

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 13 NOVEMBER 2019 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr's Damen (Chair), Collitt, Kent, McLauchlan, Oxford and Pugh.

Clerk - Karen Thompson

ALSO IN Members of the public.

ATTENDANCE:

19/0169 **Welcome and reminder about the General Election and how that affects Boxted Parish Council activity.**

The Chair welcomed all. Councillors were reminded that the Purdah period meant that the Council must be careful when referencing any activity that might involve any Prospective Parliamentary Candidate.

19/0170 **Apologies and reasons for absence.**

Cllr Chapman the Colchester Borough Council (CBC) Councillor sent apologies.

19/0171 **Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

None were declared.

19/0172 **To consider the applications for consideration to be co-opted into the two vacant councillor positions.**

Two members of the public were in attendance having expressed interest in becoming a councillor. After unanimous support from Councillors, both Arabella Brentnall and Jamie Seakens were co-opted to the Council. They signed the Declaration of Office forms and joined the Council with immediate effect.

19/0173 **Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

There were three members of the public that raised an objection to the Parish Council decision to ask the Hill Farm housing developers to not plant a central tree on the, planned for, Village Green. The Council confirmed that they had asked the developers not to include the tree with confirmation from CBC planning that it could be omitted. The Council explained the decision taken at the time; that the Village Green would have the centre available for events and displays throughout the year and that the decision to place a tree would be taken when there was a better idea of the space available. The members of the public said that the tree would help soften the view of the development and that consultation should have been carried out with a subsequent planning amendment submitted. A copy of the written objection was given to the meeting. The Clerk confirmed that this would be included on the agenda for the next Parish Council meeting on 9th January 2020.

A further member of the public raised the issue of speeding through the village including late night race styled speeding. There was a discussion about potential measures that could be pursued, including speed activated signage; community speedwatch groups; traffic calming measures that could be applied for. The Council said that the issue would be included on the agenda for the next meeting.

A final point was raised regarding a potential breach of planning when Boxted Primary School closed its car park to parents for drop-off and collection of children as planning was permitted for that purpose. The Council agreed to seek advice from the planning authorities to ascertain if a breach of planning had occurred.

19/0174 **Minutes of the last meetings of the Council held on 9th October 2019**

The Council resolved to accept the minutes as an accurate record of the meeting.

19/0175 **Clerk's Report**

19/175.1 **To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**

The Clerk reported that a number of questions had been asked from a member of the public prior to the meeting. The first was how many of the affordable housing units were occupied or planned to be occupied by Boxted residents. The Council agreed to find out more about the affordable housing. The second question was how many local people are involved with the Boxted cricket and football clubs? The Council agreed to ask the clubs as this information might be useful to the Council's S106 Committee.

The Clerk updated the Council on the outstanding action to ask Cllr Oxford to chair the Hub Working Group which he has agreed to do but a second Councillor should also be a member to step in to chair meetings if Cllr Oxford is absent. It was resolved that Cllr Kent would join the Hub Working Group.

19/175.2 To consider the occurrence of the vehicle v pedestrian on Straight Road.

It was confirmed that the accident that occurred did not involve speeding and the Council agreed that there was no parish action to take.

19/0176 Borough and County Council

To receive the reports of the District Councillor and the County Councillor.

There were no reports by County or District Council representatives.

19/0177 Parish Council Finance

19/177.1 To receive report on Parish Council financial statement as at the 30 September 2019.

The financial report was received showing that the council is anticipating a surplus on the year of approximately £19,000 with an expectation to contribute £1000 to a traffic survey and transfer the remainder to reserves.

The current bank balances total £59,785.

19/177.2 To approve the bills for payment for Parish Council, Sports and Social Club.

The following invoices were approved for payment.

