

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 NOVEMBER 2021 BOXTED VILLAGE HALL AT 7.30PM**

**PRESENT:** Members – Seakens, Hunt, Brentnall, Collitt, Pugh and McLauchlan  
Clerk – Karen Thompson  
Cllr Damen was present for the first item only as a Member and Chair of the Council.

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

**21/172 Welcome**  
Cllr Damen welcomed everyone to the meeting. She then resigned from the Council by way of a letter handed to the Clerk. Cllr Seakens, as Vice-Chair will step into the role of Chair until a new Chair is elected and he chaired this meeting.

**21/173 Apologies and reasons for absence**  
Cllr Oxford had conveyed apologies. Cllr Chaplin was absent.

**21/174 Declaration of Interests** - to receive any interests relating to items on the agenda.  
There were no declarations of interest declared.

**21/175 Update regarding potential Rural Exception Site (RES) in Boxted – Mr Kelly (Bidwells)**  
Mr Kelly confirmed that Mr Wormell was still keen to take forward a Rural Exception Site which would provide low-cost housing to people connected to the village in perpetuity. The site Bidwells would like to take forward is along Straight Road close to Newman Drive. The Parish Council confirmed that it would support a RES in that location and Mr Kelly advised that they will develop plans with an RES housing provider, and discuss a potential planning application with Colchester Borough Council.

**21/176 Public participation session (There will be 15 minutes available for this item, if required)**  
Topics raised - a request to provide flowerpots on the cross triangle; the issue of surface water flooding at Cross Cottages and whether the ditch could be cleared that should help take the excess water away from the area.

**Taken out of order 21/179.2**  
**Agenda Item 21/179.2 was taken out of order and addressed here**  
**To note that the Colchester Borough Council Officer for Council property will attend a Parish Council meeting and meet with the Parish Council beforehand to discuss plans for the site known as the Garage Site adjacent to Cross Cottages.**  
A letter signed by several residents was handed to the Council. The meeting was advised that a meeting with Amphora Homes and Colchester Borough Council along with members of the public and the Parish Council Members was arranged for Wednesday 8<sup>th</sup> December at 6pm in Boxted Village Hall.

**Taken out of order 21/186**  
**Agenda Item 21/186 was taken out of order and addressed here**  
**Biodiversity Group**  
**To receive a verbal report from the newly formed volunteer Boxted Biodiversity Group with plans for the Village Green and to approve spend for wildflower bulbs of up to £500 (Cllr Hunt) (see attached wildflower area plan).**  
Cllr Hunt advised that the first meeting of a volunteer Biodiversity Group had taken place with an initial project to plan how to achieve a wildflower presence on the Village Green that would meet the objectives of the approved landscaping plan and make the green a good and attractive space. The group has proposed 2 planting areas for wildflower bulbs leaving large areas of mown grass and benches. The Council resolved to approve up to £500 of the Village Green set up budget for bulb planting immediately. The group would also look to other projects in the village.

**21/177 Minutes of the last meetings of the Council held on 13 October 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.

**21/178 Borough and County Council**

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

Cllr Chapman had nothing to add over the agenda items already discussed.

Cllr Barber was not present.

**21/179 Planning**

**21/179.1** The following applications were considered, and no comments for submission were raised:

<a href="#">213012</a>	21/10/2021	Oak Cottage, Cage Lane, Boxted Colchester CO4 5RU	Demolish existing conservatory. Single storey extension
<a href="#">213010</a>	21/10/2021	Oak Cottage, Cage Lane, Boxted Colchester CO4 5RU	Demolish existing conservatory. Extension, single storey for kitchen and garden room
<a href="#">212786</a>	08/10/2021	Orchard Place, Accommodation Road, Boxted Colchester CO4 5HP	Proposed erection of brickwork wall & gates to the driveway access of Orchard Place
<a href="#">212767</a>	07/10/2021	King George V Playing Fields, Cage Lane, Boxted Colchester CO4 5RE	Excavate 100m x 6m trackway to a depth of 30cm. Lay Geotextile Membrane in excavation. Lay and Compact sub-base 20cm thick of crushed concrete. Top and compact 10cm of road planings/scalpings (reused road surface materials) (Revised Description)
<a href="#">212662</a>	27/09/2021	King George V Playing Fields, Cage Lane, Boxted Colchester CO4 5RE	Installation of play facilities. Minor ground preparation. Installation/erection of: 1 of 5 aside goal posts, aerial runway (zip wire), grassed earth mounds, 2 sunken trampolines, mega swing, all access play roundabout, petanque space, fixed table, ten
<a href="#">212650</a>	27/09/2021	Orchard Farm, The Vale, Wet Lane, Boxted CO4 5TN	Reconstruction of an existing building to provide 3 bedrooms and associated living spaces.
<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

The Council considered the planning applications and had no comments to make.

