

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 8 JANUARY 2025 AT 730PM IN BOXTED VILLAGE HALL

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

ALSO PRESENT
No others were present

25/1 Welcome and noting apologies. Jamie Seakens welcomed everyone.

25/2 Declaration of Interests – None were declared.

25/3 Public Participation Session. No members of the public present.

25/4 Minutes of the last meetings of the Council held on 13 November 2024.
Councillors resolved to agree the minutes of the last meeting.

25/5 City and County Council - To receive the verbal reports of the City Councillor and the County Councillor. No county or city councillors were present. The recent email from Cllr Lewis Barber explaining the current proposal to merge the tiers of city and county councils was discussed with an expectation that things would be confusing during any transition.

25/6 Planning Applications

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

[242547](#) 16/12/2024 Wig Cottage, Single storey extensions to existing garage/store
Straight Road

[242278](#) 19/11/2024 1 Cross Proposed single storey rear addition
Cottages,
Dedham Road

[242277](#) 19/11/2024 2 Cross Proposed single storey rear addition
Cottages, (Development taking place in conjunction with
Dedham Road No. 1 Cross Cottages)

The council resolved not to enter comments on the above.

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

.3 Appeals – The appeal APP/A1530/W/24/3354354 was noted at Somerton House, Green Lane. The council decided not to add to the comments already submitted to Colchester City Council.

.4 To note that the enforcement team visited Ponderosa to look at the bollards and responded with “Having assessed these on site, the scale of the bollards would be consistent with permitted development rights, therefore would not require planning permission. I have discussed the colour with the applicant and requested that they be painted either brown or green to reduce their prominence on site, which the applicant has accepted and will complete in due course.” This was noted.

25/7 Parish Council Finance

.1 To receive the Parish Council Financial Report as at the 31 December 2024 (see attachments including bank and card statements). The finances were noted with receipts to date being £82,932 and spend £86,041. Some of this year’s expenditure is covered by reserves held. Bank holdings were reported as £83,373.

.2 To approve for payment the invoices presented.

The following invoices for the months of January and December were seen and approved for payment.

Parish Council

Pay Gross (inc NI, PAYE, Pensions)

2921.00

Clerks expenses	177.61
Green bins	73.36
Cloudy IT licenses	107.04
Moser Groundcare	273.60
Hall room hire	-
ICO Data Protection Fee (DD)	35.00
EALC Councillor training	240.00
GMF Pitch maintenance training	71.00
Pay Gross (inc NI, PAYE, Pensions)	3437.40
Clerks expenses	91.70
Green bins	73.36
Cloudy IT licenses	107.04
Moser Groundcare	2,352.00
Hall room hire	22.00
Passenger Transport Planning Ltd – Boxted Bridge	540.00
Caloo - teenage shelter repair	1,737.60
Bowman hedging	132.00
Collitt - refund Christmas Tree lighting event	136.44
Scammell - weed control	30.00
Temporary Event license City Council	22.50
HUB	
New keys refund clerk	20.30
Wave Water	358.23
Property 360 plumbing	102.00
Property 360 – bi-fold door call out	90.00
E&J Fire extinguisher service	176.44
Village Hall	
Michelle Gourlay cleaning services	486.00
CHIP quarterly management fee	950.00
Mersea Drains	240.00
Anglian Water	84.92
S&S cleaning	40.00

25/8 2025-2026 Budget and Precept Request

To agree a final budget and agree the precept request to be submitted to Colchester City Council (see attached). The draft budget was agreed. It was resolved to submit a precept request of £65,746 to Colchester City Council which would be a 2% increase in the parish amount of annual council tax bills.

25/9 Update re Neighbourhood Plan and Community Led Energy seminars. Cllr Brentnall had attended two seminars:

Revising a Neighbourhood Plan (NP) – The main points of revising a NP were deciding the amount of change, the volume of work required and community engagement. Cllrs Lee Smith and Jamie Seakens agreed to join the working group. It was decided that Cllr Brentnall would work with the clerk to establish an initial task list and meeting plan and rearrange the next meeting to a convenient date.

Community Led Energy – Cllr Brentnall confirmed that the County Council were encouraging Community Led Energy Planning (CLEP) and that there was a lot of information available. Cllrs David Taplin and Amin Dedhar agreed to read through the presentation and bring initial thoughts to the council.

25/10 Boxted Bridge

To note the two approach culvert bridges in Essex approaching Boxted Bridge are now included on the Local Heritage List. This was noted.

25/11 Grants

To note the verbal report on the Football Foundation grant assessment meeting. It was reported that the Football Foundation Grant Assessor had visited and was very satisfied with the way in which funds had been spent.

25/12

Phone Box Survey Results

To receive the Facebook survey on phone box options (see attached). The

November/December Facebook survey showed that marginally more people were in favour of an information point for the phone box on Dedham Road, coupled with the free book exchanges in the Village Hall and Harpers Caffe, it was decided that Cllr Collitt would research what could be usefully displayed in the phone box and look at other examples.

25/13

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.**

- a) The update on the hedging on Straight Rd Boxted Cross – Update from Boxted Cross Management Committee - The council were seen on Friday last week trimming the hedges on the Straight Road however, whilst the school sign is now clearly visible, the cluster of signs further along warning of oncoming vehicles in the middle of the road remains fairly well hidden amongst the hedges. I have therefore asked our landscaper to include trimming of these hedges at his next visit, which I believe will be this Thursday.
- b) Village Hall rubber matting for stage proposal. This was agreed.
- c) Village Hall insurance – It has been found that the village hall is insured by both the parish council (in accordance with the terms of the lease) and also Ecclesiastical Plc. We are trying to find details of this insurance to ensure it is correctly covered.
- d) Parish Online mapping software – request to consider it for Boxted. Cllr Smith and Hunt to look at capability and recommend if desirable.
- e) Request to consider adobe professional to improve clerk ability to read and edit pdf files was agreed.

25/14

20 is Plenty

To consider the 20 is Plenty campaign (see attached).

The council support the 20 is plenty campaign aims but resolved not to request a change from Essex Highways to implement a zone due to the recent experience in the village with over population of street furniture and fearing that similar would happen.

25/15

Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- Play area repairs to authorise
- Clean air zone around school – approach school to gather evidence

25/16

Date of Next Meeting – The proposed date of the next meeting is 12th February 2025 at 730pm in the Village Hall. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues. The next meeting date was agreed.

Signature _____ Signed by _____