Net Pay	£710.91
HMRC PAYE + NI	£253.48
pension - Nov	£271.46
Colchester Brewery - Boxtoberfest	£317.51
Boxtoberfest printing, cups, float	£234.00
Heelis and lodge internal audit	£215.00
Boxtoberfest Surplus funds to Bands	£85.00
Fields in Trust Subscription	£65.00
SLCC networking/training event	£12.00
Clerk expenses	£196.21
Room Hire	£28.00
Joe scammell – hedging	£42.50
Hub cleaning Pay	£239.64
whitwell - Hub plumbing	£144.00
E&J Fire Security – Hub fire inspection	£456.00

19/177.3 To note the spine point increase for Clerks pay on achievement of Cilca qualification. Rate moves from £14.04 to £14.50 per hour.

This was noted.

19/0178 Planning

To decide any comments on the following applications:

192700	01/11/2019	Fillpots Nursery, 52 Straight Road, Boxted Colchester CO4 5RB	Erection of 93m ² extension to approved glasshouse
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192658	28/10/2019	Hollies, Straight Road, Boxted Colchester CO4 5QX	Two-storey rear extension & external/internal alterations
192604	21/10/2019	Pond House, Church Road, Boxted Colchester CO4 5TQ	Application to discharge conditions 5, 6, 7, 8 & 9 of planning permission 191373
192534	16/10/2019	Pond House, Church Road, Boxted Colchester CO4 5TQ	Application to discharge conditions 3 and 4 of planning application 191373
192036	15/10/2019	Poplars, Cage Lane, Boxted Colchester CO4 5RT	Change of use of land to paddock and erection of stable building.
192498	09/10/2019	Walnut Tree Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Application to discharge condition 5 of planning permission 191910.

The Council did not have any objection the above applications – but it did agree to ask that application 192036 be commented on to say that commercial activity should not be permitted.

Appeals **There were none.**

Decided **To note the following planning decisions:**

The Council noted Colchester planning decisions listed in the agenda as made.

19/0179 **Housing Needs Survey (HNS)**

To note that the HNS survey has been circulated to Boxted residents and to consider a donation or gift to the parish magazine or distributors.

This was noted and the Council agreed that the additional material to be distributed had been significant and resolved to offer all distributors a voucher for a beverage and a cake in the Community Hub café.

19/0180 **Highways**

19/180.1 To consider placing a No Parking sign on the grass verges by the school.

The Council resolved to arrange no parking signage for the grass verges by the school ahead of an application to the LHP panel for permanent signage.

19/180.2 To consider the email regarding verge overgrowth between East Side and Plains Farm.

The Council resolved to ask Wormells (the land owner) to arrange for the overgrown grass verge alongside the hedge to be lifted away from the pavement.

19/0181 **Salt Volunteers**

To note that the salt volunteers have been sent their risk assessment forms and the salt will be delivered soon.

The Salt Volunteers cover:

1	Village Hall Car Park Path to Little Owls Path to the Village Hall alongside the road
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2	Ellis Road, Queens Head Road Junction
3	Straight Road/ Queen's Head Road junction
4	Green Lane and Green Lane and Workhouse Hill junction
5	The hill part of Workhouse Hill

This was noted.

19/0182 King George Field

19/182.1 **To receive the play area and equipment report and decide any work needed (Cllr Collitt). To also report on the metal strips on the wooden knee-high fence between the playing field and the car park.**

There were no urgent issues to report. The task of inspecting the play equipment was reassigned to Cllr Kent.

19/182.2 **To note a new gate closing assembly is ordered and see-saw end cap.**

This was noted.

19/182.3 **To note that 120 hedge saplings are being donated from the Woodland Trust and to confirm the location for planting.**

The donation of hedge saplings was noted, and it was resolved to write to the occupiers of Songers Cottages to advise them of the plan to increase hedging at least 1 metre from their rear fence.

19/182.4 **To note the planning application for installing cricket nets is submitted.**

This was noted.

