

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

PRESENT: J Fincham-Jacques (Chairman), A Sargeant (Vice Chairman), P Wallis, M Wooderson, D Hattrell (Clerk), B Hurren (District Cllr), J Finch (County Cllr) and 1 member of the public.

APOLOGIES: were received from S Mattocks.

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 2ND SEPTEMBER 2019: Accepted as correct.

MATTERS ARISING FROM THE MINUTES: Nothing was raised.

PUBLIC FORUM: W Baker from the Community Council shared plans for a street party next May. Entertainment has been booked and applications to close the road to traffic are in progress. The Parish Council were asked for a donation towards the overall costs which are estimated at £6000. It was agreed to include an Agenda item for November - **Action Clerk.**

REVIEW OF ITEMS RAISED BY THE PUBLIC: An Agenda item had been agreed.

COUNTY COUNCIL REPORT: County Cllr J Finch attended and reported on the response to EDF Energy's Sizewell Consultation, the application process for school places, the construction of the new archives and heritage centre, awards to Fire Service personnel and their volunteers, new listening events for residents to chat with senior Council officials and the progress of Chairman Finch's charity walks. Further Fostering and Adoption Sessions have been arranged. Cllr Finch was questioned about local issues in view of some unrest in the Village about the lack of perceived support to village matters. Some have expressed concern at neglect by the County Council due to the cut backs leading to inevitable vulnerability to a range of problems. Concern was also expressed that the assessment from Highways in relation to potential plans fail to take on board local knowledge. The Inspector hearing an important Appeal did take into consideration local factors which led to a fair decision. However, the failure of Highways to put weight to such considerations does put the Village at a disadvantage against developers. The Parish Council was pleased with the successful rejection of a recent proposal for 80 houses outside the building envelope. However, members expressed to J Finch that the views from Highways in accepting assumptions from the developers and not listening to local knowledge hampered the Village to achieve this result. M Wooderson and J Finch agreed to work together to try to find a better way forward in this respect. Residents and the Parish Council were also feeling let down by the altered plans for Sand Hill HGV's and the lack of funding by the County Council. J Finch agreed to investigate further. It will form an Agenda item at the November Parish Council Meeting - **Action Clerk.** M Wooderson shared plans to meet at the Churchyard wall in respect of protection and moving forward with maintenance to the wall. J Finch advised the cost of the suggested approach is in the region of £10,000.

DISTRICT COUNCIL REPORT: District Cllr B Hurren attended and reported on the meeting with Flagship regarding their land being driven over to access the rear of 30 Swan Street. The Parish Council had been involved in site meetings, writing to the person concerned and reporting to the Police. The Police had been pursuing the matter. Flagship were investigating what they could do to assist. B Hurren then went on to talk about the potential name change of the District Council which has been very poorly received. He then spoke of a proposal a resident has for part of the bus shelter. He agreed to find out more information and update the Parish Council Meeting in November - **Action B Hurren.**

PARISH COUNCIL VACANCIES: It was agreed to put new adverts on the website and in Box River News - **Action Clerk.**

FINANCE: The Bank balances as at 7th October were **£49619.48** in the Community Account, **£13384.04** in the Deposit Account and **£51578.10** in the Reserve Account making a total of **£114581.62.**

The **External Audit Report was discussed.** All were found to be in accordance with Proper Practices and no other matters of concern came to their attention.

The Sudbury Community Wardens Service Level Agreement was considered and approved.

The quote for "Unsuitable for HGV's" signs for Sand Hill would be put on the Agenda for the November Meeting to give the County Council further time to consider a contribution - **Action Clerk.**

The effectiveness of Internal Controls including the Internal Audit process were considered. The Parish Council reviewed the Internal Control Policy at the September Meeting. They are pleased with SALC as the Internal Auditors and are comfortable that all reasonable measures are in place to protect public money.

The following payments were approved: -

Cheque No.	Payee	Amount	Details
Funds Tr	D K Hattrell	854.65	Clerk's Salary
Funds Tr	HM Revenue	55.18	Clerk's ddtns & ERS NIC
Funds Tr	SCC - Pension ACC	287.51	Clerk's Pension
Funds Tr	PKF Littlejohn LLP	240.00	External Audit fee
Funds Tr	M A Crighton	185.00	Cemetery Contract

REVIEW OF STANDING ORDERS: The draft of the most up to date NALC Model with amendments to reflect Boxford Parish Council had been circulated ahead of the September Meeting. Members had reviewed between Meetings. The Chairman proposed adoption of the new Standing Orders. This was seconded by A Sargeant and unanimously carried.

CORRESPONDENCE: The correspondence report was discussed and members agreed to do their best to help with any requests from our Footpath Warden for local knowledge to assist him with the footpaths.

CEMETERY: A Sargeant agreed to meet contactors tendering for the Cemetery Contract. The Clerk will check with our existing Contractor first - **Action Clerk and A Sargeant.** M Wooderson agreed to arrange a meeting at the Churchyard wall - **Action M Wooderson.**

REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: The Clerk had adapted a Neighbourhood Planning Terms of Reference for another Council and the Chairman and Clerk had worked together to adapt for the purposes of Boxford. It was agreed to circulate the draft to Councillors and once approved, the Chairman will liaise with the Neighbourhood Planning Steering Group to seek their input before considering approval at a future Parish Council Meeting. This document sets out the relationship which is particularly important in respect of public finances. A Sargeant reported a raised manhole outside the Post Office. The Clerk agreed to make an on-line report - **Action Clerk.**

The meeting closed at **9.38 p.m.**

The following decisions were advised from the Planning Authority: -

- a) The application for part two-storey, part single-storey garage and workshops with associated storage/ancillary space at Riddelsdell Bros Garage, 4 Ellis Street had been withdrawn - **DC/19/01480**.
- b) Planning permission had been granted for two storey cart lodge with external staircase at Pro Tem, Calais Street - **DC/19/03386**
- c) Planning permission had been granted for new vehicular access to allow access to existing poly tunnels and shed on site at Green Lawns Bonsai Nursery, Hadleigh Road - **DC/19/03813**
- d) Work can commence to ash in conservation area at 24 Stone Street - **DC/19/04071**
- e) Planning permission had been granted for conversion of roof space to form additional living accommodation at 15 Goodlands - **DC/19/03948**
- f) Work can commence to ash and alder in conservation area at The Old Forge, Church Street - **DC/19/03965**

The following were discussed: -

- 1) It was agreed to continue to monitor the Joint Local Plan and liaise with the Neighbourhood Planning Steering Group in this respect.
- 2) The successful rejection of the plans for 80 houses on Sand Hill at Committee was discussed. This involved considerable teamwork in securing and meeting the Planning Officer on site, attendance at the Committee Site Meeting and the Committee hearing with P Wallis speaking on behalf of the Parish Council. M Wooderson had given the benefit of his experience which helped guide the process, S Mattocks drafted our written representation and liaised with nearby residents. Our Chairman was involved throughout and had written directly to the Committee Members. B Hurren worked closely with the Parish Council and residents throughout the preparations. Representatives from the Neighbourhood Planning Steering Group were present on the day. The Planning Officer had recommended approval and Highways did not have an issue, so this achievement seemed remarkable in the circumstances.