The Council noted the planning decision made.

**21/179.2 To note that the Colchester Borough Council Officer for Council property will attend a Parish Council meeting and meet with the Parish Council beforehand to discuss plans for the site known as the Garage Site adjacent to Cross Cottages.**

This item was taken earlier in the meeting.

**21/180 Highways**

**21/180.1 To consider supporting a village community speed watch group idea.**

The Council considered agreed that a request to support a community speed watch group would not overlap with the planned traffic surveys and that a community speed watch group should be supported. The member of the public that raised the suggestion advised that they would look to start the process of establishing a village community speed watch group.

**21/180.2 To note the 1<sup>st</sup> draft school travel survey from Cllr Barber and also note that the meeting of interested parties did also suggest looking to fund a school crossing patrol officer which will be investigated further (see attached).**

This was noted and the Council resolved to look to how to fund a school patrol crossing officer.

**21/180.3 To note the response regarding Severalls Lane Bridge (see attached).**

The anticipated delay of years was noted.

**21/181 Parish Council Finance**

**21/181.1 To receive the Parish Council Financial Report as at the 31 October 2021 (see attachments including bank statements).**

The Financial Report was received. It showed a spend to date of £51,834 and receipts to date of £69,256 which reflects that the full precept from Colchester Borough Council has been received. The forecast end of year position is estimating a surplus of £15k but with uncertainty about the income that might be received from the Community Hub this may well reduce. The bank holdings currently total £92,727.38.

The Council noted the unspent budget for the Boxted footpath (Rangers) project and agreed that to consider it at the January Council meeting.

**21/160.2 To approve the invoices presented for October and November.**

The following invoices were approved for payment:

Pay	£ 1189.31
HMRC	£ 560.52
Pensions	£ 368.86
expenses	£ 145.80
Green bins - recycling	£ 35.38
Vertas grass cutting	£ 1,214.03
Bowman & Sons - hedge cutting	£ 108.00
RCCE renewal	£ 72.60
Village Hall room hire	£20.00
Identilabel Drinking Water sign	£ 93.00
Bland Landscapes V green weeds	£ 102.00
Hall hire Boxtoberfest	£ 80.00
Cleaning	£ 249.17
refund clerk for radiator (Argos)	£ 55.00
LED - emergency light replacement	£ 345.79
LED emergency light test	£78.00
Goff heating oil	£1,611.99
Elsey 2nd call out to boiler	£72.00

**21/182 Community Hub Cafe**

**21/182.1 To receive a recommendation to offer the café lease to the successful interview candidate. The lease could start as quickly as 1 December 2021 and be offered for 2 years with a break point after 6 months from start, by either party.**

The Council resolved to offer a café lease to Mr Douglas Harper on the recommendation of the interview panel. The interview panel advised that four good candidates were interviewed, with Mr Harper demonstrating significant experience of running his own cafes, a good business model, existing suppliers in place, flexibility over the refurbishment project and a community focus.

**21/182.2 To decide that the additional clauses to the Community Hub café lease will include:**

- minimum hours of cafe opening (8:45 – 16:30 4 weekdays and 10:00 – 13:00 Saturdays and Sundays - and one evening each week from September 2022)
- also open for sports matches (Boxted Lodgers, Colchester Ladies and Boxted Cricket Club)
- Café space provided for 1 hour for home cricket matches for cricket teas to be served and consumed
- taking of cash and card payments
- advertising plan to be provided
- recycling plan to be documented
- business plan to be maintained and shared with the Parish Council
- food hygiene rating, DBS check and alcohol license required
- regular health and safety inspections to be undertaken and documented including water temperature, smoke detectors etc.
- Tenant to provide all equipment needed except for cooker and one fridge-freezer
- Lease fee to include heating, electric, water, broadband, trade waste removal

**The lease also will cover the fact that the cafe will have to close for the period of building refurbishment (probably summer 2022) with no lease fee payable.**

**The monthly fee will initially be set at £495 pcm and will rise by the average cost of inflation each year.**

The Council agreed to the points above and also agreed that a fair usage clause should be added to the lease providing for reimbursement for excessive council costs and also a statement that the fridge freezer would be left in situ but if it fails it should be replaced by Mr Harper and remain his property at the end of the lease.

