

MINUTES of the MEETING of BOXFORD PARISH COUNCIL held on Monday 7th September 2020 at 7.30 p.m. by Zoom Video Meeting.

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

APOLOGIES: A Sargeant (Vice Chairman) had sent his apologies for not attending video conference meetings for medical reasons - this was accepted. A Sargeant still remains an active member of the Parish Council as is keen to return to face to face meetings as soon as these can be arranged safely.

RESIGNATION AND CO-OPTION OF MEMBERS: Since the last full meeting, Phil Wallis has resigned from the Parish Council due to his increasing work commitments. The Clerk will need to report this resignation to Babergh District Council and follow the relevant procedures before we can seek a replacement Councillor. However, we do have 4 Vacancies in addition to this one. In response to the Chairman's note in Box River News and on the website, we have 2 applicants to consider. The Meeting was closed to allow this item to be discussed. Members had reviewed the applications and agreed to invite both applicants to join the Parish Council at the October Zoom Parish Council Meeting - **Action Clerk.**

DECLARATION OF INTEREST BY COUNCILLORS: Nothing was declared.

MINUTES OF 6TH JULY 2020: Accepted as correct.

MATTERS ARISING FROM THE MINUTES: Nothing was raised.

PUBLIC FORUM: The resident attending asked for the Fleece Noticeboard to be tidied and the old notices removed. S Mattocks agreed to help. The Clerk to attend in the first instance when convenient to remove the old notices - **Action Clerk.** The Chairman agreed to check whether he has a key - **Action Chairman.** The resident went on to remind regarding replacement and renewal of white and yellow lining in the village. It was agreed to pass full details to the County Cllr to follow up including chasing the new lining near the Churchyard wall - **Action Clerk.** The resident asked the Parish Council to check whether the Cemetery is on consecrated land - **Action Clerk.**

REVIEW OF ITEMS RAISED BY THE PUBLIC: As above.

COUNTY COUNCIL REPORT: County Cllr J Finch attended and shared news that Samuel Ward School in Haverhill has had a covid outbreak. He then out-lined preparations for SCC School travel in accordance with covid guidelines. Planning for the school travel has been complex and spare seating capacity will take further time to review. Chambers Buses are re-introducing close to their full timetable from this month. This has been made possible by the rate per mile payment from the Department for Transport. Preparation is now in place for a safe return to School this month. Suffolk Highways commitment made in 2017 to surface 1000 miles of roads was completed last month. Further investment locally and from central government is encouraging Apprenticeships for those aged 16-24 at small to medium sized Suffolk businesses. Further Fostering and Adoption virtual sessions are available.

DISTRICT COUNCIL REPORT: District Cllr B Hurren attended and reported the latest figures for infections during the coronavirus outbreak. These include 288 reported cases of which there were 59 who sadly passed away due to this virus. While some normality is returning he urged those who are vulnerable to keep a distance from people and events for the foreseeable future and shop and work locally. While the "Home But Not Alone" help group has been curtailed so that the councils and others can concentrate on their numerous other functions, there is still help for all that need it. During the pandemic, Babergh has given out £15m of small business grants to 1523 business's and £7m to 474 business's in the retail, leisure and hospitality industry.

From now the focus of the council will be on recovery and we will continue to support the existing foodbanks along with those that have sprung up to meet a need in this crisis along with business support and help for those who are struggling to get back on their feet. Planning continues to hold their attention with the issue of the latest Government white paper which will have much impact and far reaching effect on our communities and our rural area and landscape, it is thought likely to double the build rate of houses in the Babergh area. On a positive note, the wording still encourages local Neighbourhood Plans. Locally a very serious fly tipping incident along the bottom section of Wash Lane was reported and dealt with very swiftly by the Babergh Refuse Team. B Hurren has sent a grateful letter of thanks to them and passed on the very positive comments of local residents.

FINANCE: The Bank balances as at 1st September were **£58510.74** in the Community Account, **£13399.01** in the Deposit Account and **£54969.57** in the Reserve Account making a total of **£126879.32**. The Income included a Covid 19 Grant to the Parish Council of £10,000. Members agreed to consider the appropriate use of these funds to support the Village and this will form an Agenda item for October - **Action Clerk and All**.

The following pre-agreed payments were made: -

| Cheque No. | Payee | Amount | Details |
|------------------------------|---------------------------|---------------|---------------------------|
| <u>As at 1st July</u> | | | |
| Funds Tr's | Employment Costs totalled | 1379.71 | Salary, ERS NIC & Pension |
| Funds Tr | M A Crighton | 250.00 | Cemetery Contract |

We also have Invoices from our Solicitor and Barrister in respect of the merits of challenging the Planning Decision on Sand Hill (Catesby- applicant). However, the written Decision notice and 106 agreement are awaited to enable the legal advice to be finalised.

The **Internal Audit Report** had been circulated to members and it recommended a review of insurance cover including Fidelity Guarantee figures and making a formal minute in that respect - **Action Clerk - October Agenda item**. An explanation of the method of writing back an out of date cheque was duly noted for the future. Although not mentioned, as all were up to date, we still need to schedule our Annual Reviews of Policies/Regulations.

