers in Suffolk

Suffolk County Council has updated its "**Developers Guide to Infrastructure Contributions in Suffolk**", following a consultation over the summer. It has been updated and redesigned in line with the feedback and takes account of legislative and policy changes. The guide is there to support developers appreciate the myriad ways which a new project will affect local communities and its financial implications on local authorities.

The guide sets out what developers should consider, including financial contributions, to help reduce the impact of new projects on communities and the county council. For example, new housing would have a knock-on effect on things like the local environment, education, waste services, local amenities, highways, and flooding, and therefore cost implications for local authorities. The "Developers Guide to Infrastructure Contributions in Suffolk" can be found on the [Suffolk County Council website](#).

➤ New and Improved bus services coming to Suffolk this month

Further to my article last month, these routes have all been suggested by the community through the council's "scheme on a page" initiative and have been funded through the 2025/26 Local Authority Bus Grant from Department for Transport.

These are the new local routes and changes of Bus numbers launched as from 31st August 2025

Operator	Number	Route	Change	Commencing
Chambers	Was 90, 91, now 50	(Ipswich -) Hadleigh - Sudbury	New Sunday Sudbury – Ipswich service plus additional Sudbury – Hadleigh Mon-Sat journeys	31/8/25
Chambers	Was 84, 753, 784, now 43/X43	Bury St Edmunds – Sicklesmere – Lavenham – Acton - Sudbury – Great Cornard - Leavenheath – Stoke-by-Nayland – Nayland - Colchester	New Sunday and evening journeys for Sudbury – Colchester section. Daytime Mon-Sat services retimed to give better frequency for Stoke By Nayland and Leavenheath. All journeys via West Suffolk and Colchester hospitals.	31/8/25
Chambers	49	Acton Lane (near Health Centre) – Tesco – Chaucer Avenue bus gate – Town Centre	New Sudbury town service	1/9/25
Chambers	Was 375, now 45	Sudbury - Alpheton - Shimpling - Bury St Edmunds	Upgrade from Weds only to run Mon-Sat, route change to cover West Suffolk Hospital	1/9/25

➤ Council remains opposed to Norwich Tilbury pylon project, as application is submitted

Primarily, the county council maintains that offshore and undergrounding solutions should be priorities for the scheme, not 114 miles of pylons cutting through countryside, sensitive landscapes and communities in Norfolk, Suffolk, and Essex.

Previously, SCC has formally and strongly requested that National Grid pauses the Norwich to Tilbury proposals, to allow for effective consideration of offshore alternatives.

When the full details of National Grid's application are published next month, we hope they reflect many of the concerns raised by us, and local communities, from consultations and discussions.

The application for the Development Consent Order - essentially planning permission - was submitted to the Planning Inspectorate (PINS) by National Grid on Friday 29 August.

PINS has 28 days to determine whether or not to accept the application. Should it be accepted, full details of the project will then be published, with the six-month Examination period likely to begin in early 2026. If consent was then granted, construction could begin in 2027.

➤ Virtual Fostering and Adoption Sessions for the Stour Valley

Fostering is a flexible role with options for short term care from a weekend a month to longer term opportunities, all providing life-changing support for local children. If you want to find out more about what it's like to foster or adopt with us, please call a member of the team on 01473 264800

My Priorities

Education - Supporting Vulnerable People - Jobs and Growth - Localism and the Stour Valley - Building on Suffolk's Strength all underpinned by strong financial management and fair council tax.