

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 13 SEPTEMBER 2023 BOXTED VILLAGE HALL AT 7.30PM**

**PRESENT:** Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, James Collitt, Jonathan Hunt, Angela McLauchlan, Gene Pugh and Lee Smith

**ALSO IN** One member of the public

**ATTENDANCE:**

**23/112 Welcome and noting apologies.**

Jamie Seakens welcomed everyone to the meeting and noted that Cllr Dedhar had submitted apologies. Also Cllr Steve Bays was not present.

**23/113 Declaration of Interests** – Cllr Brentnall declared an interest in any item referring to the proposed new Anglian Pipeline. Cllr Seakens was prepared to declare an interest in planning application 231758 but this was not needed as Colchester Council have already decided the application.

**23/114 To receive a short presentation on County Broadband plans for Boxted (Mitchell Harriman).**

Michell Harriman is the project lead for County Broadband in Boxted. He explained that County Broadband will offer a fibre to the premises (fttp) broadband solution. This is a cabled solution using the exiting BT Open Reach network lines as carriers for new lines (minimal need for additional road digging). There would be a new cabinet installed in Boxted. In order to make the service available to Boxted residents and businesses there needs to be a pre-order rate of 25% of properties. County Broadband also offer a free community installation for say the village hall if they cover a village.

Councillors recognised that the council would not promote County Broadband as a fibre broadband provider over others but also recognised that a decent broadband is often difficult in Boxted.

Information about County Broadband would be made available to residents, but the council would not recommend County Broadband.

**23/115 Public Participation Session**

A member of the public to make the council aware of the unhygienic conditions caused by filled bin bags in both to the rear and front of properties in Dedham Road. The council agreed to ask Colchester Borough Homes to investigate and deal with any environmental health issues.

It was also reported that there are no signs indicating that the footpath at the former garage site is closed and yet there is a large hole in the footpath which would be dangerous at night.

It was also said that people cannot walk on the pavements in Cross Cottages Road due to parked cars and so are walking in the road, risking being hit by traffic.

Both these issues would be raised with Amphora Homes, leading on the garage site build for Colchester Council.

**23/116 Boxted Runners request for Storage space and financial contribution (Boxted Runners to speak).**

Boxted Runners could not be present, and the council felt that other options should be explored as a shed for the Runners behind the Village Hall was not ideal. It was resolved to bring this to the next council meeting with an invitation extended to Boxted Runners to discuss options.

**23/117 Minutes of the last meetings of the Council held on 12<sup>th</sup> July 2023.**

Councillors resolved to agree the minutes of the last meeting.

**23/118 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.**

None received.

**23/119 Planning Applications**

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

<a href="#">232022</a>	24/08/2023	Orchard Farm, The Vale, Wet Lane	Application for variation of condition 2 and 3 following grant of planning permission of application 212650
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<a href="#">231875</a>	29/08/2023	Redhouse Farm, Redhouse Lane	Resubmission of application 182427 for a proposed change of use of agricultural building to a dwellinghouse
<a href="#">231758</a>	24/07/2502	Crosslands, Cage Lane	Proposed front single-storey extension to accommodate an enclosed porch area.
<a href="#">231952</a>	17/08/2023	West View, 61 Straight Road	Change of use of outbuilding approved under application 212545 from Agricultural use to use Class E (a) & (b) and changes to fenestration in association to change of building
<a href="#">231842</a>	02/08/2023	27 Hobbs Drive	Rear extension to garage to create utility room, linking existing bungalow and garage with pitched roof, resubmission of approved application 230162
<a href="#">231788</a>	27/07/2023	Huckleberry House, Church Street	T2 - Crab Apple Tree - remove to ground level - dead and dying tree with cavity and bracket fungus H5 - Hornbeam Trees - prune back to previous pruning points - approx 300m T7 - Smoke Tree - remove dead wood, remove split limb, weight reduction

The Council had no objection to any of the planning application above and resolved not to submit any comments to the planning portal.

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

**23/120 Parish Council Finance**

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

The financial statement was received, and the following was noted. Spend to date after five months of the financial year was £ 45,340 and receipts were £ 65,742 as 50% of the Council precept was received in April. Bank holdings were £79,794.

It was agreed that the earmarked funds for the snagging amount payable to Property360, held back from the full invoices, should be shown.

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

The following invoices for July, August and September were seen and approved for payment.

**July**

Pay (inc HMRC, Pensions)	£1902.71
Expenses (wfh, mileage, sundries)	£71.00
Green recycling bins	£101.18
Village Hall room hire	£20.00
Fisher Jones Greenwood	£614.40
Soft Surfaces – rubber	£339.60
Vertas - grass cutting - quarter bill	£1,679.87
Cloudy IT licenses - July	£96.60
EALC training - safeguarding	£90.00
Collitt fuel reimburse	£24.50
<b>Village Hall</b>	
Michelle Gourlay (cleaning)	£442.00

CHIP management Fee	£750.00
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August

Pay (inc HMRC, Pensions)	£1902.71
Expenses (wfh, mileage, sundries)	£63.80
Green recycling bins	£70.54
Village Hall room hire	£20.00
BHIB insurance	£2,732.56
Calc 2023	£35.00
Planning Direct - Bridge	£386.40
Playquip - zipwire service	£384.00
Classic Benches – Memorial Bench	£1,307.00
OMG - goal nets	£92.30
Viking - stationery	£64.78
Playquip – play area inspections	£462.00
SSP Direct sign kit for Boxted sign	£141.00
Anglia Landscapes - stone laying	£1,110.00
Anglia Landscapes - stone laying	£300.00
Cloudy IT Licenses	£96.60
<b>Caxton Card</b>	
Brush cutter head – Card fee	£59.21
Michelle Gourlay cleaning	£117.00
<b>Village Hall</b>	
Michelle Gourlay (cleaning)	£567.00
Volunteer Thank you	£31.99

