

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 13 JANUARY 2021 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 Anne Brown Essex County Councillor attended, and three members of the public were also present. Two of whom were standing for item 21/003.

21/001 **Welcome**
The Chair welcomed everyone to the meeting.

21/002 **Apologies and reasons for absence**
21/002.1 **To record the apologies submitted.**
There were no apologies submitted.

21/002.2 **To consider accepting apologies from the Councillors unable to attend zoom meetings.**
NB. The Local Government Act 1972 states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, he/she ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend.
The Council noted that Cllr's Pugh and Oxford had not joined meetings when conducted virtually but their reason for absence was accepted.

21/003 **To select and co-opt to the vacant councillor position (see attached)**
Two applications have submitted for the vacant councillor position (see attached).
Both applicants addressed the meeting and after a vote showing a slim majority, Mr Jonathan Hunt was co-opted to the vacant position on the Council. He, having signed the declaration of acceptance of office, joined the meeting as a Councillor. In addition, Ms Christina Watling was appointed to the Section 106 Committee of the Parish Council in order to decide on what improvements could be made to the Recreation Ground and Community Hub building using the S106 funds available to Boxted Parish Council.

21/004 **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.

21/005 **Public participation session (There will be 15 minutes available for this item, if required).**
Nothing was raised.

21/006 **Minutes of the last meetings of the Council held on 11 November 2020.**
Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting and to resolve that the Chairman can sign the minutes remotely (see attachment).
The minutes were accepted as an accurate record of the meeting and will be signed by the Chair in person at a separate time.

21/007 **Clerk's Report**
21/007.1 **To receive the report of resolutions agreed at Parish Council meetings and note progress to date on the following (full report - see attachment).**
This was received and noted.

21/007.2 **To note the tasks completed by Maintenance man (see attached).**
The Clerk advised that many tasks were being completed and the list showing activity in December was noted.

21/008 **Borough and County Council**
To receive the reports of the District Councillor and the County Councillor.
Although Cllr Chapman was absent, he had sent a report which was circulated prior to the meeting.

Cllr Brown was able to provide an update on the situation regarding Boxted Bridge (See Item 21/009).

21/009 Boxted Bridge

To receive a verbal report on the progress with Essex Highways on preserving the heritage asset, Boxted Bridge.

Cllr Brown confirmed that a meeting had taken place at the bridge location and present were Cllr Chapman, Cllr Brown, Cllr Bentley (Essex County Council Highways Portfolio holder), and Suffolk County Council. Cllr Brown confirmed that Essex Highways intend to replace the Bridge but now accepted that more should be done to ensure the larger replacement looked like the current historic bridge. She said the plans she had seen should be available to the meeting due to take place between the Parish Council and Essex Highways on 14th Jan 2021.

The Council agreed that an update should be provided to the Member of Parliament for North Essex, Sir Bernard Jenkin and resolved to write a letter updating him.

21/0010 Parish Council Finance

21/010.1 To note the receipt of Covid grants for the Recreation Ground and Hub Building of:

- £1334 and £667 (total £2001) on 4th Dec 2020
- £667 on 5th Jan 21

These were noted.

21/010.2 To receive the Parish Council Financial Report as at the 31st December 2020 (see attachments including bank statements).

The Financial Statements and Bank Statements were received. It was noted that the Council had receipts of £70,737 to date (which included COVID grants) and had spent £49,735. The current bank/card balances showed £72,202.

21/010.3 To consider donating £150 to the Dedham Vale AONB Charity.

The Council resolved to make a £150 S137 donation to the Dedham Vale AONB as its purpose was to protect the AONB which was of benefit to the residents of Boxted.

21/0011 Budget and Precept

To agree the Parish Council Budget for 21/22 and agree the Precept request (see attached).

The Parish Council Budget resolved to set a line by line budget for 21/22 recognising a planned spend of £68,950 with a Council income of £16,860 and thus requiring a Precept from Colchester Borough Council of £52,090. This Precept will mean the amount each householder pays via Council Tax which will remain unchanged at £85.09 per Band D household. The Parish Council will receive a little more in Precept than last year because there are slightly more houses in the Parish.

