

**BOXTED PARISH COUNCIL**  
**ANNUAL PARISH MEETING MINUTES**  
**Wednesday 10<sup>th</sup> April 2024 in the Village Hall at 7PM**

**Called by Jamie Seakens**

**Present**

Chair – Cllr Jamie Seakens  
Councillors Brentnall, Collitt, Hunt, Pugh, Smith and MacLauchlan  
Clerk – Karen Thompson  
Members of the public

**1. Welcome**

The Chair, Jamie Seakens, welcomed everyone to the Annual Parish meeting of Boxted Parish Council for 2024. The purpose of the meeting is to describe what the Council did over the last year, hear from some projects within the village and to hear the views of residents.

**2. Approve the Minutes of the Annual Parish Meeting held on 13<sup>th</sup> March 2023**

The minutes were approved.

**3. Chairman's Report**

**Boxted Parish Council Annual Report 2023-2024**

It is usual for the Chair of Boxted Parish Council to summarise the council activities for the financial year in a report that is available to the Annual Parish Residents Meeting.

Our cafe tenant, Doug Harper, runs a very successful and popular hub café providing a great addition to the recreation ground and village hall facilities.

The community hub building after the refurbishment is being used by the various sports teams.

The council saw a position come vacant in February which will hopefully be filled shortly.

The village green continues to develop and look lovely with the much-appreciated support of the volunteer Boxted Wildlife Group. The green has two areas planted with wildflowers. Hedging and bulbs have been supplemented around the perimeter. The new memorial bench, designed and made by Julian Carter, around the centre tree is a fantastic addition to the green.

Boxted Wildlife group now organise monthly walks and are looking to maintain better access to public footpaths in the village.

We are lucky to have a volunteer group of litter pickers that will be working with Boxted Wildlife to have a spring clean litter pick in April.

Our phonebox library continues to operate with a new volunteer who will take a spring clean of the box and refresh the stock.

Cllr Lewis Barber continues to support Boxted on County Council matters including Highways (potholes and verges) and facilitating information exchange on the Essex Highways plans to completely replace the beautiful, historic and important Boxted bridge over the Stour in the Dedham Vale AONB. The Parish Council continues to support the Save Our Bridge campaign to try and persuade Essex Highways to restore rather than replace Boxted bridge.

Colchester Homes have almost completed the build of housing on the former garage site. The footpath should reopen in the near future.

We continue to try and establish Boxted Primary School as a feeder school to Trinity School in Chesterwell, but this has been resisted so far. We have been notified that Boxted School will be a named feeder to The Gilberd.

The overflow parking on the recreation ground has been used a lot and has hopefully reduced the school drop off/pick up parking congestion.

We have installed car park lighting that can be turned on at the village hall. The Dedham Vale Dark Skies project advised on what lighting would cause minimal light pollution which we have now in place.

We are using the council facebook page to make available useful information and regularly writing reports in the Langham with Boxted Parish Newsletter.

The usual parish council functions have run smoothly with good financial management and record keeping. The minutes might seem a bit dry when you read them, but they accurately capture the decisions that the council makes.

I want to take this opportunity to thank every current and recent member of the council, our clerk, groundsman and cleaning staff, for their hard work, enthusiasm, and commitment to improving Boxted as a lovely place to live. I also want to thank Tom Rowe and Lewis Barber, our representatives at Colchester City and Essex County Councils. Being a councillor isn't always easy, and we all lead busy lives, but effective committed parish councillors mean that Boxted stands the best chance of being a great place to live, work and play.

Do come along to our meetings, you are very welcome.

#### Your Current Council is

Jamie Seakens (Chair)

Arabella Brentnall

James Collitt  
Amin Dedhar  
Jonathan Hunt  
Angela McLaughlin  
Gene Pugh  
Lee Smith

Karen Thompson is the clerk to the council.

Cllr Tom Rowe is our ward councillor at Colchester City Council.  
Cllr Lewis Barber is our Essex County Council Member.

For council information

[clerk@boxted-pc.gov.uk](mailto:clerk@boxted-pc.gov.uk)  
[www.boxtedparishcouncil.org.uk](http://www.boxtedparishcouncil.org.uk)

#### 4. Financial Statement

The financial report as of 28<sup>th</sup> February 2023 was presented which shows the council is in good financial health. The surplus made in this financial year will be spent on projects that were planned but not yet delivered such as new bus shelter on Dedham Rd, table-tennis provision, replacement of knee-high fencing as our current telegraph poles are leaking oil.

BOXTED PARISH COUNCIL Financial Report to End February 24		
Reconciliation		
2021/22		2022/23
<u>61,468.31</u>	Opening balances at 1st April 2023	<u>68,391.46</u>
389,074.17	PLUS: receipts (as detailed overleaf)	104,272.20
391,151.02	LESS: outgoings (as detailed overleaf)	93,023.39
<u>-2,078.86</u>		<u>11,248.81</u>
<u>68,391.46</u>	Closing balances in hand at end January 2024	<u>70,840.27</u>
47,760.50	Lloyds BPC Current a/c...5800 (including uncleared funds (-))	62,491.76
-	Lloyds BPC Business Saver (Deposit) a/c	-
12,763.93	Lloyds BPC Sports & Social Club ..1368	7,754.55
943.88	Caxton FX Card Balance	393.96
<u>0.00</u>		<u>70,840.27</u>
<u>61,468.31</u>		
	check should be ZERO	-
Reserves at 1 April 2023	60,000	
Ringfence 1 - Replacement Bus shelter	16,000	
General Reserve remaining	36,000	
Plus planned increase in reserves	6,000	
Needed for short fall of refurbishment project	-	
Expected Reserve at 31 Mar 24	40,000	

