

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 9 SEPTEMBER 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

**PRESENT:** Members - Cllr Damen (Chair), Brentnall, Chaplin, Collitt, McLauchlan and Seakens.  
Proper Officer & Clerk - Karen Thompson

**ALSO IN**

**ATTENDANCE:** Cllr Chapman of Colchester Borough Council (CBC) was present for most of the meeting and two members of the public were present until the close of the item Public Participation.

**20/0111 Welcome**

The Chair welcomed everyone to the meeting.

**20/0112 Apologies and reasons for absence**

Cllr Kent, Oxford and Pugh were absent.

**20/0113 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr Chaplin declared an interest in the items relating to the Community Hub.

**20/0114 Public participation session**

Two members of the public were able to explain what correspondence they had in respect of the Essex Highways proposal to pursue to planning stage a replacement option for Boxted Bridge (near Boxted Mill), despite the original ECC options study not recommending this option. The Chair brought forward the relevant agenda item (20/118.1).

**Taken out of order**

**20/118.1 To receive an update on the current position regarding consultation and any decisions due, or made, regarding Boxted (Mill) Bridge (see attached).**

**To consider what action, if any, the Council wishes to take regarding Boxted (Mill) Bridge.**

The information available suggests that the original ECC options study, undertaken in October 2018, recommended taking 3 options forward to a feasibility study stage. This options study recommended that the option to completely replace the bridge (known as Option 7B) should not be pursued. However, Essex County Council (ECC) Highways have informed local residents that they intend to pursue Option 7B to planning. Nigel Chapman representing the Essex element of the AONB area added that consultation had not yet taken place and should before planning consent is applied for. He also added that ECC intend to delegate the planning decision to Colchester Borough and therefore the Parish Council should have an opportunity to be consulted. Local residents said that signage on the roads, erected last year, saying that the route was unsuitable for heavy vehicles has, to date, been effective in reducing the number of large vehicles on the bridge with resulting structure damage. They also added that there are a further four sub-standard bridges in the area and that replacing Boxted Bridge seems inappropriate given the surrounding weak bridges.

The Council resolved to engage with Cllr Brown (Boxteds' Essex Councillor), Cllr Bentley (ECC portfolio lead for ECC Highways), and also Mr Jenkin OBE, as Member of Parliament for Boxted, raising the risk that ECC Highways were pursuing only one option that was also unpopular, expensive option that is at odds with the other surrounding bridges and that would destroy the heritage associated with the historic bridge. If the bridge is replaced with a larger modern bridge the effect would be to increase HGV traffic on a very rural part of Essex Highways road network through green villages.

The Council also resolved to request that the bridge is included as a historic asset on CBCs Local List. This would require its conservation as a heritage asset is an objective of the NPPF(2) and a material consideration when determining the outcome of a planning application.

**20/0115 Minutes of the last meetings of the Council held on 7<sup>th</sup> July 2020.**

The Council resolved to accept the amended minutes as a true and accurate record of the meeting.

**20/0116 Clerk's Report**

**20/116.1 To receive the report of resolutions agreed at Parish Council meetings and note progress to date on the following.**

When presenting the report, the Clerk drew attention to the response from CBC regarding the problem of fly tipping in the lay by in Langham Lane which suggested the Parish Council installs No Fly tipping, CCTV in operation signage. The Council resolved to purchase signage and erect at the lay-by and inform ECC Highways of the installation. CBC's advice included reference to covert/camouflaged remote CCTV cameras and the Council resolved to investigate whether installing Parish Council covert CCTV was possible.

**20/116.2 To note that there are immediate and longer-term changes planned to the planning framework and law.**

This was noted.

**20/0117 Borough and County Council**

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

Cllr Chapman spoke to the Government planning changes proposed and also the proposed changes to the structures of Local Government. If implemented as stated, Essex would have a number of Unitary Authorities (UA). It would be likely that Colchester Borough, Braintree and Tendring would be replaced with a single UA. The view of the Parish Council was that the turmoil would be significant and that it may result in a Local Council that is unsighted on Parish issues because of the size of its 'patch'.

Cllr Chapman also spoke in support of the Parish Council paying for additional cuts (including the hedging) to enable people to walk along the verge at Betty Potter's Dip.

