

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 12 MAY 2021 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM

PRESENT: Members - Cllr Damen (Chair), Brentnall, Collitt, Hunt, McLauchlan, and Seakens.

Proper Officer & Clerk - Karen Thompson

ALSO IN No other people were present.

ATTENDANCE:

21/0071 **Welcome**

21/0072 **Election of Chairman**

Cllr Cheryl Damen was elected as Chairman of the Council for the period May 2021 until the next election due May 2022.

21/0073 **Receiving the Chairman's Acceptance of Office**

The Clerk received the signed acceptance of office from Cllr Damen.

21/0074 **Election of Vice-Chair**

Cllr Seakens was elected as Vice-Chairman with a majority vote.

21/0075 **Receiving the Vice-Chair's Acceptance of Office**

Cllr Seakens will sign the acceptance of office at the next face to face meeting of the Parish Council.

21/0076 **Election of chairman of Section 106 Committee (currently Cllr Brentnall) , Hub Working Group (currently Cllr Oxford) and Village Hall Management Committee (currently Cllr McLauchlan)**

The Council re-appointed Cllr Brentnall to Chair the S106 Committee and Cllr McLauchlan to be acting Chair of the Village Hall Management Committee. It was decided to discontinue the Hub Working Group until the S106 Committee had completed its work.

21/0077 **Apologies and reasons for absence**

Cllrs Chaplin, Oxford and Pugh were absent.

21/0078 **Declaration of Interests** - to receive any interests relating to items on the agenda.

Cllr Brentnall declared an interest in a planning application that was not on the agenda but was open for comment (Item 21/86.1).

21/0079 **Public participation session (There will be 15 minutes available for this item, if required)**

Cllr Collitt spoke as a member of the public enquiring if CCTV was available as a car was recently damaged in the Parish Council Car Park. There is no CCTV installed.

21/0080 **Minutes of the last meetings of the Council held on 13th March and 22nd March 2021.**

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 attachments).

Both minutes were agreed.

21/0081 **Clerk's Report**

21/081.1 **To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date on the following (full report - see attachment):**

- **Rural Exception Site**
- **Publication of Annual Report on website**

The Council received the clerks report which showed emails received to the Parish Council of approximately 600 pcm.

The Clerk gave a verbal update regarding Rural Exception Site progress which is waiting on a firm proposal from landowners.

The progress of taking ownership of the land at the apex of the Hill Farm development as the Village Green is progressing via legal representatives. The Council resolved to request an indemnity from the developers for the Landscaping Plan being fully implemented as any breach requiring Council implementation might be costly.

The Council resolved that the Chair's annual report be placed on the Council website in lieu of the cancelled Annual Residents Meeting.

21/081.2 To note the tasks completed by Grounds Person (see attached) and consider replacing the Dedham Road bus shelter.

The Council resolved to investigate bus shelter replacement costs for the Dedham Rd Shelter.

21/081.3 To consider the suggestion made by the Groundsman, suggesting replacing the current notice board on Dedham Road and/or placing one outside the village hall.

The Council resolved to repair the current Dedham Road Notice Board and to investigate a further Notice Board at the Village Hall.

21/0082 Borough and County Council

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

No reports were available.

21/0083 Land Behind Village Hall

To consider the interest shown by the owners of Haus Penkhan in purchasing a small piece of land behind the Village Hall (belonging to the Church and leased to the Parish Council) and any implication for future car parking plans. (see attached)

This was noted.

21/0084 Parish Council Finance

21/084.1 To receive the Parish Council Financial Report as at the 31st March 2021 (see attachments including bank statements).

The End of Year financial Report and bank statement were received, and it was resolved to publish the report on the Council website. Total receipts including Covid grants and furlough payments received for Community Hub was reported as £82,022.84 and spend was recorded as £61,156.03. This allows a planned £12,000 to be transferred to reserves. The current balances held at bank is £75,306.15.

Cllr Collitt requested consideration be given to part funding additional play equipment for older children alongside S106 monies. It was resolved to schedule this as a motion at the next Parish Council meeting on 9th June.

