

BOXFORD PARISH COUNCIL

MINUTES of the MEETING

held on Tuesday 29th September 2026 at 7.30p.m. in the Village Hall, Boxford.

PRESENT: Cllrs D Warren (Chair), C Parr, H Watts, A Troke, C Lawson, A Macmillan, C Jackson and S Setterfield. Z Rumsey (Clerk), CCllr R Lindsay and DCllr B Hurren. 3 members of the public attended in person for part of the meeting.

1. Apologies of Absence

Cllr J King. Apologies were accepted.

2. Receive Declarations of Interest and requests for dispensation from Councillors

None received.

3. To resolve that the Minutes of the meeting of the council held on Tuesday 25th August 2026 are a true and correct record.

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

4. Matters Arising from the Minutes

It was reported that the contractor for grass cutting has resigned, a new contractor will be sought ASAP to undertake the outstanding works.

5. Receive reports from

a) District Councillor

DCllr Hurren sent a report prior to the meeting and gave updates regarding the village sweep and the woodland trust at Goodlands.

b) County Councillor

CCllr Lindsay sent a report prior to the meeting and gave an update regarding the tree on Ash Street. Cllr Lindsay advised that he will check the remaining funds in his locality budget for a donation towards the Twenty's Plenty project.

6. Public Participation – Views / Questions from the Public

A resident commented on planning application below.

A resident asked for a rough idea of timescales for the Twenty's Plenty project to be started, Cllr Parr commented that it was thought it may be ready for starting in the summer next year but the matter is with SCC Highways.

7. Review of previous Action Points

None

8. Finance

a) RFO Report – Note bank balances, income received & outgoings and bank reconciliation.

19th August 2026 Opening Bank Balances: £134,509.13

Income:

£1,219.47 VAT

£200.00 Bulb donation

£36,600.00 Precept

£264.00 Cemetery fee

£38,283.47 Total

The following pre-agreed payments paid: -

Date paid	Payee	Amount	Details
20/08/2026	Mortimer Contracts	£168.00	Public Realm Contractor
	Box Media	£60.00	Twentys Plenty advert
	Boxford Village Hall	£41.00	August Hall Hire
	HMRC	£146.43	PAYE
21/08/2026	Parish Online	£97.20	Mapping Software
	Starboard Systems	£27.60	Scribe Cemetery
	Boxford Playing Field	£1,279.76	Cricket Square payment
31/08/2026	Unity Bank	£7.00	Bank Fee
01/09/2026	Zoe Rumsey	£477.61	Clerks Salary
10/09/2026	HMRC	£146.63	PAYE
17/09/2026	E.ON	£32.55	Bell House Electricity
23/09/2026	Starboard Systems	£27.60	Scribe Cemetery
	SALC	£128.40	Councillor Training
	PKF Littlejohn	£378.00	External Audit
	Mortimer Contracts	£84.00	Public Realm Contractor
	Boxford Village Hall	£44.00	September Hall Hire
18/08/2026	Box Media	£550.00	BRN contribution

The sum of the payments: **£3,695.78**

23rd September 2026 Closing Bank balances:

Community Account	£85,772.45
Deposit Account	£35,012.71
Reserve Account	£48,311.67
Total	£169,096.83

Opening balance + Income - Outgoings £169,096.82

b) Authorise payments for invoices received since the last meeting

Clerks expenses – WFH allowance & Mileage Apr – Sep

It was resolved to approve the above payments.

c) Consider the External Audit Report for 2025/26

The External Audit Report was distributed to Councillors prior to the meeting. It was noted that all matters were approved and nothing was brought to the PC's attentions as a result of the audit.

d) Consider the Insurance Renewal for 2026/27

It was resolved to accept the quote for the insurance policy renewal at a cost of £925.21 for the year.

e) Approval of Clerk's Salary following NJC agreement

It was resolved to approve the increase for the Clerk's salary payments, which will be backdated to April 2026.

f) Approval of Clerk's overtime hours

It was resolved to approve the Clerk's overtime hours.

g) To consider donation to the Quay Theatre, Sudbury

Councillors were agreed that the PC should make a donation to the theatre but would like an idea of how much is required. **Action:** Clerk to contact theatre to request additional information and ask for a grant application to be made for the new financial year budget.

9. Planning

a) Report on Decisions from the Planning Authority.