September

Pay (inc HMRC, Pensions)	£1857.66
Expenses (wfh, mileage, sundries)	£ 62.00
Green recycling bins	£70.54
Cloudy IT licenses	£96.60
RCCE membership	£72.60
Colchester Morris Men - event	£150.00
SSP direct - bracket for sign	£7.92
PKF Littlejohn – external audit larger authority	£1,008.00
SSP Direct - pole & fixings - Welcome to Boxted sign	£148.92
<b>Village Hall</b>	
Michelle Gourlay (cleaning)	£432.00

.3 To consider allocating £1250 to the 2024 Village Event from the events budget and making the field available on Sun 26<sup>th</sup> May 24.

The council resolved to make available £1250 and to allow the field and hall for the Council village event being organised via the Working Party including Cllr Hunt.

**23/121 Council Resilience**

To consider improving Council resilience by considering including the following options:

- a) Increasing contracted clerking hours from 12 to 16 per week, allowing current clerk to reduce hours elsewhere and minimise stress levels.
- b) Look to employ a deputy clerk (with increase in budget) for 4-6 hours per week from April 24 allowing for back up in event of illness.
- c) Hold additional meeting if required.
- d) Do nothing.

The council discussed the options and resolved to increase the clerking hours to 16 hours per week now and increase to 20 hours a week in April with the appropriate budget in place.

**23/122 Review of Policies**

- .1 To approve the Risk Register and Management Policy (see attached). This was approved.
- .2 To approve the Press & Media Policy (see attached). This was approved.

**23/123 Car Park**

To note that the Dedham Vale Dark Skies representatives appreciated being involved in a design solution to lighting the car park. They met Property360 to discuss options and agreed that the proposed design of 2 poles on the Cage Lane side of the car park with LED down lighting set at an angle to light the car park with a push switch in both the Village Hall and Community Hub which would only come on for 5 minutes would be a good solution. This option minimises light in the area but achieves improved safety for car park users leaving the hall and Hub.

To approve the lighting plan and costs proposed by Property360 (see attached). NB S106 monies towards this. Running costs from Hub account.

The council resolved to approve the lighting proposal which should be funded by S106 funds held by Colchester Council for this purpose.

**23/124 Recreation Ground**

- .1 To note that neighbours have agreed a location for the Ruth Whitnell memorial bench sited close to the far fence. Noted.
- .2 To receive the play area inspection reports and note that Play Quip Leisure completed our annual safety inspections in August (report attached) and have also serviced the Zip Wire. The council wanted a summary of works required which the Clerk would bring to the next meeting.
- .3 To note the conflicting advice regarding the risk of fall from the wobbly bridge and possible remedies (see attached). The council resolved to install an adjacent fence to the wobbly bridge in a similar material which would then prevent falls into the wooden fence.
- .4 To note the strimming damage to cricket nets from Vertas. Noted.

**23/125 National Grid – Norwich to Tilbury**

To note the newly formed Boxted Against Pylon group and approve supporting some funding (up to £500) to improve awareness in the local area of the NG project and the opposition to it.

The council resolved to make £500 available to support the actions of the Boxted Against Pylon group to improve awareness of the Pylon project and why there is Boxted opposition to it.

**23/126 Planned Event to thank all involved in Hub and sports side refurbishment.**

To note the date for the thank you event is 23<sup>rd</sup> October 4pm. Refreshment provided. Noted.

**23/127 Boxted Wildlife**

To note the successful award of a Dedham Vale AONB Development Grant to the Boxted Wildlife group (working group of the Parish Council). Noted.

**23/128 Boxted Bridge**

To note the closure of the River Stour at Boxted Bridge. Noted along with the cancellation of the Sudbury to the Sea event. The council also resolved to press Essex Highways for the information that demonstrated that the bridge should be closed to traffic and watercraft.

**23/129 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 noted. The on

going action requesting Trinity School to change their admissions policy to add Boxted Primary School as a feeder to the school was discussed and the council resolved to remind Trinity School and Essex County Council of our request.

- .2 **Training – to note the recent Safeguarding Training and recognition that the clerk and/or councillors do not need DBS checks as they don't come into contact with children/vulnerable adults in the course of their work.** The council agreed that no action was needed.
- .3 **To note the recent Clerk involvement regarding residents at White Arch Place.** This was noted.
- .4 **To note the planned installation of the new Welcome to Boxted sign.** Noted.
- .5 **To note the intended works to the bus stop location Dedham Rd. To try and time the replacement of the bus shelter (with ear marked reserves) to coincide.** Noted and the council resolved to use the ringfenced funds for a replacement shelter.

**23/130 Items for the next meeting agenda**

The following items are planned for the next meeting agenda:

- Terms of Reference for Neighbourhood Plan Working Group.

**23/131 Date of Next Meeting - The proposed date of the next meeting is 11<sup>th</sup> October 2023 at 730pm. Necessary decisions being taken before then using delegated authority after consultation via email with one or more councillors.** This was agreed.

Signature \_\_\_\_\_

Signed by \_\_\_\_\_