

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 17 JULY 2024 AT 730PM IN BOXTED COMMUNITY HUB CAFE

PRESENT: Members – Councillors Jonathan Hunt (Chair), Arabella Brentnall, James Collitt, Amin Dedhar, Angela McLauchlan, Lee Smith and David Taplin.

Karen Thompson - Clerk

ALSO PRESENT Members of the Public

24/107 Welcome and noting apologies.

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

24/108 Declaration of Interests – None declared.

24/109 Public Participation Session None

24/110 Minutes of the last meetings of the Council held on 12 June 2024.

Councillors resolved to agree the minutes of the last meeting.

24/111 City and County Council - To receive the verbal reports of the City Councillor and the County Councillor. No councillors present.

24/112 Planning Applications

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

| | | | |
|---------------|------------|-------------------------------------|---|
| <u>241282</u> | 23/06/2024 | Wig Cottage, Straight Road | Single storey rear extension, the addition of two dormer windows replacing existing roof windows and the reinstatement of an earlier removed chimney. |
| <u>241354</u> | 03/07/2024 | Roseleigh House, Langham Road | Application for a Lawful Development Certificate for the continued use of building as a separate self-contained dwelling house. |

The Council resolved not to enter a comment.

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

.3 Appeals

To note the submission of appeal for 240261 for “Outline application with some matters reserved for new two-bedroom annexe to support ageing relative with supported living on ground floor with two garages to the front with access from the existing drive. First floor office and games room”, at Lions Farm Langham Lane. This was noted.

.4 Call for BNG Sites

To note Colchester Councils, Call for Biodiversity Net Gain (BNG) sites and to consider encouraging local landowners to consider submitting potential sites (see attachment). This was noted.

24/113 Parish Council Finance and Audit

.1 To receive the Parish Council Financial Report as at the 30 June 2024 (see attachments including bank and card statements). The finances were noted with receipts to date being £40,204 and spend £28,433. Bank holdings were reported as £98,253.

.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)

£ 2,8445.06

| | |
|--|-----------|
| Clerks expenses | 120.24 |
| Green bins | 73.36 |
| Cloudy IT licenses | 107.04 |
| V Hall Room Hire | 22.00 |
| Algeco - container purchase | 2,946.00 |
| Cornilleau - table tennis | 2,419.00 |
| Dedham Vale - agreed donation | 300.00 |
| Wildlife Gp spend (OFFSET BY GRANT) | 2535.78 |
| Boxted Silver Band – Fete | 200.00 |
| Playdale - roundabout repair 50% | 546.60 |
| Groundsman expenses | 8.86 |
| Pylon, wildlife gp, and fuel spend reimburse | 322.55 |
| Moser Groundcare | 5,690.40 |
| Playquip repair to outdoor gym | £510.00 |
| Office Boffins – committee rm tables | £388.56 |
| Anglia landscapes - container base | £330.00 |
| Anglia landscapes - table tennis base | 1,134.00 |
| Tuckwells - strimmer repair | 267.01 |
| Council Insurance BHIB | £2,502.76 |
| Spectrum Security CCTV | 2828.66 |
| Concrete pain - Premium Paints | 162.92 |
| Card fee | 1.50 |
| Michelle Gourlay - holiday cover | £54.00 |
| Village Hall | |
| Michelle Gourlay cleaning | 540.00 |
| CHIP quarterly Invoice | 950.00 |
| Wave | 182.51 |
| Property 360 hand drier install | 1120.44 |
| Angla Landscapes - front of hall | 594.00 |
| Michelle Gourlay reimbursement - towels | 23.95 |

.3 **To consider allocating a budget of up to £500 for any spend required by the Neighbourhood Plan revision work this year.** This was approved

24/114 **To review and adopt the revised Financial Regulations (see document).** The revised Financial Regulations were adopted and will be published on the council website.

24/115 **To review adopt the Standing Orders (see document).** The unchanged Standing Orders were adopted and will be published on the council website.

24/116 **To review and adopt the amended Risk Management Policy and Risk Register (see document).** The revised Risk Register and Risk Management Policy were adopted and will be published on the council website. The council also suggested that a list of annual inspections and commitments be built up for reference.

24/117 **CCTV**

- .1 **To note the installation due of the CCTV system due in September.** This was noted.
- .2 **To review and adopt the draft CCTV policy, procedures and privacy impact assessment.** The Council agreed the CCTV policy and procedures and privacy impact statement. The systems are to be installed as 2 separate recorders in each building but to be treated and operate as one system.
- .3 **To note that S106 funding received of £2204.41 for the project.** This was noted.

24/118 **Norwich to Tilbury Pylon Project Formal Consultation**
To agree the council submission to the formal consultation.
Cllr Hunt had drafted a response which was amended slightly in the meeting and it was agreed that it would be submitted to the National Grid formal consultation.

24/119 Recreation Ground

- .1 **To note the installation of the table tennis concrete base. The table will be installed shortly.** Noted
- .2 **To note that the accessible roundabout is repaired.** Noted.
- .3 **To note the action of Boxted Lodgers killing the growth on the field to mark out a small pitch. The council has formally complained to the club and will meet with them on 15th July. This meeting will also go through the proposal submitted by the club for additional pitch layouts for play.** Noted. The clerk reported that the Lodgers had met with the clerk and the chair to request support for pitch layouts and also for permission to temporarily fence an area to keep goals and dugout safe from the public. The clerk said that when a formal proposal was submitted it would be included for consideration at full meeting of the council.
- .4 **To consider the request for pitch overlays to create more usable small pitches.** The clerk suggested that the pitch layout should not be supported by the council as there was a risk of infringement of the covenant with Perrymans, the neighbouring landowner. The council resolved to explain this to Boxted Lodgers.

24/120 To consider applying for a Football Foundation Pitch Maintenance Fund Grant (see paper). The council resolved to apply for grant funding recognising that a funding commitment would fall to the council in later years.

24/121 To note the change of bus service operator from 28 July to Hedingham Buses. Noted.

24/122 To receive the notes for the Neighbourhood Plan working Group meeting held on 26th Jun. These were received. It was noted that the next meeting is scheduled for 18th Sep.

24/123 To adopt The Boxted Parish Council Village Hall Management Committee Terms Of Reference which is required annually (see attached). The council formally adopted the Village Hall Management Committee Terms of Reference.

24/124 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).**
 - a) Bus stops
 - b) Village Hall AGM
 - c) Play area inspections due
 - d) Committee room bookings and equipmentThese were all noted.

24/125 Items for the next meeting agenda
The following items are planned for the next meeting agenda:

- Straight Road Trees and Hedging
- NEST Swing
- Annual Review of Asset Register

24/126 Date of Next Meeting - The proposed date of the next meeting is 11th September 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. It was noted that there is no meeting in August and the next meeting date was agreed.

Signature _____ Signed by _____