

**BOXTED PARISH COUNCIL (BPC)**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 12 JUNE 2024 AT 730PM IN BOXTED VILLAGE HALL**

**PRESENT:** Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, James Collitt, Angela McLauchlan, Lee Smith and David Taplin.

Karen Thompson - Clerk

**ALSO PRESENT**  
Members of the Public

**24/91 Welcome and noting apologies.**

Jamie Seakens welcomed everyone and noted that there were apologies from Cllrs Amin Dedhar, Jonathan Hunt and Gene Pugh.

**24/92 Declaration of Interests** – None declared.

**24/93 Public Participation Session** – A member of the public spoke about the blocked ditches which were preventing the road gully drains from emptying and therefore causing road flooding which in turn was eroding the road edges. The Council agreed to write to the various landowners requesting ditch clearance and Essex Highways regarding road gullies.

**24/94 Minutes of the last meetings of the Council held on 15<sup>th</sup> May 2024.**

Councillors resolved to agree the minutes of the last meeting.

**24/95 City and County Council - To receive the verbal reports of the City Councillor and the County Councillor.** No councillors present.

**24/96 Planning Applications**

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

<a href="#">241124</a>	31/05/202	Priory Hall Farm, 4 Priory Hall Farm, Old House Lane	Application for removal or variation of a condition 2 following grant of planning permission. (NE/LEX/121/65) Agricultural occupancy condition
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The Council resolved NOT to make a comment.

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

.3 **To note the concern raised regarding council comment submitted on application 240834.**

The clerk brought to the attention of the council correspondence from the applicants of 240834 (46 Straight Road) expressing concern that the parish council comment submitted on the planning portal were biased in favour of comments also submitted by another resident and were ignorant of planning policy. The council reviewed its comment, noting it was a general comment and not an objection to the application, and was content that it reasonable. It was noted that parish councillors are all volunteers and not planning officers and do their best to construct comments that aim to sustain and improve the village of Boxted.

**24/97 Parish Council Finance and Audit**

.1 **To receive the Parish Council Financial Report as at the 31 May 2024 (see attachments including bank and card statements).** The finances were noted.

.2 **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)	£2845.06
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Clerks' expenses (working from home allowance, mileage, plants. postage)	£137.12
Green recycling bins	105.23
Cloudy IT - licenses	£ 107.04
Hall hire	£ 22.00
Additional IT license	£ 2.94
Property 360 - hub maintainence	£ 102.00
Fete cleaning	£ 121.50
Heelis & Lodge - Internal Audit	340.00
Cheap Web Hosting - internet site	£ 18.95
Playdale - roundabout 50%	547.80
Groundsman expenses (temp fencing and mileage)	79.96
Fete - Gin triplets	£60.00
Fete - Loxley - Band	£250.00
Fete - Silbury band	£160.00
Fete – greaves - roselettes	£57.00
Hub sundries	61.18
Hub sundries	418.31
<b>Village Hall</b>	
Michelle Gourlay (cleaning)	£432.00
Allied Westminster Insurance	356.90

**24/98 Annual Governance and Accountability Return (AGAR)**

.1 **To consider the effectiveness of the System of Internal Control. (See Attached)**

**And to approve the Annual Governance Statement (AGAR Section 1). (See AGAR attached – awaiting signatures).**

The council resolved that the system of internal control was acceptable.

The council resolved to approve the Annual Governance Statement. The chair and clerk signed Section 1.

.2 **To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2024. (See attachment).** The council received and noted the internal audit report confirming the good system of financial management reported on.

.3 **To consider the Accounting Statements (Section 2 of the Annual Return (AGAR)).**

**To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.**

The council resolved to approve the Accounting Statements as recorded. The Chair and the Responsible Finance Officer signed Section 2 of the AGAR.

.4 **To decide the dates for the exercise of Public Rights of Inspection as commencing Thursday 13th June to 25th July 2024, running for a period of 30 working days.**  
**And to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.** The dates were decided to be Friday 14<sup>th</sup> June 24 to Friday 26<sup>th</sup> July.

.5 **To appoint Heelis and Lodge as internal auditors for 2024/2025.**

The council resolved to appoint Heelis & Lodge for 2024/2025.

**24/99 Statement of Internal Control**

**To approve the Statement of Internal Control.** This was approved and will be published.

**24/100 Norwich to Tilbury Pylon Project Formal Consultation**

**To note the consultation period is extended and to note the council will be asked to agree a response for at the council meeting on 10<sup>th</sup> July.** This was noted.

**24/101 Village Fete**

**To receive an update on the 26<sup>th</sup> May Village Fete including financial position as known.** This was noted and the council agreed that the event is well worth the small subsidiary it may incur.

**24/102 Recreation Ground**

- .1 **To consider installing a concrete playing surface and table tennis table as per the attached map. Costs being £675 for concrete pad, £1915.50 (exc VAT) for table, £225 (ex vat) for anchoring kit. Total of £2815.50 from ear marked funds of £5,000. Optional £82.50 (ex vat) for 10 bats, £23.00 (ex vat) for 72 balls. Any install costs.**  
The council resolved to install a table tennis close to the childrens Wooden Trail in line with the proposal but to purchase a number of bats and balls from a cheaper supplier with some bats and balls available to purchase from the Hub café.
- .2 **To note that Moser Groundcare are now responsible for the grass cutting contract.** This was noted and the excellent cut had been commented on by residents and sports teams.
- .3 **To note that the accessible roundabout is out of action and Playdale will repair in July.** This was noted.

**24/103 To consider quotes from Polar Security and Spectrum Security for installing CCTV as per the specification (see attached 2 documents).** The council resolved to appoint Spectrum Security, a locally based supplier, to supply, install and maintain the new CCTV system. It was noted that some S106 funds could be put towards the costs.

**24/104 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.**  
The council was advised of the recent information about the overhanging hedge onto the pavement alongside Plains Farm and the clerk was asked to write to the landowner seeking a cut back.

The issue of the noticeboard for the village green was raised and the clerk was asked to arrange for the board to be commissioned and installed.

The clerk also advised that the council have been asked to approve additional pitches for the 24/25 playing season. The council will see if there is advice from the Fields in Trust and Essex Playing Field Association regarding extending pitch play.

**24/105 Items for the next meeting agenda**

**The following items are planned for the next meeting agenda:**

- Risk Management Policy and Risk Register
- Nest Swing
- CCTV progress
- Straight Road Tress and Hedging
- Financial Regulations
- Standing Orders

**24/106 Date of Next Meeting - The proposed date of the next meeting is 10<sup>th</sup> July 2024 at 730pm in the Village Hall. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues.** This was agreed.

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