21/0012 Rural Exception Site (RES) – Next Steps

To note that Brooks Leney have indicated a potential RES site in Boxted. The Council are also aware of the proposed Rural Housing Partnership site owned by Wormell Farms. (see attached map).

The Council noted the sites and resolved to take advice from the RCCE before deciding the next step towards providing low cost housing for Boxted residents.

21/0013 Planning

To consider commenting on the following applications:

202849	21/12/2020	Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ	Demolition of existing buildings and erection of two commercial units for micro and small-sized enterprises
202378	08/12/2020	Holly Tree Cottage, Church Street, Boxted CO4 5SX	T1 - Eucalyptus Tree - Reduce to ground level

Too late to comment but not yet decided

202693	02/12/2020	Haveli, Langham Road, Boxted Colchester CO4 5HT	Alterations and extensions to an existing detached residential dwelling. Proposed single-storey car
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			barn and alterations to the existing vehicular entrance and improved forecourt landscaping.
<u>202624</u>	24/11/2020	27 Straight Road, Boxted Colchester CO4 5HN	Creation of new access.
<u>202569</u>	20/11/2020	Boxted Methodist Church, Chapel Road, Boxted Colchester CO4 5RP	Change of use from Church Hall to office use, including a single storey extension and internal alterations
<u>202508</u>	16/11/2020	The Cottage, Chapel Road, Boxted Colchester CO4 5RS	Single storey extension to the South elevation.
<u>202497</u>	09/11/2020	Orchard Barn, 29a Straight Road, Boxted Colchester CO4 5HN	Rear single storey extension
<u>202264</u>	12/10/2020	Land adjacent, Carters Hill, Boxted Colchester	Application for approval of details reserved by condition 3 of 201175 (Disposal of manure).
The council neither objected or supported these applications and resolved not to leave a comment on the planning portal.			
Decisions	The Council noted the following approved planning decisions.		
<u>202578</u>	20/11/2020	Homedale Farm, Dedham Road, Boxted Colchester CO4 5SL	Application to discharge condition 5 of approved application 192146
<u>202501</u>	09/11/2020	Langham Water Treatment Works, Skye Hall Hill, Boxted Colchester CO4 5TD	Application for a Lawful Development Certificate for the proposed erection of security fencing and gates at Langham Water Treatment Works
<u>202419</u>	29/10/2020	Priory House, Old House Lane, Boxted Colchester CO4 5RB	Repairs following fire damage to Grade II listed barn/cartlodge, plus re-build of brick lean-to and yard boundary fencing (both not listed) match replacement of external weatherboarding to match
<u>202328</u>	19/10/2020	45 Straight Road, Boxted Colchester CO4 5HW	Retrospective planning application to retain already installed 2.4m high steel mesh fencing on northeast boundary with number 46 Straight Road
<u>202216</u>	14/10/2020	Penicuik, Straight Road, Boxted Colchester CO4 5QN	Proposed part side and rear extension
<u>202325</u>	19/10/2020	46 Straight Road, Boxted Colchester CO4 5HW	Application to discharge condition 7 of planning permission 192000
<u>202162</u>	01/10/2020	Gulsons, Church Street, Boxted Colchester CO4 5SX	Application to discharge condition 4 and 5 of planning permission 200297
<u>202215</u>	30/09/2020	21 Straight Road, Boxted Colchester CO4 5HJ	First floor additions to dwelling over/on existing single storey building elements.
<u>202079</u>	30/09/2020	Homedale Farm, Dedham Road, Boxted CO4 5SL	Design changes to elevations of approved scheme ref 192146

202037	19/09/2020	Runkins Farm, Langham Lane, Boxted Colchester CO4 5HZ	An application to determine if prior approval is required for a proposed change of use of Agricultural Building to Dwelling house (Class C3) and for building operations reasonably necessary for the conversion.
201924	15/09/2020	Ash Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Proposed garage conversion to additional living space with roof above.
202540	13/11/2020	Cedar Quay, Straight Road, Boxted Colchester CO4 5QX	Proposed two storey side extension and single storey rear extension.