It can be noted that commercial sponsorship will not assist with the Footpath Leaflets - finances so far include contributions so far from the County Council of £400 and Boxford Society of £100. This leaves a shortfall of around £300. Members continue to be supportive, however, had questions in relation to the project. It was agreed to invite the Footpath Warden to the October Meeting to address any questions under this Agenda item - **Action Clerk**. Members enquired as to whether the walks involve neighbouring Parishes such as Edwardstone and Groton and also it was suggested that funding may be sought from Groton

Educational Foundation. Details can be found regarding the latter in Box River News - **Action Clerk to communicate with the Footpath Warden.** Consideration was then given to organising a report on transport/highways issues in Boxford at Cox Hill/Ellis Street/Sand Hill to see if the changes proposed alongside the Catesby Development are safely deliverable. It was resolved to go ahead with this report - **Action M Wooderson and Clerk.** In order to combine both face to face and virtual meetings and also to review planning applications online during meetings, consideration was given to broadband/wifi at Bell House. Members felt it may be more progressive to support the Village Hall and move the meetings to the main hall if there is availability and wifi. The extra space would help to make the meeting area COVID secure when it is safe and appropriate to resume face to face meetings. It was agreed for the Clerk to enquire regarding the availability of the hall and whether wifi could be provided - **Action Clerk.** We could book the hall on a block basis even before a decision is made to go back to face to face meetings to secure the booking for the future.

NEIGHBOURHOOD PLANNING: There were no further updates.

CORRESPONDENCE: The correspondence report had been circulated ahead of the Meeting. No action points resulted.

CEMETERY: Administration and grave marking is on-going. Our representative for the Cemetery, A Sargeant, has contacted a Tree Surgeon to investigate the sycamore trees bordering the Cemetery and Stone Street Road properties. The Clerk has heard from the Tree Surgeon who is now refining his recommendations by discussing with the Babergh Tree Officer, David Pizzey. A quote is awaited in this respect. As the Cemetery is in a Conservation Area, notification is required of our intention to reduce or fell the trees concerned. It was agreed to seek recommendations from A Sargeant, our Cemetery representative in relation to the new request for a memorial bench. At the same time he could be asked to comment on suitable locations for other memorial benches the Parish Council are considering - **Action Clerk and A Sargeant.**

UPDATES FROM THE COVID-19 COMMUNITY RESPONSE: The Village Hall is re-opening this month.

REPORTS AND QUESTIONS FROM CHAIRMAN AND MEMBERS: It was reported that plants are blocking the river at Ash Street at the bridge near the Spinney. It was agreed to contact the Environment Agency to check when their scheduled clearance is to take place - **Action Clerk.** The hedge at Peyton House, Ellis Street was reported to be overhanging the pavement. It was agreed for the Clerk to contact the owners - **Action Clerk.** M Wooderson reported a vehicle, between meetings, left in the Primrose Wood Car park which has now been moved. Members and the Chairman agreed to write to the owners of the Post Office and the Butchers to thank them on behalf of the Village for all they have been doing to support residents during lockdown and beyond - **Action Clerk.**

The meeting closed at **9.52 p.m.**

Planning Meeting Held by Boxford Parish Council by Video Conferencing on Monday 7th September 2020

The following decisions were advised from the Planning Authority: -

A) Planning permission has been refused at The Fleece, 8 Broad Street for Planning and Listed Building to convert outbuildings to form 3 dwellings. This is due to harm to the viability of an employment site, impact on residential amenity, impact on highway safety and harm to heritage assets. This accords with the Parish Council's views and representation - **DC/20/01869/70.**

B) The District Council does not wish to object to Conservation Area tree work at Twelve, 12 The Causeway which involves reduction of hornbeam tree. The Parish Council had **No Objections - DC/20/02301.**

C) The District Council does not wish to object to Conservation Area tree and hedge work at Riverhall, Ellis Street. The Parish Council had **No Objections - DC/20/02611.**

D) Outline Planning Permission had been granted for a single storey dwelling and garage at land at Orchard House, Roylands Lane. The Parish Council had **No Objections - DC/20/02336.**

E) The District Council does not wish to object to Conservation Area tree and hedge work at Boxford House, Stone Street. The Parish Council had **No Objections - DC/20/02972.**

The following were discussed: -

1) The Parish Council responded with **No Objections** to the following applications considered between meetings to comply with the deadlines: -

a) **Groton Cottage, 8 Ellis Street** - conversion of existing garage to home office/ studio ancillary use to the main house and replacement garden shed - **DC/20/02928.**

b) **6 Ellis Street** - storage shed (following demolition of existing) - **DC/20/03032**

c) **12 Goodlands** - rear garden room extension and landscaping works - **DC/20/03012**

d) **Boxbank, Rules Yard** - construction of vehicular access into The Causeway and provision of parking area - **DC/20/03316**

2) **30 Stone Street** - Application for reserved matters - **DC/20/03391.**

The following response was agreed: -

Please note Boxford Parish Council Objects to this application for the following reasons: -

- The plans are for a property considerably larger and on a bigger footprint than the outline permission provided for

- It would not be in keeping with surrounding properties due to its size

- Outline permission was for a modest family home, the current plans do not reflect this

- Outline permission was for a domestic family home, however, these plans include a business studio and further kitchenette. The business use would cause more traffic movements on a highway that already has various traffic safety issues.

3) Albany, Sand Hill - Application for modification or discharge of S106 - **DC/20/03456.** The Parish Council had **No Objections.**

4) Any other urgent planning matters: Consideration was given to a meeting with Babergh District Council in relation to the 106 Agreement for the Catesby Development. The transport situation was being investigated by the Parish Council. B Hurren has concerns about the potential drainage issues which, if not adequately covered, could lead to flooding. B Hurren will review the documents online with the application and seek views from experts in this field before discussing further with the Babergh Planning Team - **Action B Hurren.**