

# BOXFORD PARISH COUNCIL

## MINUTES of the MEETING

held on Tuesday 25<sup>th</sup> November 2025 at 7.00p.m. in the Village Hall, Boxford.

**PRESENT:** Cllrs D Warren, H Watts, A Troke, P Watt, J Tolputt and J King. Charles Jackson and Colin Parr (until 8pm), Z Rumsey (Clerk), DCllr Hurren. 5 members of the public attended in person.

### 1. Co-Option of Councillor

Charles Jackson and Colin Parr were nominated to be co-opted to the Parish Council, this was proposed and seconded and voted unanimously. The Declaration of Acceptance of Office was signed by C Jackson at the end of the meetings and was agreed to be signed by C Parr prior to the next meeting as he needed to leave the meeting early.

### 2. Apologies:

Cllr C Lawson and CCllr J Finch. It was resolved to accept the apologies.

### 3. Declarations of Interest by Councillors:

Cllr Watts declared an interest for the Planning Application for The White Hart, he will be asked to leave the room during this item.

### 4. Approval of Minutes of 28th October 2025:

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

### 5. Matters Arising from the Minutes:

A quote has been received for the replacement of the gate posts to the Churchyard. It was resolved to approve the quote.

### 6. Public Participation- Views / Questions from the Public:

A resident informed the PC that there appears to be white paint on the new bench and a tree at The Croft.

A member of the Boxford Volunteer group updated the meeting that there has been some teething problems with the bus service but they were working to get this sorted.

A resident asked for an update on the proposed new speed limits for Stone Street and commented that he didn't think the restrictions would be enough. He would like to see additional calming measures put in place as the road is now extremely dangerous. The PC will look into this.

### 7. District Council Report:

The attached report was received by DCllr Hurren and was forwarded to the Parish Councillors prior to the meeting. DCllr Hurren informed that he was still waiting for a meeting to be arranged with the Woodland Trust. The trees in Ash Street have been reported, he is waiting on a response. DCllr Hurren is waiting to hear whether the unspent locality budget that was given to the PC earlier in the year could be rolled over to a different project as the original did not go ahead, although funds have been agreed for the replacement of the gate posts to the churchyard.

A resident asked DCllr Hurren if traffic wardens will be put in place to monitor the parking when the new yellow lines are installed? DCllr Hurren responded that the wardens do come through the village occasionally and if he asks them to come, they will. He will inform them of the specific areas that need to be monitored.

### County Council Report:

The attached report was received and distributed to Parish Councillors ahead of the meeting. As CCllr Finch was not at the meeting, the report was not discussed.

### 8. Finance –

a) *Bank Balances and previously agreed payments.*

22nd October 2025 Opening Bank Balances: £129,381.87.

Income:

£132.00 (*Cemetery payment*).

Outgoings:

Parochial Church, £2500.00 - Agreed Insurance donation

Business Services, £780.35 - Insurance  
Zoe Rumsey, £565.81 - Clerks Salary  
HMRC, £185.16 - PAYE  
Mortimer Contracts, £834.00 - Public Realm contractor  
Boxford Village Hall, £41.00 - October Hall Hire  
Relx UK Limited, £90.00 - Arnold Baker book  
E.ON, £32.92 - Bell House Electricity

The sum of the payments made was £5,029.24.

19<sup>th</sup> November 2025 Closing Bank balances:

Community Account £42,150.14

Deposit Account £34,596.76

Reserve Account £47,737.73

*Total of £124,484.63*

b) *Authorise payments*

Vertas £856.37 - Approved

c) *Clerks salary point increase as per contract*

It was noted that the Clerks salary should have increased to LC2 21 in April 2025. The Clerk will inform SALC Payroll and the increase will be backdated.

d) *Approval of Clerks expenses payment*

The Chair informed the meeting that as per the contract of employment, The Clerk is entitled to claim a working from home allowance and mileage incurred; this has not been claimed since the start of the Clerk's employment. It was resolved to approve the payment.

e) *Budget Review*

The draft budget was discussed with a number of items questioned. The Chair informed the meeting that a further budget meeting was needed and would take place in the first two weeks of December. If a full Council meeting is not held in December, an extraordinary meeting would be called at the start of January to allow the budget to be discussed in full prior to the full Council meeting at the end of January.

f) *Consideration of donation to Mary's House*

The Chair advised the PC that Mary's House had been used by the Council for various meetings with outside agencies to hold meetings with the new owners of The Old Surgery and it was thought that a small donation of £40 should be considered as payment for the use of the room. It was resolved to approve the donation.

