

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 12 OCTOBER 2022 BOXTED VILLAGE HALL AT 7.30PM**

**PRESENT:** Members – Councillors Arabella Brentnall, Amin Dedhar, James Collitt, Jonathan Hunt, Angela Mclauchlan, Gene Pugh and Jamie Seakens (Chair)  
Clerk – Karen Thompson

**ALSO IN** Members of the public attended.

**ATTENDANCE:**

**22/143 Welcome**

The Chair welcomed those present noting that the September meeting was cancelled as it was scheduled for a date during official mourning.

**22/144 Apologies and reasons for absence**

Cllr Steve Bay had sent apologies which were accepted.

Cllr's Barber (Essex County Council Division Councillor) and Chapman (Colchester Borough Council) had also sent apologies.

**22/145 Declaration of Interests** - to receive any interests relating to items on the agenda.  
None received.

**22/146 Public Participation Session**

A member of the public spoke to the Council about the inadequate bus service now operated by First Essex. She explained that they were frequently late or worse cancelled at short notice. They often missed the hospital stop on Turner Road by trying to make up time and traveling the Northern Approach Rd. Complaints to First Essex, when you could get through, resulted in promises of improvement but with no improvement in service. After nearly 6 months people are getting reluctant to use the bus. The Council resolved to seek a meeting with Cllr Barber, First Essex, and a representative from the public transport team at Essex County Council (ECC).

A further member of the public sought information on the timetable for the planned build on the garage site but the Parish Council have no information. The Council did question the recent planning application to convert the bungalow planned from a 3 bed to a 4-bed based on anticipated user despite saying they have no allocation policy yet. The council resolved to query this.

**22/147 To interview Bradley Maxwell and Lee Smith and consider co-opting one to the vacant Councillor position**

Lee Smith was present and was co-opted to the Councillor vacant position with immediate effect. The Acceptance of Office form was signed, and Lee Smith joined the Council.

**22/148 Minutes of the last meetings of the Council held on 13<sup>th</sup> July 2022.**

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

Councillors resolved to agree the minutes of the last meeting.

**22/149 Borough and County Council**

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

There were no reports.

**22/150 Planning Applications**

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

<u>221753</u>	14/07/2022	Boxted Methodist Church, Chapel Road, Boxted Essex CO4 5RS	Conversion of existing redundant Methodist church into a three bedroom private dwelling, replacement single storey rear extension, new single storey rear/side extension, internal and external alterations, new detached garage, change of use of adjacent
		Consultation till 18/10	

<u>221747</u>	05/09/2022	Lions Farm, Langham Lane, Boxted Colchester CO4 5HY	Erection of single storey workshop and storage 15m x 10m 4m eaves
<u>222305</u>	12/09/2022	Holly Tree Cottage, Church Street, Boxted Essex CO4 5SX Consultation till 11/10/22	To build a single storey side extension and second storey extension over the existing rear single extension

The Council decided not to submit any comment on the planning applications.

Decisions made by Colchester Borough Council were noted.

## **22/151 Rural Exception Site**

**To consider approaching the local landowner, Mr Wormell, directly regarding interest in a Rural Exception Site (RES) and if not successful to consider readvertising for sites.**

The Council recognise that the plans for a Rural Exception Site are dependent on a local landowner being prepared to sell land at a low cost and resolved to write to Mr Wormell directly to see if land adjacent to the Settlement Development Boundary might still be under consideration for a RES. If it was not likely, then the Council would 'call for sites' again.

## **22/152 Bramford to Twinstead Reinforcement**

**To note the National Grid Electricity Transmission plc (National Grid) consultation for its Bramford to Twinstead reinforcement is concluded. National Grid intends to submit an application for an order granting development consent to reinforce the transmission network between the existing Bramford Substation in Suffolk, and Twinstead Tee in Essex. This would be achieved by the construction and operation of a new 400 kilovolt (kV) electricity transmission line over a distance of approximately 29 km. The application for development consent may allow for two potential design options in the vicinity of Hintlesham Woods.**

This was noted.