**20/0118 Highways**

**20/118.1 To receive an update on the current position regarding consultation and any decisions due, or made, regarding Boxted (Mill) Bridge (see attached).**

**To consider what action, if any, the Council wishes to take regarding Boxted (Mill) Bridge**

This item was taken Item 20/114 (see earlier).

**20/118.2 To consider purchasing a portable programmable flashing (smiley face) speed sign to operate in various locations around the village as suggested by a resident.**

The Council decided that further information should be sought from Parish Councils that have had experience of installing portable speed signs before making any decision. The Council noted that the signage indicating the presence of the school is obscured by hedging overgrowth and the Council resolved to request Highways Rangers cut the hedge back on safety grounds. The Council agreed that speeding is a real issue for the village and resolved to ask our ECC Councillor of the possibility of 'twenty is plenty' styled signage around the bends at the school.

**20/118.3 To consider offering salt to households as we have had a salt delivery (despite not ordering any) and now have a surplus.**

The Council decided that if the weather over the winter period was cold the Council could offer road/path salt to local residents at that point. In the meantime, the salt would be in the Council metal container at the Recreation Ground.

**20/0119 Parish Council Finance**

**20/119.1 To receive the Parish Council Financial Report as at the 31<sup>st</sup> August 2020 (see attachment including the bank statement).**

The Financial Report showed an anticipated loss in this financial year of £7,736 which was expected as £10,000 spend on rendering was budgeted for in the previous financial year. The actual spend to date was £19,552.29 and receipts were £37,361.90. The Council currently holds £72,248 in bank balances and £1,000 on a prepaid debit card.

**20/119.2 To note that during the Covid 19 restrictions invoices are being authorised for payment by email and will be presented to Council in physical form at the first non-virtual meeting, in accordance with the Boxted Financial Regulations.**

This was noted.

20/119.3 **To note the NALC pay negotiations resulted in an increase for clerks of 2.75% with effect from 1 April 2020, which for Boxted equates to £0.40 per hour. The negotiated pay award also includes an uplift of annual leave to 22 days per annum (for service of less than 5 years).**  
This was noted.

**20/0120 Planning**

**20/120.1 To consider commenting on the following applications:**

<a href="#">201553</a>	27/08/2020	Langmoor House, Langham Lane, Boxted Colchester CO4 5HY	Replacement of existing consented conservatory with a new conservatory of exactly the same footprint. Roofline will be very slightly different as a steeply angled roof is being replaced with a flatter design. Existing conservatory is in extremely poor
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The Council had no objection to this application.

**20/120.2 Decided**

The Council noted the following Colchester planning decisions.

**Approved**

<a href="#">201175</a>	23/06/2020	Land adjacent, Carters Hill, Boxted Colchester	Erection of 2 timber-built stables as extension to existing stable block (Retrospective)
<a href="#">201202</a>	15/06/2020	18 Songers Cottages, Dedham Road, Boxted CO4 5SQ	Proposed single storey rear extension
<a href="#">200913</a>	24/04/2020	Nevards, Ellis Road, Boxted Colchester CO4 5RN	Single storey rear/side extension and alterations

**Refused:**

<a href="#">201148</a>	11/06/2020	Penicuik, Straight Road, Boxted CO4 5QN	Proposed 1.5 storey rear and side extension to form additional living space.
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**20/120.3 Appeals**

There were none.

**20/0121 Results of Housing Needs Survey**

**To receive the Housing Needs Survey report (see attached) and recommendations made on page 29 and consider resolving to work with RCCE on a next steps plan for the next (October) Parish Council meeting. (Note Laura Atkinson of RCCE will attend October meeting).**

This was noted.

NB Cllr Chapman left the meeting.

**20/0122 S106 Committee Meeting**

**To receive the minutes of the S16 Committee meeting held on 2nd September 2020 and to consider the following:**

- Request from the cricket club to consider allowing an all-weather wicket to be laid (in lieu of permanent nets).
- Spend of £36 to get the drains locations mapped.

**And to note the finance tracker spreadsheet for the S106 project to be used in conjunction with CBC to facilitate drawdown of funds (see attached).**

The minutes were received, and the finance tracker noted.