The Council noted that the following decision(s) were refused:

202334	20/10/2020	Skye Hall Cottage, Skye Hall Hill, Boxted CO4 5TF	Single storey extension to existing annexe
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Appeals There were none.

21/0014 Village Green

21/014.1 To note that solicitors are dealing with the transfer of the Village Green land from Lyntons to the Parish Council but have been asked to resolve the proposed covenants that would prevent vehicles, music, combustible items, advertising and gatherings.

To note that we have also asked that the contract exchange still requires the landscaping plan (part of the planning consent) to be met by Lyntons.

This was noted.

21/0015 King George Playing Field

21/015.1 To note that the current national lockdown permits play areas to remain open but outdoor gym areas must be closed. It is suggested that the skate park equipment would be categorised as play rather than fitness and may remain open.

This was noted.

21/0016 Community Hub & Sports and Social Club

21/016.1 To consider suspending the hiring and lease fees during COVID lockdowns requiring sport to be suspended and the Hub to operate as take-away only.

The Council resolved to continue the suspension of hiring and lease fees during full lock-down.

21/016.2 To consider if the Hub employee should be furloughed whilst football is not permitted.
It was resolved that the cleaner should be furloughed.

21/016.3 To consider and note the cost of operating the Hub in terms of fixed costs and variable costs (see attached).

The costs of operating the Hub building was noted and the data would be considered when it comes to setting of hiring and lease fees in the future.

21/0017 Village Hall Lease with Parish Council

To note that the Village Hall Lease between the Parish Council and Diocese has highlighted that the boundary of the Village Hall and Recreation Ground land needs to be confirmed as it will have implications for Recreation Ground development.

It was noted that the lease has been signed and returned to the Council's agents. The understanding of land ownership would be fully understood by the next meeting.

21/0018 S106 Committee

21/018.1 To receive the minutes of the S106 Committee meeting 2nd December 2020.

The Council received the minutes of the S106 committee meeting and resolved to include an update in the Boxted with Langham Newsletter and emailed Village News summarising some of the S106 Committee work and the consideration what type of car parking might be most suitable.

21/018.2 **To approve the membership of the S106 Committee (see attached).**
The changes to the S106 Committee membership were agreed with the appointment of Christina Watling and Ewan Macgregor to the Committee.

21/018.3 **To approve the purchase and installation of outdoor gym equipment recognising the cost contribution of £4,000 grant from the Essex County Council Communities Initiatives Fund. (See attached cost and installation plan).**
The Council resolved to submit the necessary planning requests and purchase the 7 pieces of equipment proposed for installation between the Play Area and the BMX track.

21/018.4 **To approve a submission of a planning application for an all-weather cricket wicket (adjacent to the current wicket square).**
To also consider contributing 50% (approx. £5000) of S106 or Parish Council funds to the installation the artificial wicket. The full installation cost is in the region of £10,000 (see attached).
The Council resolved to submit the necessary planning application for an artificial wicket and to purchase the wicket, contributing a maximum off£5000 or 50%. The Cricket Club would need to demonstrate a commitment to the payment of hire fees when reinstated.

21/018.5 **To approve seeking pre-planning advice (with associated small cost) with respect to overflow car parking surfacing.**
The Council decided to delay this decision until more information is understood regarding village preferences.

21/0019 Highways
To note the additional verge cut at Betty Potters Dip and the hedge along Straight Road (near Boxted Cross). The total cost was £226 of which a £50 donation was received by the resident seeking the hedge cut.
This was noted.

21/0020 Items for the next meeting agenda
To note or propose items for the next agenda including:

- **Review of Asset Register**
- **Review of Risk Management Policy and Risk Register.**

This was noted and it was agreed that the options for preventing parking on verge near the school would also be added to the agenda.

21/0021 Meeting Closure & Date of Next Meeting
The next meeting was agreed as 10th February 2021 at 730pm via zoom.

Signed by Meeting Chair on