## **22/153 Parish Council Finance**

### **.1 To receive the Parish Council Financial Report as at the 30 September 2022 (see attachments including bank statements).**

The Financial Report was received. It showed a spend to date of £74,240 (inc of VAT) and receipts to date of £142,339. Bank balances were £129,566. The Council is still expected to break even in 22/23 with a transfer to reserves of £6000.

### **.2 To approve the invoices presented. The following invoices were approved for payment:**

#### **October**

Pay (inc PAYE, NI, Pensions)	£	1742.70
Clerk expenses	£	108.70
Green recycling bins contract	£	64.70
Vertas for grass cutting (quarterly bill)	£	1,294.15
Fresh Air fitness – new handle	£	34.50
Tin Bins skip hire – rubbish from the Hub	£	312.00
Ealc Training Fire Safety	£	180.00

#### **Village Hall**

Michelle Gourlay – Cleaning Service	£	432.00
Community Halls in Partnership Management Fee	£	750.00
S&S window cleaning	£	40.00

#### **September**

Pay (inc PATE, NI, Pensions)	£	2116.17
Clerk expenses	£	60.80
Green recycling bins contract	£	64.70
PC Insurance with BHIB	£	2,562.52

External Audit PKF Littlejohn	£	480.00
Scamell – treating brambles	£	25.00
Fire Extinguisher service E&J Fire Security	£	178.61
Wave Water at Hub Building	£	482.77
<b>Village Hall</b>		
Michelle Gourlay – Cleaning Service	£	432.00
Toilet Hire for users	£	192.00
PPL PRS License	£	139.20
Fire Extinguisher Service E&J	£	155.88
Wave water	£	127.23

**.3 To understand the Council refurbishment position (see attached).**

The Council noted the funding position regarding the refurbishment of the Community Hub building. There is an expected short fall of £30,000 which the Council has earmarked from funds held. The Council also noted that that their bank holdings include an additional £19,000 which could be called on.

**.4 To consider supporting Boxtoberfest as a Parish Council event with a potential £1000. Other Parish Council events this year include the Jubilee fete and the upcoming village green wildlife event.**

The Council noted that the Boxtoberfest event was not taking place this year.

**22/154 External Audit**

**.1 To note and accept the External Audit Report which comments ‘The smaller authority has not correctly stated the 2020/21 figure in Section 2, Box 9. In calculating this figure, the smaller authority has summed all the assets and long-term investment inaccurately. The correct figure for Section 2, Box 9 should be £1,085,994.’**

This was noted.

**.2 To consider the SBAA External Audit Opt-out option communication (see attached).**

The Council decided to continue to use the Essex contracted External Auditors and not opt-out.

**22/155 Hub building refurbishment Project**

**.1 Verbal update on Project**

The Clerk updated the meeting to say that the contractors had begun on time and were progressing well with no significant issues encountered. The refurbishment is expected to run to the 23<sup>rd</sup> December 2022 and the café tenant is planning to reopen on or around the 8<sup>th</sup> January.

**.2 To re-establish the Hub Working Group and agree the proposed participation:**

**Cllr Brentnall**  
**Cllr Dedhar**  
**Boxted Lodgers Football representative**  
**Colchester City Ladies Football representative**  
**Boxted Cricket Club representative**  
**Boxted Runners representative**  
**Hub café tenant**

It was resolved to re-establish the Hub working group with Cllr Seakens, Chair of the Council, being a de-facto member. The next meeting is scheduled for 18<sup>th</sup> October 2022. It was agreed that the terms of reference for the group would include overseeing the pitchpower process, ensuring the terms of the football foundation grant were being met, discussing hire agreements, and building improvements.

**22/156 Biodiversity Group –update and noting the educational event planned for 23<sup>rd</sup> Oct 2022**

Cllr Jon Hunt said that the biodiversity group had undergone a name change and were now called Boxted Wildlife. The group have planned an education event, which was agreed as part of the Dedham Vale AONB grant, for the 23<sup>rd</sup> October 2022 which the Council noted. The group is also planning a talk titled ‘gardening for wildlife’ in November and a further

event is planned for January. The village green continues to be maintained by the volunteers in a way that allows wild flowers and grasses to grow in certain areas.