The Council expressed initial support for the cricket club installing an all-weather wicket to be laid at the current square, subject to the necessary planning consents being obtained. They looked forward to a cost estimate being available.

The Council resolved to approve the digdat subscription in order to get a full map of utilities on and under the recreation ground.

**20/0123 King George V Playing Field**  
**20/123.1 To consider what action can be taken to minimise the litter pollution on the Recreation Ground.**  
 The Council were keen to ensure that litter pick up and trade waste collections were working sufficiently to cope with temporary increases in litter and resolved to look at ensuring trade waste collections were weekly and to look at recycling bins with collection.

**20/123.2 In light of the recent resident correspondence regarding uncontrolled dogs on the Recreation Ground, to consider the requests to make the Recreation Ground a 'Dogs on Lead' space.**  
 The Council discussed the benefits and disadvantages of making the field a 'dogs on lead' space including segregation options. The Council resolved to install that signage making clear that dogs must be under control and that includes, if necessary, being on a lead. The details of the dog warden would also be advertised.

**20/123.3 To consider the two quotes received for conducting all of the recommended actions in the Annual Tree Survey.**  
 The Council resolved to award the tree works contract to Mason's Tree Surgery.

**20/123.4 To consider commissioning either volunteer rabbit reduction or contracted rabbit reduction.**  
 The Council considered the offer of voluntary pest control to reduce the rabbits at the Recreation Ground and resolved to ask the volunteer to undertake the work, subject to a suitable risk assessment.

**20/123.5 To consider investigating the installation of a free water point on or near the Recreation Ground.**  
 The Council agreed that a water fountain would be a good facility for Recreation Field users and resolved to investigate options and prices.

**20/0124 Community Hub & Sports and Social Club**  
**20/124.1 To consider reintroducing hire/lease fees and, if decided, at what level.**  
 The Council resolved to reintroduce hiring fees for the sports clubs at 75% of full fee (recognising the lack of availability of changing rooms and showers).  
 The Council also recognised that commercial pressures mean the Hub café could not remain immune to a reintroduction of lease fees but wished to seek information from the lease as to what could be afforded. The Council resolved to ask the lease to provide this information.

**20/124.2 To consider the (separate garage) up and over door replacement quote.**  
 The quote was accepted, and the Council resolved to place the purchase installation order.

**20/124.3 To consider bringing back the Hub cleaner from furloughed status.**  
 The Council resolved to bring the Sports side Cleaner back to work and remove furlough status.

**20/124.4 To agree to get 3 quotes for painting the Hub exterior in 'cornish cream' or similar.**  
 The council resolved to seek 3 quotes for paint the exterior of the Hub.

**20/0125 To consider a draft specification for a ground's person contractor (see attached).**  
 The Council resolved to draw up a job specification and advertise for a temporary 6 month contract at 1 day per week. It was also agreed that Cllr Pugh would be best place to oversee and set the works schedule. As he was absent from the meeting the Council resolved to ask him if he could do this.

**20/0126 Bus Service and Access**  
**20/126.1 To consider submitting an LHP request to alter the kerbing at the bus stop to aid the less mobile being able to get on and off the bus.**  
 The Council resolved to submit an LHP request for a Kessel Kerb at the Straight Rd bus-stops to aid access for all people with limited stepping ability.

**20/126.2 To consider requesting improvements to the bus timetable.**  
 The Council resolved to write to the Bus and Transport Committee and Panther Travel to seek improvements to the bus timetable including an earlier (pre-9am) service.

**20/0127 Items for the next meeting agenda**  
**To note or propose items for the next agenda including:**

- Housing Needs Survey – how to go forward options

- Implementation of revised Huub lease fee
- Signing of the village hall lease
- Proposal to erect a Christmas Tree.

This was noted.

**20/0128 To consider making a nomination for an Essex Honour.**

The Council resolved to write a case supporting a local person for an honour.

**20/0129 Meeting Closure & Date of Next Meeting**

**The next meeting is proposed as 14<sup>th</sup> October 2020.**

The Council resolved to meet on 14<sup>th</sup> October 2020 at 730pm via zoom technology.

**Signed by Meeting Chair .....** on .....