

MINUTES of the ANNUAL MEETING of BOXFORD PARISH COUNCIL held on Tuesday 7th May 2019 at 7.30 p.m. in Bell House, Stone Street Road, Boxford.

PRESENT: J Fincham-Jacques was only present for the start of the meeting due to other commitments, A Sargeant, V Strafford, H Phillips, P Wallis, S Mattocks, D Hattrell (Clerk), B Hurren (District Cllr) and 6 members of the public.

Ahead of the Meeting the members from the uncontested election signed Declarations of Acceptance of Office.

ELECTION OF CHAIRMAN: H Phillips was elected Chairman and it was agreed to include as an Agenda item for the June Meeting also - **Action Clerk**. It was agreed to consider the position regarding our Standing Orders in relation to potentially re-electing J Fincham-Jacques - **Action Clerk**.

DECLARATION OF ACCEPTANCE OF OFFICE: H Phillips completed the Declaration of Acceptance of Office form as Chairman.

COOPTION OF MEMBER: M Wooderson had indicated his willingness to be co-opted, however, could not sustain the level of commitment he has shown previously. Members were pleased to co-opt M Wooderson on this basis, so he was duly co-opted.

APOLOGIES: were received from M Wooderson and County Cllr J Finch.

PUBLIC FORUM: W Baker formally asked for a joint venture again this year for the Firework display. This was agreed. The Parish Council will pay for the fireworks and be reimbursed from the proceeds of the Event. Residents had attended to share their objections to the proposed development on Sand Hill. Issues mentioned included the scale, impact on facilities and reduction in parking outside nearby properties. Various other objections had been received and circulated to members between meetings. Others appeared on the Planning website. Other matters raised included that work had been scheduled to clear the drain at the bottom of the croft. The Bus Shelter is still obstructed by ivy and tree branches. There was an enquiry about the start date for the new Street Cleaners and a report of some potential noise and fumes disturbance caused by the Garage.

REVIEW OF ITEMS RAISED BY THE PUBLIC: It was agreed to hold a public meeting on the subject of the proposed development on Sand Hill on 23rd May in the School Hall starting at 8.00 p.m. H Phillips will Chair the Meeting and S Mattocks and P Wallis will work on a flyer. The Clerk will book the School Hall and confirm - **Action Clerk**. The new Cleaning contract had started.

ELECTION OF VICE CHAIRMAN: This will form an Agenda item at the June Meeting - **Action Clerk**.

NOMINATION OF REPRESENTATIVES AND COMMITTEE MEMBERS: V Strafford will take over from R Balls as Village Hall Representative. The Church representative will form an Agenda item at the June Meeting and may be delayed until the Parish Council is back to full strength - **Action Clerk**. A Sargeant will represent the Parish Council at Boxford Society, H Phillips on Neighbourhood Planning and P Wallis on the Community Council.

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 1st APRIL 2019: Accepted as correct.

MATTERS ARISING FROM THE MINUTES: It was agreed for the Clerk to check with our Cemetery Grounds Maintenance contractor whether he has time to clear the ivy and tree branches from the Bus Shelter. If not, someone else would need to be found to undertake the work - **Action Clerk.**

COUNTY COUNCIL REPORT: County Cllr J Finch had sent his apologies and there was no report this time.

DISTRICT COUNCIL REPORT: District Cllr B Hurren attended and was congratulated on his re-election as our District Councillor. He explained the District Council has no overall control and completion of the Local Plan was a priority. He was positive about the District Council being able to support the electorate without political influence. On local matters, the meeting about the Boxwood Plans was being scheduled, he has also checked the Cygnet Court build with the Enforcement team. The Broad Street sign had been restored. The Fleece was due to re-open shortly. The land along the croft where a post was being considered is owned by flagship. It was agreed to seek a site meeting with K Verlander, Suffolk County Council Right of Way. B Hurren will attend together with representation from the Parish Council - **Action Clerk.**

GENERAL POWER OF COMPETENCE: The Parish Council declared they meet the criteria as 6 members stood for election and the Clerk is qualified. They can now operate with the General Power of Competence.

