

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 13 OCTOBER 2021 BOXTED VILLAGE HALL AT 7.30PM**

**PRESENT:** Members – Hunt, Brentnall, Collitt, Oxford and McLauchlan  
Cllr Seakens arrived later  
Clerk – Karen Thompson

**ALSO IN ATTENDANCE:** Several members of the public were present along with Cllr Chapman (Colchester Borough Council).

**21/151 Welcome**  
Cllr Hunt was elected to chair the meeting by a majority vote of those present. He welcomed those in attendance.

**21/152 Apologies and reasons for absence**  
Cllrs Damen and Chaplin had conveyed apologies as well as Cllr Barber (Essex County Council). Cllr Pugh was also absent.

**21/153 Declaration of Interests** - to receive any interests relating to items on the agenda.  
There were no declarations of interest declared.

**21/154 Public participation session (There will be 15 minutes available for this item, if required)**  
There was a concern raised regarding the Colchester Borough acquisition of the Dedham Road property that will allow access to the 'garage site' and whether the charity realised its full value. The discussion ranged to what might happen over the long term to land beyond the Garage site and the Council resolved to seek to protect the views by requesting that they be added to Colchester Borough Council's Local List.  
Also raised was the concern that the long-blocked road gullies along Straight Road would contribute to flooding this year. The Council resolved to ask ECC Cllr Lewis to see if he could utilise his 'Members Enquiries' route to seeing them cleared.

**21/155 Update regarding potential Rural Exception Scheme site in Boxted – Mr Kelly (Bidwells)**  
Mr Kelly was not able to attend the meeting and it was resolved to defer this item to the next Parish Council meeting.

**21/156 Minutes of the last meetings of the Council held on 8 September 2021.**  
**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings.**  
Councillors agreed the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting.

**21/157 Borough and County Council**  
**To receive the reports of the District Councillor and the County Councillor.**  
Cllr Chapman (Colchester Borough Council) advised that the traffic lights at the Several Lane Boxted Bridge were the responsibility of the Highways Agency (now known as National Highways) as the bridge forms part of the A12. Nigel reported that MP Will Quince was engaged on the topic.

**21/158 Planning**  
**21/158.1** The following applications were considered, and no comments for submission were raised:

<a href="#">212599</a>	17/09/2021	Rakaia, Mill Road, Boxted CO4 5RW	Erection of a single storey rear extension to create ancillary annex living accommodation
<a href="#">212560</a>	14/09/2021	The Lilacs, Straight Road, Boxted Colchester CO4 5QZ	Rear single storey extensions. Side dormers. Fenestration amendments. Material/Finish amendments
<a href="#">212545</a>	13/09/2021	Pantry 61, West View, 61 Straight Road, Boxted Colchester CO4 5QY	Demolition and replacement of Outbuilding

<a href="#">212448</a>	03/09/2021	Waverley Lodge, Straight Road, Boxted Colchester CO4 5QX	Proposed two storey side & rear extensions and ground floor porch.
<a href="#">212307</a>	01/09/2021	Community Hub cafe, Cage Lane, Boxted CO4 5RE	Installation of an all access ramp and steps to the front of the Community Hub cafe
<a href="#">212434</a>	02/09/2021	Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ	Application discharge conditions 13, 14 and 15 of approved application 202849

The Council also noted the planning decisions made including the refusal to grant prior notice approval for the telecoms mast (212314) and Cllr Hunt has contacted the planning applicants to see if the Council can help locate a better location for the mast.

#### Further Planning Points

21/158.1

**To note that Colchester Borough Council Amphora Homes are not yet in a position to address the Parish Council or residents regarding their plans for the former garage site by Cross Cottages.**

This was noted.

21/158.2

**To note the initial information received regarding the planned Anglian Water 80km pipeline coming through Boxted.**

Mr Chapman, as chair of the Dedham Vale AONB, has raised concerns regarding the proposed water pipeline to Anglian Water. These have been copied to Council members.

21/159

#### Allotments

**To consider the recent interest in allotments and how they are provided.**

The Parish Council currently does not provide allotments. Part of the Colchester Borough Council Garage site space is used for allotments but are not statutory allotments but granted under temporary license. It is likely that these will be lost to the planned development of the site by Amphora Homes. The Parish Council is aware of the duty to try and provide allotments if sufficient residents request them.

21/160

21/160.1

#### Parish Council Finance

**To receive the Parish Council Financial Report as at the 30 September 2021 (see attachments including bank statements).**

The Financial Report was received. It showed a spend to date of £46,449.51 and receipts to date of £68,722.05 which reflects that the full precept from Colchester Borough Council has been received. The forecast end of year position is estimating a surplus of £5,537 but with uncertainty about the income that might be received from the Community Hub this may well reduce. The bank holdings currently total £97,578.69.