19/182.5 **To consider the email from the Cricket Club groundsman regarding protecting cars.**

The cricket club had sought the views from the Council on fence to protect the tops of cars from cricket balls. The Council was not keen to have a permanent fence as it would distract from the open nature of the area and would be unsightly.

The cricket club email also raised the issue of damage to the cricket pitch by rabbits coming from the shrub/wasteland adjacent to the playing field behind Songers. The Parish Council resolved to enquire of the Land Registry who the land owners are so that the Council could then write to the owners and engage with them about the fence and the preventing further rabbit damage.

19/182.6 **To decide on the Brushcutter to purchase.**

The Council resolved to purchase, the recommended, Husqvarna 545RX Brushcutter for the Boxted Rangers project with suitable protective personal equipment.

19/0183 Community Hub & Sports and Social Club

19/183.1 **To commission RJB Plastering to complete the rendering on the Hub subject to a final quote for additional work.**

The Council agreed to ask RJB plastering for a final quote for the additional rendering work at the Hub.

19/183.2 **To receive the Health and Safety check report.**

This was deferred to the next meeting.

19/0184 Budget for 2020/21

To consider the draft budget document in order to calculate the precept request in January 2020.

The draft budget document was discussed with the following observations and amendments:

- Receipt/income budgets for the Community Hub hirings and leasings would be uplifted by 2.5% to reflect price increases.
- Spend budgets would be uplifted by 2.5% and adjusted for known works (moving the BMX track, legal fees associated with leases).

- Projects to be included were agreed at £1000 to set up the Boxted Public Rights of Way Rangers, £2000 to set up and maintain the Village Green, £1200 for additional dog signage, bin and bags, £1200 for additional trees and a transfer to reserves of £12000.

The final budget would be agreed in January for the precept request to be settled.

19/0185 Camping Close Charity – Finance report for year 18/19

To note the annual financial report for the Camping Close Charity and to note that the independent inspection is being undertaken by RCCE.

The Parish Council acting as the Sole Trustee for the Poor's Land Camping Close Charity received the end of year (18/19) financial statement which showed a bank holding of £51,074.02, which was made up of a start of year bank holding of £50,948.72 with receipts of £125.30 in COIF dividends and interest. The Council resolved to submit the end of year accounts to the Charity Commission as the required Annual Return.

19/0186

19/186.1 To receive the financial report for the Boxtoberfest event.

The financial report showed the Boxtoberfest event close to breaking even but the cost of the hall was still to be paid which would mean that the Council paid approximately £100 towards the cost of the community event.

19/186.2 To decide the location for the Christmas Tree, donated by Fred Smith Christmas Trees, for the lighting event on 1st December with the Boxted Methodist Silver Band.

It was agreed that the Christmas Tree should be sited on the corner of the Village Hall in the same place as last year.

19/186.3 To consider ideas for future events including:

- **Boxted beer festival - take place early spring** - Bit like Boxtoberfest, but during the day, less emphasis on music and more on the full range of ales and cider
- **A Boxted comedy night in Feb or Mar**
- **Boxted Gala - take place in summer (mid/late July?). An eclectic mix of everything good about Boxted. Drama group, cricketers (soft cricket?), footballers - 5 a side, bowls tournament, Boxted runners. Band stage with all the musical talent. Bouncy castle village, RBL involved in food or drink. WI, BSA, RBL, Vineyard, School, Church groups, Choir, Boxted Silver Band, village tug of war, raffle, history group stall, Dedham valley AONB Trust.**
- **Outdoor cinema event - outside company comes in and does it - we get a cut.**
- **Boxtoberfest October 2020**
- **Christmas Tree lighting 2020.**

The Council agreed that community events would be supported and that the calendar of events should grow each year.

19/0187 Items for the next meeting agenda

To consider items for the next agenda.

No new items were suggested.

19/0188 Meeting Closure & Date of Next Meeting

The next meeting was confirmed as Wednesday 8 January 2020.

Signed by Meeting Chair on