

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 10 APRIL 2024

BOXTED VILLAGE HALL AT 8PM

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

ALSO IN ATTENDANCE No one.

24/57 Welcome and noting apologies.

Jamie Seakens welcomed everyone to the meeting and reflected on the good attendance and discussion in the Annual Parish Meeting for Residents.

24/58 Declaration of Interests – None declared.

24/59 Public Participation Session – Nothing reported.

24/60 Minutes of the last meetings of the Council held on 13th March 2024.

Councillors resolved to agree the minutes of the last meeting.

24/61 City and County Council - To receive the verbal reports of the City Councillor and the County Councillor. None given.

24/62 To note the information received from Colchester Council about the Casual Vacancy for Boxted Council. The council noted that no-one had submitted a nomination for the parish council vacancy by the required date and therefore the council was free to fill the position by co-option.

24/63 Planning Applications

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

No applications were received by the date of agenda publication for this meeting however, one application was received before the meeting.

[240721](#)

05/04/2024

1 Border House,
Boxted Court,
Dedham Road

Proposed single storey rear extension
for private use

The Council resolved NOT to make a comment

.2 Decisions - Decisions made by Colchester City Council were noted.

24/64 Parish Council Finance and Audit

.1 To receive the Parish Council Financial Report as at the 31 March 2024 – year end (see attachments including bank and card statements) and to agree the position should be submitted as part of the internal audit process.

The financial statement was received, and the following was noted. Spend to date was reported as £ 99,096 and receipts were £126,187. Bank holdings were £86,482.56. The surplus on the year was due to spend on planned projects being delayed and would be carried forward to 24/25.

.2 To agree the end of year position will be submitted to the internal audit process of Heelis and Lodge. The council resolved to submit this final accounting position to internal audit.

.3 To approve for payment the invoices presented.

The following invoices for the month were seen and approved for payment.

Parish Council

Pay Gross (inc NI, PAYE, Pensions)	£2176.41
Clerks' expenses (working from home allowance, mileage)	£85.40
Green recycling bins	£70.54
Cloudy IT - licenses	£101.16
Hall hire	£20.00

EALC training	£90.00
RCCE - Joint membership (with Hall)	£100.50
Viking – phonebox library supplies	£134.84
Reimburse clerk - office shelving	£15.00
CCC – Annual Dog waste bin contract for Workhouse Hill	£729.30
Playquip - seesaw end	£144.00
Telephonebox paint	£57.98
Fillpots - plants (refund Clerk)	£64.95
EALC Affiliation Fee	£435.03
Coolings Plants via card	£42.98
Card fee	£1.50
Village Hall	
Michelle Gourlay (cleaning)	£522.00
Wave Water Bill	£103.85
Michelle Gourlay - tea towels	£10.85
CHIP quarterly invoice	£950.00

24/65 Phone Box Library

To note the new volunteer Mrs Smith who has taken on the Phonebox library. Plastic storage boxes have been provided to help the storage of books at the Hub. Noted.

24/66 Bus Stops

To note the visit of the Essex Council Passenger Transport Infrastructure Team Manager to Boxted to see the sites of 5 newly installed bus stops and their locations. He agreed that the narrow carriageways at Boxted Cross bends and the location of the northwards stop warranted a road safety check. The stop by Cooks Hill has been installed by the contractors for the Colchester Homes development as terms of the planning approval. He agreed it is (too) close to Cooks Hill and would look to see if it could be re-sited. The options for this are the layby – with parking restrictions for part of the day being installed or moving the stop further from the Cooks Hill junction but still on Dedham Road. We have asked for consultation before any changes are made. He also agreed to ask if Essex would replace the shelter (named village hall) on the Dedham Rd as they have removed the parish council bus stop. If unsuccessful we will have to purchase and install our own and funds have been set aside for this. Noted.

To decide the parish councils preferred site for the Cooks Hill Junction bus stop. The council resolved to request the Cooks Hill stop be on the main Dedham Rd (not layby) but further from the junction.

24/67 Recreation Ground

To note recent vandalism and thefts to Songers Cottage properties shed door that joins the field. Police informed. Noted.

24/68 CCTV

- .1 To consider installing a CCTV system covering the Village Hall Car Park, outside area of Community Hub Building and outside area of Little Owls building and an area of the Recreation Ground.** This was agreed in principle with the detail of specific coverage to be agreed at a later date.
- .2 To consider the quotes received.** It was decided to take the two best companies forward for further discussion and quotes.
- .3 To approve the Draft CCTV policy and procedures and to agree the actions necessary to operate a CCTV system (see attached).** This was deferred.

24/69 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.

24/70 Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- LGA New Model Code of Conduct
- Risk Management Policy and Risk Register
- Election of Chair and Vice Chair of the council for the 24/25

24/71 Date of Next Meeting - The proposed date of the next meeting is 15th May 2024 at 730pm which is one week later than usual and will take place in the Hub Café room.

Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues. This was agreed.

24/72 To exclude members of the press/public from the meeting to consider Hub Café lease fees.

- .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 lease fees. The Public and Press be temporarily excluded from this meeting and will be instructed to withdraw. No people were present.**
- .2 To consider the increased lease fee that should be charged for 24/25 (see attached confidential paper). The council approved an increase in lease fees in line with the formula set out in the lease which would be implemented with effect from 1 April 24.**

Signature _____ Signed by _____