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

DC/25/04465 – 2 Rectory Park – Raise no Objections

DC/25/04517 – 10 The Causeway – Raise no Objections

DC/25/04671 – 4 The Causeway – Granted

a) *Consider the following items: -*

DC/25/04912 – Simbos Gun Dogs and Grooming, Boxford – Full Planning Application – Construction of detached annexe.

It was resolved to raise an objection to the application given that the construction is outside of the settlement boundary and the applicants previous record.

DC/25/04654 – The White Hart, Boxford – Application for Listed Building Consent – Repairs to chimney.

Cllr Watts was asked to leave the room for this item. It was resolved to raise no objection to this application. Cllr Watts returned to the meeting.

b) *Any other urgent planning matters:*

DC/25/04682 – 22 Stone Street Boxford – Householder Application. Replacement of fenestrations, introduction of new roof lantern and reinstatement of dwarf wall.

DC/25/04683 – 22 Stone Street Boxford – Application for Listed Building Consent. Replacement of fenestrations, introduction of new roof lantern and reinstatement of dwarf wall.

Additional information had been added to the application following the PC's decision from the last meeting. It was resolved to still raise no objection to the application and it was thought that the original application seemed more in keeping.

## **10. Approval of Policies – Equal Opportunities, Safeguarding, Health and Safety**

It was resolved to adopt all of the above policies.

**11. Consideration of Scribe Cemetery Software**

It was resolved to subscribe to the cemetery software to update the current system to assist the Clerk. Cllr Tolputt offered any assistance with regards to backdating records.

**12. Consideration of contribution to repairs to surface to the front of the Old Gaol**

SCC Highways have reviewed the request and have once again refused to repair the surface. The PC agreed that the surface was unsafe, the volunteer group have received a quote for repairs from a SCC approved contractor for £3,000 + VAT. CCllr Finch has offered £500 from his locality budget and DCllr Hurren is requesting that the remainder of his locality budget can be used for this matter, the PC resolved that CIL funds can be used for the remainder of the cost.

**13. Consideration of leasing The Old Mill Surgery**

Cllr Warren and Cllr Parr have been communicating with the new owners of the Old Mill Surgery. The initial offer made by the owners is thought to be too high for consideration. Cllr Parr will continue with discussions with the owners.

**14. Consideration of installation of new bench for late resident in Millenium Garden**

DCllr Hurren is looking into the matter; it was thought that this is not a matter for the PC.

**15. Construction of Boxford Disaster Plan**

It was discussed whether there should be a plan in place for Boxford or whether using the SCC plan is sufficient for our needs. Cllr Warren will look into the SCC plans.

**16. Clerks Correspondence**

*a) Request for larger cemetery memorial*

A request has been made for a larger memorial to be placed in the cremation area. It was resolved to reject the request on the basis that the other memorials are for double plots and so further names will be added in the future.

*b) Ownership of land at Stone Street Road*

It was felt this email was a sales pitch and we are not permitted to pass on personal information so it would be best to ignore the email.

*c) On Street Parking – Church Street*

The PC felt this request was a neighbourhood dispute and therefore not PC business. The Clerk will respond as such.

**17. Approve dates for 2026 meetings**

27th Jan, 24th Feb, 24th Mar, 28th Apr, 26th May (Annual), 23rd Jun, 28th Jul, 25th Aug (prov), 22nd Sep, 27th Oct, 24th Nov, 22nd Dec (prov). Dates approved.

**18. Member's Reports**

Cllr Troke advised the meeting that he had ordered Spring bulbs at a cost of £145 and had arranged for the Scout group to start planting on Sand Hill. It was resolved to reimburse the cost of the bulbs.

**19. Date of next meeting – Tuesday 27th January 2026**

A provisional meeting is to take place on 23rd December, should there be an urgent matter to discuss

**The Chair declared the meeting closed at 21.16.**

Signed.....

Date.....