DC/26/02616 Quills Cottage, 27A Swan Street – Grant

DC/26/02817 Greenbank, Ellis Street – Grant

DC/26/02898 Land South Of, Calais Street – Grant

DC/26/02462 Brookside, Ash Street – Grant
DC/26/02672 Highview, Cox Hill – Split

b) Consider the following items: -

DC/26/03773 - The Grange, Stone Street, Boxford, CO10 5NR – Application for Listed Building Consent
- Retention of timber enclosure associated with approved battery storage and renewable energy installation.

It was resolved to object to the application; it was thought that the proper procedure has not taken place. No ecological survey has been carried out and concerns were raised that the law has been broken.

c) Any urgent planning matters.
None

Planning applications can be found on the [Babergh District Council Planning Portal](#).

10. To consider the grass cutting schedule

It was resolved to postpone to the next meeting to allow further details to be considered. **Action:** Cllr Setterfield & Macmillan to set out schedule and arrange quotes from contractors to be considered at the next meeting.

11. To consider the clearance of weeds in the River Box

It was resolved to look into this further to establish the best course of action. Cllr Parr commented that he believed that the PC should initiate a Boxford Flood Risk Mitigation project to further protect the Boxford vulnerable areas. This project would embrace the River Box itself and tributaries that feed into it from Groton, Edwardstone and Cox Hill/Bower House Tye areas.

12. To consider the change of date for the October meeting

The Clerk advised that the village hall was not available the week before the original date or the following few days and could only be move to the first week of November. It was suggested to change the location of the meeting for it to take place the 20th or 29th October. **Action:** Clerk to contact The Fleece regarding using the meeting room.

13. To consider purchase of Christmas Tree

It was resolved for Cllr Watts to arrange a tree up to the value of £250- **Action:** Cllr Watts

14. To consider an increase in the Clerks working hours

The PC resolved not to increase the contractual hours for the Clerk at this time. However, it was requested that the Clerk records and reports each month on hours works over and above contractual hours – these hours would be paid for. A formal review of contractual hours will take place in 6 months time.

15. To consider Cemetery Management Training course bookings

It was resolved to approve the training courses for the Clerk and Cllr Macmillan.

16. Car Park Update

Councillor Parr reported on the Stone Street Road Village Car Park initiative. A further meeting with the owners of the Stone Street land has taken place and a process for taking the project forward has been agreed. Advice from the Planning Consultant is that the Parish Council and the Trustee owners of the Stone Street land together seek a pre-planning application meeting with Babergh District Council – this will inform the exact requirements needed for the full planning application. The costs associated with preparations for the pre-planning application are approx. £9,600 exc. VAT to be shared between Parish Council and the landowners. In addition, the costs of a ground investigation survey of £2,850 for the car park area would be incurred by the Parish Council - this investigation needed to help inform the nature of the construction of the car park and subsequent impact on costs. A motion was proposed that the Parish council 1) confirms its support for the car park project and 2) confirms its support for going forward to a pre-application phase of the project with associated cost as outlined and also to initiate the ground investigation with the associated costs as outlined. The motion was supported by a majority vote. Cllr Macmillan wished to add to the minutes that he does not think the PC are ready to spend considerable money on a pre-app; there is much background to develop first.

17. Clerks Correspondence

A resident contacted the Clerk to inform that a tree had fallen in the cemetery and landed over the fence onto his land. The Clerk has made arrangements for the fence to be repaired at a cost of £709.00. The contractor that has been instructed is Cllr Carl Lawson, alternative quotes were sought by the Clerk, one contractor would not replace only the section of the fence affected, whilst others did not respond.

A resident has reported that the District and County Council reports were not attached to the draft minutes of the August meeting. He emailed the Clerk on 21st September and again on 29th September to raise the comment. The resident suggested that hard copies of the report should be printed for members of the public to read at the meeting.

The Church have made contact regarding a grant to assist with their insurance costs. This was received too late to be included on the agenda and will be added to next month's meeting.

All other matters have been discussed as an agenda item.

18. Members Reports

It was suggested that a dog waste bin be installed to the top right-hand corner of the playing field where the footpath goes to Groton as there were used backs being left on the ground. It was questioned whether BDC would empty in that position. **Action:** Clerk to ask BDC if they are able to empty.

The open meeting was closed to the public at 21.30.

19. Closed session

The car park was discussed above.

Date of next meeting – Tuesday 20th or 29th October 2026.

The meeting was closed at 22.00

Signed.....

Date.....