

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 12 APRIL 2023 BOXTED VILLAGE HALL AT 7.30PM

PRESENT: Members – Councillors Jamie Seakens (Chair), Amin Dedhar, Jonathan Hunt, Angela McLauchlan, Gene Pugh, Lee Smith. Clerk – Karen Thompson
ALSO IN Cllr Nigel Chapman (Colchester City Council)

ATTENDANCE:

- 23/47 Welcome and noting apologies** – Cllr Arabella Brentnall, James Collitt had submitted apologies. Cllr Bays and also Lewis Barber (Essex County Council) were not present.
- 23/48 Declaration of Interests** – None declared.
- 23/49 Public Participation Session** – No members of the public present.
- 23/50 To agree the minutes of the last meetings of the Council held on 8 March 2023.** Councillors resolved to agree the minutes of the last meeting.
- 23/51 Borough and County Council - To receive the reports of the District and County Councillors.**
To receive the verbal reports of the District Councillor and the County Councillor.
Cllr Nigel Chapman spoke about the considerations that Colchester City Council are making regarding the necessary changes to services to meet budgetary constraints. This was Nigel's last meeting at Boxted as our Ward Councillor as he is not seeking re-election. Boxted Parish Council thanked Nigel for all of his years of service for the village. He will be missed. Nigel recalled that he had started as a councillor some 40 years ago when Colchester was able to run a lot more services. He has seen a lot of change in his time but has always spoken up for Boxted parish.
- 23/52 Planning Applications**
- .1 **To consider commenting on the following applications and noting the decisions made:**
- 230634 22/03/2023 25 Straight Road, Boxted Essex CO4 5HJ Change of use to agricultural land to allow for erection of a box horse stable for personal leisure
- The council resolved to submit a comment asking for the site to be made more attractive with a stable plan more in keeping with the rural landscape character of Boxted with a courtyard styled stable plan. Improvements to the hedging to be sought to reduce roadside visibility. And lighting should only be down facing in keeping with the Dedham Vale Dark Skies project. Storage of plant and equipment should be restricted/kept to a minimum.
- 230695 21/03/2023 Dedham Vale Vineyard, Carters Vineyards, Green Lane, Boxted Colchester CO4 5TS Application for a Lawful Development Certificate for proposed completion of managers house as approved under the terms of appeal APP/A1530/W/15/3130567 (150361) on the 23rd March 2016 without time limit
- There was no objection to the application
- 230673 17/03/2023 Runkins Farm, Langham Lane, Boxted Erection of an Office Building (Class E (g)) of 128sqm.
- The Council resolved to object to this planning application. The original development of a set of business units at Runkins Farm (202849) took existing buildings and replaced them with business units.
- This new application is for new build business units totalling 5 offices. There are employment development areas within Colchester that should be used initially for commercial development and this falls outside those areas.
- The site sits outside the settlement development boundary of Boxted.
- If permission is granted, then Boxted Neighbourhood Plan Policy SM1: loss of visual amenity/unacceptable noise impact from commercial activity - any unacceptable loss of visual amenity and unacceptable levels of noise impact on the surrounding area and the parish in general arising as a result of commercial development in Boxted parish will not be permitted. Proposals for such commercial activity must demonstrate that any impacts can be properly mitigated through actions such as appropriate visual and noise screening.

[230575](#) 08/03/2023 2 Cross Cottages, Dedham Road, Boxted Essex CO4 5SH Application for approval of details reserved by condition 4, 6, 7 and 11 of application 220148

There was no objection to the application.

[230761](#) 28/03/2023 Holly Cottage, Straight Road, Boxted Retrospective application for construction of side boundary brick walls.

There was no objection to the application.

- .2 **Decisions** - Decisions made by Colchester Borough Council were noted.

23/53 Parish Council Finance and Audit

- .1 **To receive the Parish Council Financial Report as at the 31 March 2023 (see attachments including bank and card statements).**

The financial statement was received which showed receipts to date of £389,074.17 which includes £267,179.52 of grant and Sections 106 drawdown for the projects implemented this year including Hub refurbishment and new play area equipment. The spend to date was £391,151.02. The current bank holdings were reported as £59,391.46.

- .2 **To approve for payment the invoices presented.**

The following invoices and payments were approved.