21/160.2

**To approve the invoices presented for August and September 2021.**

The following invoices were approved for payment:

Clerk Pay net	£ 916.50
Groundsman Pay	£ 290.93
HMRC	£ 573.80
Pensions	£ 377.35
clerk expenses (mileage, keys)	£ 100.09
Groundsman expenses - fencing repairs	£ 34.76
Green bins	£ 35.38
PKF Littlejohn external audit	£ 360.00
Highways briefing EALC - zoom	£ 24.00
Dan Hamilton plumbing - water fountain	£ 60.00
Village Hall hire	£20.00
Dan Hamilton plumbing - water fountain	£ 180.00
Boxtoberfest hall hire	£ 80.00
Fields in Trust membership	£ 65.00
Ingleton Wood initial fee	£ 1,080.00
Cert of lawful use - overflow parking access	£ 58.50
Cleaner Pay	£ 249.17

E&J Fire - extinguishers	£ 202.50
Sundry Supplies AtoZ	£ 55.58
{Pump for Sports Side kitchen sink	£ 234.00
{Caxton card fee	£ 1.50

**21/161 Conclusion of External Audit**

**To note the external audit comment.**

**2 External auditor report 2020/21**

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council noted that the external audit found no concerns.

**21/162 Highways**

21/162.1

**To receive the traffic survey results for Langham Lane (see attached).**

The speed survey had showed that the average speed of traffic was around 40mph and concluded that a reduction in speed limit was, therefore, not required. Councillors suggested that as half of the traffic is exceeding this average then a reduction in speed limit is warranted and resolved to investigate the process for seeking a reduction in speed limit.

21/162.2

**To receive feedback from discussion between Cllr Hunt and ECC Cllr Barber re traffic (see attached) and to consider committing or earmarking a sum of money (approx. £1400) to support the monitoring scheme, which would be a more thorough approach to monitoring of traffic in/through the parish. Cllr Hunt.**

The Council agreed that baseline evidence was necessary before improvements in traffic management would be agreed. It considered the suggested locations to get speed and volume data and resolved to fund three traffic survey points to go with two funded by Cllr Barber. It was hoped that working in tandem with other local parishes we could see traffic managed across the area better. Cllr Hunt agreed to liaise with Cllr Barber on this.

21/162.3

**To consider a Parish Council funded dog waste bin and emptying service at the Straight Road end of public footpath at Harwich Lines (see attached). The Parish Council pay for the bin, CBC install for free, and the Parish Council pays £14 per bin per visit.**

The Council recognised that any dog waste bins that are not currently in place will need to be funded by the Parish Council by way of contract with Colchester Borough Council at an ongoing cost of £364 each year for fortnightly collections. The Council resolved by a majority vote to contract with Colchester Borough Council for a dog waste bin at the Workhouse Hill end of the Public Footpath.

**21/163 S106 Committee**

21/163.1 **To receive the minutes of the S106 Committee meeting on 5<sup>th</sup> September 2021 (see attached).**  
The minutes were received.

21/163.2 **To receive the cost estimate for building refurbishment and initial room plans for the Hub refurbishment project (see attached).**

The cost estimates and room plans were received.

21/163.3 **To note that drains survey and topographical surveys have been commissioned.**  
This was noted.

**21/164 Village Green**

21/164.1 **To note the planned meeting of the Boxted volunteer biodiversity group's first meeting planned for 26<sup>th</sup> October to consider the wild flowering of the village green.**  
This was noted.

**21/165 Community Hub**

21/165.1 **To note the receipt of 3 business plan proposals received so far for Hub café operation and decide to interview the applicants.**

The Council agreed to create a group of three councillors to interview the Hub lease applicants and to create a standard set of questions to be discussed.

21/165.2 **To note the emergency replacement of a wastewater pump for the sports side kitchen at an approximate cost of £300.**  
This was noted.

21/166 **Recreation Ground**  
Cllr Seakens joined the meeting.

21/166.1 **To consider approving the project, financed from combined S106 and Parish Council funds, for additional play facilities on the Recreation Ground (see attached).**  
The Council resolved to approve the installation of additional play facilities as proposed at a project cost of £71,000 noting that the area between the Hub building and Little Owls pre-school should be delayed until planned Hub refurbishment is complete as the area would be needed.

21/166.2 **To consider the quote for repair/replacement of the fence adjacent to former Songers Cottage land.**  
It was noted that the Council is awaiting a quote for fence replacement.

21/166.3 **To consider how overflow parking might be managed at school start and finish times.**  
No decision on this is required yet.

21/166.4 **To note the email received from neighbours to the playing field regarding grass cuttings and pole along the hedge line.**  
The Council resolved to write to all residents that neighbour the Recreation Ground reminding them that they are not to place grass cuttings or vegetation on the land outside their boundary.

21/167 **Events**

21/167.1 **To consider the Queens Platinum Jubilee 3 – 5<sup>th</sup> June 2022.**  
This was noted and a Sunday picnic would be considered in 2022.

21/167.2 **To note the Boxtoberfest plans.**  
This was noted.

21/168 **Policies for Review**  
**To approve the policies below:**

- **Code of Conduct**

It was noted that the Code of Conduct is the same as the Colchester Borough Councillor Code and therefore was approved unchanged.

21/169 **Clerk's Report**

21/169.1 **To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date.**  
The Council noted the Clerks written report and considered a request for donation to the Essex Air Ambulance resolving to make a S137 donation of £50.

21/148.2 **To note the tasks completed by Grounds Person**  
This was not available and therefore was not received.

21/170 **Items for the next meeting agenda**  
**To note or propose items for the next agenda:**  
The following were proposed:

1. Consider draft budget
2. Rural Exception Scheme update – Mr Neil Kelly
3. Commemorative circular bench on the Village Green
4. Colchester Homes plans to develop the Garage Site

21/171 **To consider the proposed date of the next meeting planned for 10<sup>th</sup> November 2021 at 730pm.**  
This was agreed.

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