**21/183**

**Budget**

**To receive the draft budget document for consideration before the next Parish Council meeting and to note the proposed Parish Council funding of the Hub refurbishment project and its implications for Council finance (see attached).**

The Budget draft budget was received, and it was noted that it would have to be agreed in order for the precept request to be authorised at the January meeting.

**21/184**

**Community Hub**

**21/184.1**

**To receive the latest Hub refurbishment project layout plans, project timetable and estimated cost schedule for the Ingleton Wood elements of work.**

The reports were received noting that they are still subject to change. The project was still pursuing a football foundation grant which might contribute to the refurbishment costs.

**21/184.2**

**To decide to submit a planning application for the external changes to the Community Hub based on the Surveyors Plans (see attached).**

The Council resolved to approve the submission of a planning application to cover the planned external changes to the building.

**21/184.3**

**To consider the future of the S106 Committee and how to best oversee the refurbishment project.**

The Council agreed that the S106 project should now best to take forward the implementation of the S106 projects and to bring a recommendation forward to the January Council meeting.

**21/185**

**Recreation Ground**

**21/185.1**

**To note the following:**

- **Recent vandalism and repair commissioned**

The council noted the vandalism and repair planned and decided that an insurance claim be considered.

**21/185.2**

**To note the order placed for additional play facilities in line with the S106 Committee recommendations.**

This was noted.

**21/186**

**Biodiversity Group**

**To receive a verbal report from the newly formed volunteer Boxted Biodiversity Group with plans for the Village Green and to approve spend for wildflower bulbs of up to £500 (Cllr Hunt) (see attached wildflower area plan).**

This item was taken earlier in the meeting.

**21/187**

**Policies for Review**

**To approve the policies below:**

- **Co-option Policy**
- **Website Policy (change of Clerk details and layout)**

The Council resolved to approve and publish the Co-option and Website policies.

**21/188**

**Clerk's Report**

**21/188.1**

**To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date.**

The Clerk updated on the following actions:

- the proposed memorial bench for the village green would be delayed in Spring 2022

- the action to seek addition of the Dedham Vale AONB views by including them on the local list had met with a suggestion from Colchester Borough Council that the views could be protected by including them in the Neighbourhood Plan when the Parish Council review the plan. The Council noted it should consider reviewing the Neighbourhood Plan and agreed to including this on the January meeting agenda.
- Essex Highways had indicated that it would submit a planning application on the 19<sup>th</sup> November for the replacement of Boxted Bridge. The Clerk has written to Cllr Barber saying that the plans are not sufficient for consultation with the Parish Council.
- The council noted that 6 expressions of interest in allotments have been received and that the topic would be brought to the Council in early 2022.
- Cllr Collitt and Brentnall requested that a councillor email address be set up for them. Cllr Hunt and Seakens have theirs.

The Council noted the Clerks written report.

**21/188.2 To note the tasks completed by Grounds Person**

This was noted.

**21/188.3 To note the protection of home address details that can be requested.**

This was noted.

**21/188.4 To note the soldier silhouette gifted from the Boxted/Langham Men's Shed and installed on the Village Green.**

The Council expressed thanks to the North Essex Men's Shed for the poignant soldier silhouette.

**21/188.5 To note the event at the Village Hall which includes a Christmas bazaar, outdoor carols led by the Boxted Methodist Silver Band, Christmas Tree lighting (on PC land) and refreshments (see attached leaflet).**

This was noted.

**21/189 Items for the next meeting agenda**

**To note or propose items for the next agenda:**

The following were noted:

1. Finalise Budget
2. Approve Precept request
3. Allotments
4. Review of Boxted Neighbourhood Plan
5. Garage Site plans
6. Village green memorial bench

**21/190 To consider the proposed date of the next meeting planned for 12<sup>th</sup> January 2022 at 730pm.**

This was agreed but it was noted that there was scope to hold a Council meeting immediately after the Public Meeting on the 8<sup>th</sup> December to discuss the plans shown at the meeting.

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