

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 9 MARCH 2022 BOXTED VILLAGE HALL AT 7.30PM**

**PRESENT:** Members – Seakens, Brentnall, Collitt, Dedhar, Hunt, McLauchlan and Pugh

Clerk – Karen Thompson

**ALSO IN** Several members of the public attended and Cllr Chapman

**ATTENDANCE:**

**22/42 Welcome**

**22/43 Apologies and reasons for absence**

Cllr Oxford was absent.

Cllr Barber (Essex County Council Division Councillor) had sent apologies.

**22/44 Declaration of Interests** - to receive any interests relating to items on the agenda.

None declared.

**22/45 Public participation session**

Several residents made representation raising concerns regarding added documents as part of the ongoing planning application to replace the Boxted Bridge and whether they were for consultation. The Council said it was waiting for formal consultation from Essex County Council before responding as it expected more to be published.

The Bingo group removed their application for financial support as they were moving back to the Community Hub.

A member of the public expressed disappointment that the installed teenage swing was not a nest swing. They also felt that the young children using the equipment might get injured. The Council said the installed swing was intended for teenagers and not young children. It was also suggested that a nest swing be considered at a future meeting.

Several residents sought updates regarding the management of the garage site in respect of rubble created by investigation work and also who would be responsible for fencing and site maintenance during this uncertain time whilst the development planning application is being decided. It was also asked when No 2 might be advertised for occupancy. The Council agreed to forward these questions to Colchester Borough Council.

**22/46 Minutes of the last meetings of the Council held on 9 February 2022.**

**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings.**

Councillors agreed the minutes of the last meeting.

**22/47 Borough and County Council**

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

No reports available.

**22/48 Colchester Plaque Trail**

**To consider establishing potential plaque sites for inclusion in Colchester Plaque Trail (see attached).**

There were no initial sites suggested and Councillors let the Clerk know if any sites became known.

**22/49 Planning Applications**

**.1 To consider commenting on the following applications and noting the decisions made:**

<u>220372</u>	10/02/2022	12 Accommodation Road, Boxted Colchester CO4 5HP	Erection of a single storey front extension
<u>220277</u>	02/02/2022	Waverley Lodge, Straight Road, Boxted Colchester CO4 5QX	Detached outbuilding
<u>213435</u>	12/01/2022	East Pole, Langham Lane, Langham CO4 5HY	Side extension to accommodate new kitchen at ground floor and ensuite to 1st floor. Porch to front entrance. Internal

alterations to existing to change existing kitchen to utility facilities.

The Council did not have any objection to the applications and would not submit a comment.

The Council also noted planning decisions made by Colchester Borough Council.

**22/50 Garage Site**

**To note the following correspondence regarding the scheduling of the Cross Cottage Garage Site planning application decision meeting (see attached).**

The Council noted that it had requested a speaking slot at the meeting to decide the garage site planning application, but the clerk of the meeting advised that it was not scheduled yet.

**22/51 Boxted Bridge**

**To note the recent information regarding the Boxted Bridge planning application progress with possible further consultation and extension of consultation.**

The Council noted that Essex Highways planned to make further information available which Essex Planning would consult on before the application would be put to a planning committee meeting.

**22/52 Parish Council Finance**

.1 **To receive the Parish Council Financial Report as at the 28 February 2022 (see attachments including bank statements).**

The Financial Report was received. It showed a spend to date of £131,042 (inc of VAT) and receipts to date of £120,420. Bank balances were £64,684.

.2 **To approve the invoices presented for December.**

The following invoices were approved for payment:

Pay net	1150.30
HMRC	533.36
Pensions	350.99
Groundsman supplies	125.40
Clerk expenses	54.00
Green bins	47.36
EALC training	108.00
EALC training	108.00
Sage - Emergency tree work	575.00
Village Hall Hire	20.00
Gate repair (to be rebated)	198.00
Village green tree - original landscapes	45.00
Vantage Building app	426.00
Boxted Fencing - rebound wall	2,667.00
Hub Pay	249.17
Cleaning - holiday cover - Gourlay	54.00
Sundries - amazon	94.84

.3 **To decide an application from the Boxted Bingo Group for £60 financial assistance as they come back from Covid restrictions.**

This agenda item was withdrawn as the Bingo group had arranged to meet in the café again.