Parish Council Invoices

Pay, PAYE, NI and pensions	£1723.72
Clerks expenses (home allowance, mileage, sundries)	£165.34
Green recycling bins	£64.70
EALC affiliation fee	£420.90
Boxted Wildlife talk Hedgehog Haven	£50.00
Haydon Evans - Boxted Bridge Independent Report	£2,880.00
Village Hall room hire	£20.00
Staff mileage	£9.90
Naturescape Wildflowers for V Green	£68.39
Vertas - stone pick	£210.00
Vertas - cultivate and seed	£741.60
OMG - goal post brackets	£163.30
B Sage - goal install & tree work	£125.00
DHF products - welcome to Boxted sign	£816.48
Lisa Scott - reimburse plants for V Green	£90.65
Hayloft - Plants - Village green	£121.95
Cranesbill Plants - Village green	£60.95
Beth Chatto plants - Village green	£37.50
TEN license for Coronation event	£22.50
Hub sports side key safe	£137.02
Moneysoft payroll software	£93.60

Community Hub

Cleaners Pay	£260.00
Viking supplies	£447.01
Reimburse clerk - sundries Hub	£52.92
Boxted Lodgers - refund of overpayment of hire fees	£1,064.00
Boxted Runners – refund of hire fees when closed	£86.64
Boxted Cricket Club refund	£266.00
Col City Ladies - refund of overpayment	£1,064.00
Oven Cleaning company - paid March	£150.00
Goff petroleum Heating Oil	£1,653.45

Village Hall Invoices

Michelle Gourlay (cleaning)	£523.00
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Gourlay expenses	£5.60
Business Rates Colchester City Council	£3.27
Water - Wave	£137.15
RCCE membership	£78.00
Reimburse Clerk for chair pads	£6.99
CHIP management fee	£750.00
Goff petrol – Heating Oil	£1538.50

- .3 **To consider an application for a Section 137 grant for Forest Church of £162.36 (see attached).**
The council resolved to award the grant of £162.36 to Forest Church.

- .4 **To resolve to submit the year end accounts and associated paperwork for internal audit as a < £250,000 parish council despite the turnover for this year being greater.**

The Council resolved to continue to satisfy the audit requirements of a smaller council recognising that the financial year 2022/23 was an unusual year for Boxted Council with major spend being accommodated in the accounts with most off the funding coming from grants and S106 draw down. The accounts do not reflect the usual business of Boxted Parish Council and time would not be spent reporting as if it was a larger council, when it is not.

23/54 Hub

- .1 **To note the repairs, snags and improvements:**

- Toilet door, Flooring in committee room, Lock to front door, Paper towel dispensers and bins, Chairs for committee room

This was noted.

- .2 **To note the first hiring of the committee room to a local group that modifies equipment for people with disabilities.** This was noted.

23/55 Recreation Ground

- .1 **To note the installation of 5 aside football.** This was noted.

- .2 **To note the meeting held to discuss the Pitchpower requirements for the field and potential cost implications.** This was deferred until the next meeting when Cllr Brentnall should be in attendance.

23/56 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).**

The Council noted the report and resolved that the Council would write to our MP to express support for the case to consider routing the offshore wind generated form the Norfolk coast around an offshore ring.

- .2 **To note the residents meeting to discuss the East Anglia Green pylon project – 29th April at Langham Community Centre.** This was noted.

23/57 Items for the next meeting agenda

The following items are planned for the next meeting agenda: Declarations of acceptance of office for what will be the new councillors -Mainly unchanged from current, election of Chair for the year 23/24, co-option into vacant positions and Pitchpower grass work were all notified as being planned for the May meeting.

23/58 To exclude members of the press and public from the meeting and to consider pay awards.

- .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 or public to exclude.

- .2 **To consider awarding the cleaner and handyman a pay rise for 23/24 (see attached confidential paper).** The Council resolved to increase the payrates for staff (not including the Clerk) by 10% in line with current CPI rates.

- 23/59 **Date of Next Meeting - The proposed date of the next meeting is 17th May 2023 at 730pm. Necessary decisions being taken before then using delegated authority after consultation via email with councillors.** Noted that this is the 3rd Wednesday in May and the date was agreed.

Signature _____ Signed by _____