21/084.2 To note the recent claim for the Covid restart grant for the Recreation Ground and Sports Facilities.

The recent Covid restart grant was applied for and paid as £8000. This was noted. The Council resolved to ringfence the Covid Grants for Sports Side and Hub improvements.

21/0085 Internal Audit

The decide to report the end of year financial position with the associated council documents to the appointed internal auditors Heelis & Lodge.

The Council resolved to send the reported end of year financial position along with accounts and required Council documents to Heelis and Lodge for internal audit.

21/0086 Planning Applications

21/86.1 To consider commenting on the following applications and noting the decisions made:

210573	10/03/2021	P G Rix (Farms) Ltd, Lodge Farm, Boxted Road, Great Horkesley Colchester CO6 4AP	Proposed agricultural steel portal framed grading building.
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Comment Submitted: Boxted Road, Queens Head Road, Straight Road, Langham Road and Severalls Lane are all used by the large HGV lorries in connection with this business.

Apart from Straight Road Boxted (which is classified as Class 111) all the above roads are unclassified and suffer badly from deterioration in the surfaces due to heavy traffic and are particularly unsuitable for HGV's.

If all the HGV lorries used in connection with this business turned West toward the A134 as they exit the farm premises the wear and tear caused would be concentrated on a shorter stretch of Boxted Road and therefore Highways would have a smaller length of road that repairs could be concentrated upon. This might prove more cost effective for the ECC budget.

The A134 is also a safer road for large HGV's to use, the other roads quoted above all contain blind/narrow bends and tight junctions which are difficult to negotiate by large HGV's particularly if other vehicles are approaching.

210944	07/04/2021	Skye Hall Cottage, Skye Hall Hill, Boxted CO4 5TF	Single storey bedroom extension to existing detached annexe Amendment to refusal 202334
211053 Cert of lawful use	28/04/2021	Annexe, Lions Farm, Langham Lane, Boxted Colchester CO4 5HY	Continued use as a separate dwelling of existing s/c Two bedroom annexe, complete with bathroom, kitchen / lounge
211074	19/04/2021	16 Songers Cottages, Dedham Road, Boxted Colchester CO4 5SQ	Subdivision of the existing plot and erection of a self contained 3 bedroom 6 persons two storey detached house to the side of the existing dwelling

Comment period closed

210775	23/03/2021	Land east of, Carters Hill, Boxted Colchester	Erection of a two-storey 4 bedroom detached dwelling in lieu of planning permission 180051
210765	22/03/2021	Haveli, Langham Road, Boxted Colchester CO4 5HT	Proposal for an attached basement which will be connected to the existing basement with accesses from the main dwelling
210732	19/03/2021	Homedale Farm, Dedham Road, Boxted Colchester CO4 5SL	Redesign of approved planning scheme for 1 No replacement dwelling
210661	11/03/2021	11 Cross Cottages, Dedham Road, Boxted CO4 5SH	Roof space conversion and extension
210562	03/03/2021	Skye Hall Cottage, Skye Hall Hill, Boxted Colchester CO4 5TF	Part two storey extension on top of existing. Part single storey extension. New, larger front porch.

The Council resolved to make the following comment on application 211074 that an additional house would be very cramped between the existing houses and alter the street scene/appearance of the area.

The recent decisions were noted.

21/086.2 To consider forming a Council Planning Committee.

The Council discussed the pros and cons of forming a committee or working group with the purpose of considering the planning applications relevant to Boxted in greater details than is allowed for at full Council meetings. It was resolved to form a Planning Working Group that would look at planning applications and make a recommendation to the Council as to concerns or support for planning applications. It was agreed that the Working Group would not be responsible for commenting on applications but for providing background information and recommendation to the full council for any decisions.

Cllr's Hunt, McLauchlan and Seakens agreed to be members with Cllr Hunt chairing the meetings.

21/0087 Highways

21/087.1

To note the response from Essex Highways concerning the Parish Council request to conduct a further independent options study for Boxted Bridge. Also, to note the locally organised petition has surpassed 5000 signatures (see attached).