A future project, looking to monitor and report on the state of Public Rights of Way (PROW) in the village along with revitalising the public walks information, will be investigated. Cllr Hunt is meeting (online) on 19<sup>th</sup> October 2022 with the Essex County Council (ECC) team responsible for PROWs and will learn about the P3 Scheme offered by ECC to help maintain the path network.

#### **22/157 Roads and Verges**

- .1 To consider the information from Essex County Council Cllr Lewis that Boxted Council would need to employ a crossing patrol officer (attached).**

The clerk updated the meeting saying a school patrol officer could not be advertised for until ECC agree a service level agreement for the position. Additionally, the Council will need to budget sufficiently for the pay costs of a crossing officer from April 2023 (funding for the pre-April costs may be available from Cllrs Chapman and Barbers locality budget). The Council discussed the need for a crossing officer now that the overflow car park seems to be working well. The Council resolved to postpone the advertising for a school crossing officer until they were satisfied that it was needed.

- .2 To note the temporary fix to the dog waste bin at the Dedham Road and of the Cross Cottage public footpath (PROW 125-8).**

This was noted.

#### **22/158 Recreation Ground**

- **To consider the advice of a local pest control company re rabbits (see attached)**
- **To note dispute re 5 aside goals**
- **To note that VERTAS have been asked to quote for:**
  - **Lift the canopies on T3, T4, T5, T6, T7, T8, T9 and T11**
  - **Remove stones from Area on LHS of field between T6 and the clump of T7-T11 and reseed**
  - **Remove stones from MOUND and surrounding area adjacent to T25 and reseed**
  - **To have an addition to our contract for extending the grass cutting to include perimeter cuts**
  - **To add topsoil to smooth the field bump (25m by 1m) between the large football pitches**

The local pest company had not sent through advice re rabbit control.

The Council noted that no payment had been made for the 5-aside goals that the Council deemed not fit for purpose. It was agreed that the second goal would be removed from its location and stored alongside the container until Playdale arrange for collection.

The Council noted we are waiting on our current contractors, Vertas, for costings for the various tasks.

The Council resolved to replace the outdoor gym area fencing and to move it inwards slightly to meet the play equipment observation that it represents a low safety risk as a child may hit the fencing if they fell from the wavy bridge.

#### **22/159 Play Area Annual Inspection Reports**

**To receive the reports and note the spreadsheet of planned actions (see attached).**

The Council noted the reports and the planned actions.

#### **22/160 Bus Service**

**To note the correspondence between Cllr Hunt and Essex County Council regarding the new bus service provider (attached).**

The Council noted the email correspondence to date (also see Public Participation item 22/146).

#### **22/161 Council preparation for Fuel Price increases (Cllr Brentnall)**

Cllr Brentnall raised the topic of warm places. The Council noted that the only place available would be the village hall, but current regular bookings mean there is limited availability. The Council would continue to signpost the various Colchester Councils advice and services.

**22/162 Phone box library**

**To note that the phone box library volunteer has moved away. The library is fully stocked and the facebook page will be maintained and it will self-run for a few months. Haley Jones has since volunteered to take on the role of overseeing the phone box library.**

The Council noted the new volunteer and thanked Haley Jones for taking on the role.

**22/163 Village Green**

**To note the planned installation of the wrought iron circular bench for the Village Green.**

This was noted.

**22/164 Clerk's Report**

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

The Council resolved to install a further notice board on the front wall of the Village Hall.

**22/165 Budget Consideration 23/24**

**To consider adding £1000 of ongoing costs to the budget and precept for 2 additional dog waste bins contracted to Colchester Borough Council (one behind St Peter's Church).**

It was agreed that additional dog waste bins should be considered when setting the budget for 23/24.

**22/166 Items for the next meeting agenda**

The first draft of the 23/24 budget would be prepared for the next meeting.

Other items should be forwarded to the clerk.

**22/167 Date of Next Meeting**

The date of the next meeting is scheduled for 14<sup>th</sup> November 2022 at 730pm.