.4 **To consider a further application for a £137 grant of £1000 from 22/23 funds to Little Owls Pre-school to part fund their garden canopy project with a full cost of £5730.**

The Council resolved to donate a further £500 from 22/23 budget to the canopy project.

**22/53 Recreation Ground**

**To note the following:**

- **Installation of aerial runway, mega swing, teenage spinner, sunken trampolines, all accessible roundabout, additional small play area rocker, extended trim trail and large climbing piece.**

- The 5 aside football posts are delayed until summer.
- Dispute with a fencing company regarding quality of work done.

**To note the emergency tree works for two conifer branches (on land not owned by PC) fallen on sight screens and our land. And to consider pursuing 'adverse possession of registered land' via solicitors.**

The Council resolved to consider pursuing adverse possession at a future Council meeting.

**22/54 Highways and Public Rights of Way (PROW)**

- .1 **To discuss correspondence re cycle/pedestrian routes to Northern Colchester.**

Cllr Collitt explained that he had met with Essex County Councillor Barber and walked Straight Road and the footpaths showing the difficulty for pedestrians trying to walk safely along the route to school and the Northern Gateway. Cllr Barber will now work on improving the verges by first conducting a feasibility study via the Local Highways Panel. Cllr Collitt also expressed a desire to see the PROW footpaths upgraded to bridleways thus allowing cycles to use them as a safe route to the north of Colchester.

- .2 **To note the Volunteer Biodiversity Group plan a PROW survey and maintenance plan.**

The biodiversity group will start to address public footpaths by surveying them and then approaching the relevant landowners to undertake maintenance work or permit the biodiversity group to do it. The group would also like to update the booklet, published in the 1980s, detailing walks in Boxted and highlighting points of interest, and make it available online.

**22/55 Village Green**

**To note the information regarding costs of an electric point on the Village Green.**

The Council has requested an electric meter to be installed on the Village Green, but the providers have this as very low priority, and it is likely to result in a contract with a significant standing charge due to the minimal usage planned. The Council agreed that not to pursue at this time.

**22/56 S106 Committee**

**To decide how best to oversee the implementation of the S106 projects.**

The council resolved to disband the S106 Committee and establish a Hub Working Group that would oversee the day-to-day implementation of the refurbishment. Councillors nominated to the Hub Working Group are Cllrs Brentnall and Dedhar. The working group would liaise with Hub hirers and tenants throughout the project.

**22/57 Emergency Planning**

**To consider drafting an Emergency Plan for adverse conditions effecting residents.**

The need for an Emergency Plan was discussed in light of the recent power outages lasting several days. The Council recognised that the Great Horksley Village Hall is the nominated rest/reception centre for the area and that the Good Neighbours Scheme in Boxted and Langham were the best route to helping residents in need. The Council recognised during a significant incident, communication is important and resolved that an Emergency Plan be developed for approval that provides useful information and triggers the Council to consider further actions.

**22/58 Annual Parish Meeting for Residents**

**To consider any points raised in the Annual Parish Meeting held on 9<sup>th</sup> March 2022 that need to be scheduled for a future meeting.**

None raised.

**22/59 Policies for Review**

**To approve the policies below:**

- **Co-option policy (see attached)**

The Council approved the Co-option policy.

**22/60 Clerk's Report**

- .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)**

This was received.

.2 **To receive the Fire risk assessment for the Community Hub building. Please note that this will need to be reassessed after the refurbishment is completed (see attached).**

This was received and it was noted that it would need to be revisited after the Community Hub refurbishment is completed when the issue of fire training would be addressed.

.3 **To note the conversion of the phone box to house books and operate as a lending library with the support of a Boxted resident volunteer.**

The Council expressed great thanks to the volunteer who is managing the telephone box lending library. Cllr Collitt asked a light could be reinstated for the winter months.

**22/61 Items for the next meeting agenda**

The following were noted:

- Co-option of potential councillor

**22/62 Pay**

.1 **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 press and public to exclude.

.2 **To consider the annual pay rates for staff employed by the Parish Council.**

The Council agreed to raise the pay rates in line with the recommendation.

**22/63 Date of Next Meeting**

The date of the next meeting is scheduled for 13<sup>th</sup> April 2022 at 730pm.