This was noted.

21/087.2

To note the copied correspondence from Boxted School seeking assistance from Essex County Council to improve the problematic school parking (see attached).

This was noted.

21/087.3

To consider an LHP request for new village signs likely to cost £300-500 (see attached).

The Council resolved to seek approval to install a Parish Council funded Welcome to Boxted sign matching the size and shape of the current Myland sign.

21/087.4

Consider Cllr Chapmans suggestion to work with other parish council to address highways issues over the area (see attached).

The Council resolved to work with other Parishes to address and campaign jointly to protect and improve highways in the area. It was noted that a walking path along Straight Rd be campaigned for as walking in the road is dangerous.

21/0088 King George Playing Field and Car park

21/088.1

To note the resident request to consider upgrading the children's play area and to consider using part of parish council reserves with some S106 monies to purchase play equipment for older children.

The Council noted this and agreed that it fell to the S106 Committee which had established a working group to look at additional play facilities.

21/088.2 **To note the outdoor gym equipment installation planned for 13 and 14 May.**

This was noted.

21/088.3 **To note the recent vandalism and anti-social behaviour reported to the police.**

This was noted and the clerk confirmed that the safety and engagement police team were emailed separately.

21/088.4 **To note the recent request and response for a fitness group (Kelly's HIIT) to meet and exercise on the field and to consider scheduling a future agenda item of charging for field use by commercial organisations.**

This was noted. The Council was content to continue with the current policy that the Recreation Ground was available to all, but any business would need to have public liability insurance. Use of the Hub, changing rooms or village hall were chargeable.

21/0089 Community Hub & Sports and Social Club

21/089.1

To consider the plans to reopen the Hub café (see attached).

The Council was pleased that the Hub café was opening on 18th May. It resolved to ask the Hub lessee what assistance the Council could provide to resuming a full Community Hub service.

It also resolved to reintroduce lease fees on a sliding scale with 20% due in May rising by 20% each month.

21/089.2 **To consider restarting sports side hire fees at full rate from May 2021**

The Council resolved to reintroduce hire fees at the pre-covid monthly rates.

21/0090 S106 Committee

To appoint Cllr Hunt to the S106 Committee.

Cllr Hunt was appointed to the S106 Committee.

21/0091 Dog waste bins in village

To consider approaching Colchester Borough Council to get additional dog waste bins in the village.

The Council resolved to request additional dog waste bins at Harwich Lines, and Cooks Hill and to seek a replacement for the rusting bin at Cross Cottages.

21/0092 Annual Tree Survey Recommendations

To consider commissioning tree work recommended in the Annual Tree Survey for 2021. (see attached).

The Council resolved to implement the recommendations of the Annual Tree Survey including removing the rope that is hung from a tree to form a swing.

21/0093 Events

To consider running a second Boxtoberfest event on 16th October 2021.

The Council resolved to organise a Boxtoberfest with the aim of breaking even in monetary terms.

21/0094 Items for the next meeting agenda

To note or propose items for the next agenda:

The Council was advised that the Standing Orders, Financial regulations, and Code of Conduct would be reviewed at the next meeting.

21/0095 To consider the next council meeting.

The next meeting is proposed as 9th June at 730pm in the Village Hall with social distancing.
It was resolved to resume face to face physical meetings in the Village Hall with social distancing. Members of the Public would be admitted as long as they could be safely accommodated with social distancing. A risk assessment would be undertaken to ensure Covid adjustments could be implemented.

21/0096

21/096.1

To exclude members of the press and public from the meeting and to consider pay awards.

Motion to exclude public & press: In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted namely the consideration of pay rates. The Public and Press be temporarily excluded from this meeting and will be instructed to withdraw.

There were no members of the public or press to exclude.

21/096.2

To consider awarding a pay increase to employees that are NOT covered by the NALC Clerks agreement (see attached).

It was resolved to increase the rate of pay of the cleaner and the Groundman from 1st April 2021.

Signed by Meeting Chair on