CORRESPONDENCE: The correspondence report was issued to members ahead of the meeting and key areas were discussed. The circulation envelope was started.

FINANCE: The Bank balances as at 2nd May were **£37417.90** in the Community Account, **£13344.07** in the Deposit Account and **£46282.51** in the Reserve Account making a total of **£97044.48.**

The following payments were approved: -

Cheque No.	Payee	Amount	Details
Funds Tr	D K Hattrell	854.85	Clerk's Salary
Funds Tr	Inland Revenue Only	54.98	Clerk's ddtns & ERS NIC
Funds Tr	SCC - Pension ACC	287.51	Clerk's Pension
Funds Tr	Vertas Group Ltd	530.46	Playing Field Contract
Funds Tr	PKF Littlejohn LLP	240.00	Audit Fee
Funds Tr	M A Crighton	185.00	Cemetery
Funds Tr	Harry Smith Aggregates	42.00	Sand for grit
Funds Tr	Topline Pest Control	27.50	Cemetery moles

The End of Year Accounts for year ending 31st March 2019 was duly approved. This was proposed by H Phillips, seconded by P Wallis and unanimously carried. The internal audit is scheduled for early July and the Audit forms will come before the June Meeting - **Action Clerk.**

The cost of the HGV signage for Sand Hill/Cox Hill junction issues was discussed. Unfortunately our County Councillor had not delivered on his suggestion that he could contribute towards the majority of the cost. The Parish Council were not in a position to proceed without the promised contribution from the County Council.

A contribution towards the Village Hall Roof was discussed. V Strafford agreed to attend the next Village Hall Meeting and report back to the next Parish Council Meeting. An agenda item was agreed for our June Meeting - **Action Clerk.** It was delegated for Clerk to pay the Village Hall by funds transfer between meetings for hire upon receipt of the requested invoices - **Action Clerk.**

NEIGHBOURHOOD PLANNING: Whilst a useful meeting was held on 8th April, the numbers have been reducing now to about a dozen. Whilst a Secretary has been appointed, a full Committee is yet to be formed. Further volunteers are needed. It was agreed to include this subject at the Public Meeting about the Sand Hill plans - **Action H Phillips, S Mattocks and P Wallis.**

CEMETERY: A sketch was required of the trees requiring work in the Churchyard and A Sargeant agreed to provide one and deliver it to the Clerk's address - **Action A Sargeant** ** received the same week and followed up with Babergh Planning.

REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: V Trafford updated the meeting about the schedule for fibre broadband which should be fully working in Boxford by the end of May. H Phillips had been researching new Councillor courses at SALC and agreed to circulate the details to the new members - **Action H Phillips.** The Clerk confirmed that these will be funded from our training budget.

The meeting closed at **10.15 p.m.**

Planning Meeting Held by Boxford Parish Council at Bell House, Boxford on Tuesday 7th May 2019

The following decisions were advised from the Planning Authority: -

- a) **B/19/00203** – Planning Permission had been granted for external alterations to roof, finishes to walls and roof and alterations to windows and doors at The Paddock, School Hill, Boxford.
- b) **B/19/00808** – Planning Permission had been granted for a replacement dwelling at The Bereley, Cox Hill, Boxford.

The following applications were discussed: -

- 1) **DC/19/01853** – Application to extend with glazed linkway to home office and creation of flat roof at Silver Birch, Hadleigh Road - **No Objections.**
- 2) **DC/19/01873** - Erection of up to 80 residential dwellings including vehicular access on land to the East of, Sand Hill, Boxford. A public meeting would be scheduled for 23rd May in the School Hall. The application was discussed and it was agreed to object to

the plans. V Trafford will work with M Wooderson to draft a suitable response from the Parish Council to be sent before the end of May - **Action V Trafford and M Wooderson.**

- 3) **DC/19/02080** - Notification of works to protected trees at 27 Brook Hall Road - **No Objections.**
- 4) **Any other urgent Planning items** - Nothing was raised.