**Boxted Parish Council**  
Financial Report to 29 February 2024

		2023/24			
		Actual to date	Budget	% of Budget	Forecast
<b>RECEIPTS (page 1)</b>		11 of 12			
55,104.00	Precept	60,617.00	80,607	100	60,517
1,287.00	LCTS	1,287.00	1,287	100	1,287
0.00	Bank Interest	0.00	-	-	0
54,013.69	VAT refunds	0.00	10,000	0	10,000
71,759.53	Grants	27,717.51	28,000	99	27,717
195,409.99	B106 reimbursement	0.00	-	-	-
0.00	Events	350.00	-	-	350
1,494.00	Misc/Donations	927.59	-	-	930
<b>379,078.21</b>	<b>Total BPC Amt</b>	<b>80,788.20</b>	<b>80,784</b>	<b>91</b>	<b>100,801</b>
<b>Hub &amp; Sports &amp; Social Club</b>					
0.00	BSC Donations	0.00	-	-	0
3,994.00	Lease fees	5,632.00	8,144	92	6,144
6,001.96	Hirings	7,841.00	10,184	77	8,000
0.00	Not used	0.00	-	-	0
0.00	Misc/Grants (inc Covid)	0.00	-	-	0
<b>9,995.96</b>	<b>Total BSC Amt</b>	<b>13,473.00</b>	<b>18,308</b>	<b>83</b>	<b>14,144</b>
<b>388,074.17</b>		<b>104,272.20</b>	<b>118,102</b>	<b>90</b>	<b>114,945</b>

**Boxted Parish Council**  
Financial Report to 29 February 2024

		2023/24			
		Actual to date	Budget	% of Budget	Forecast
<b>PAYMENTS (page 2)</b>		11 of 12			
4,488.38	Parish Council Amenities	12,033.40	7,000	172	12,000
1,576.09	Plants and Grass	3,616.12	1,600	241	5,000
1,826.04	Sports/play/rec equip	9,557.36	2,600	382	9,500
602.32	General Maintenance	692.80	848	107	693
1,600.00	Recycling bin Contract	485.00	2,800	18	500
780.86	Trees/Hedging	1,898.38	1,400	136	1,850
0.00	Village Green	0.00	-	-	0
2,006.00	Camping Close	0.00	-	-	0
240.00	Legal Fees/Advice	3,764.61	1,600	251	3,750
2,562.52	Village hall room hire	185.00	380	51	205
695.00	Insurance	2,732.56	2,787	99	2,732
1,750.00	Audit	1,310.00	1,000	131	1,310
574.88	B 137 donations (£10160.64)	162.36	1,000	16	390
21,370.91	£9.93 per elector 23/24	0.00	-	-	-
241.74	Subs/registrations/fees	650.40	702	93	702
646.91	Salary, PAYE, NI, Pension	21,830.11	22,880	95	24,780
194.57	Equipment and Software	2,143.79	1,618	141	2,500
140.29	Mileage/travel	602.88	768	80	756
213.70	Sundry	1,547.18	100	1547	1600
1,025.99	Stationery/printing/lit/postage	22.87	218	11	75
0.00	Training courses/seminars/mtgs	490.00	600	98	500
0.00	Special events/publicity/election	2,012.11	1,600	134	2,025
0.00	Transfer to reserves	0.00	6,000	-	5,000
0.00	Final payment to Property 360	0.00	-	-	5,655
<b>276,288.71</b>	<b>Wildlife Biodiversity</b>	<b>1,918.66</b>	<b>1,000</b>	<b>192</b>	<b>2,000</b>
<b>318,824.91</b>	<b>Total Parish Council main lines</b>	<b>87,885.68</b>	<b>68,446</b>		<b>83,723.00</b>
<b>New Projects</b>					
4,115.95	PROW + dogbin contract	682.50	600	0	682
1,228.73	Petang/Table tennis	0.00	6,600	-	5,600
3,120.00	Notice board	0.00	600	-	500
448.36	New Dog bin on PROW	0.00	600	-	500
3,509.52	New shed	0.00	2,000	0	2,000
1342.1	Knee High Fencing	0.00	2,600	-	2,500
<b>318,824.91</b>	<b>Total PC Including new projects</b>	<b>88,348.08</b>	<b>87,846</b>	<b>101</b>	<b>95,405.00</b>
<b>Hub &amp; Sports &amp; Social Club</b>					
4,115.95	Electricity/OI	10,573.58	3,000	352	10,500
1,228.73	Water	0.00	400	0	400
3,120.00	Pay (inc Cleaners)	3,146.00	3,100	101	3,120
448.36	Broadband	463.60	410	113	450
3,509.52	Repairs/Equipment/inspections	2,013.52	4,600	45	2,200
1342.1	Trade Waste	1,366.70	1,344	102	1,366
<b>13,764.66</b>	<b>Total BSC</b>	<b>17,583.40</b>	<b>12,764</b>	<b>138</b>	<b>19,236</b>
<b>332,688.67</b>	<b>Gross Outgoings</b>	<b>86,911.48</b>	<b>80,888</b>	<b>106</b>	<b>114,641</b>
<b>332,688.67</b>	<b>Net paid reclaimable</b>	<b>7,111.90</b>	<b>10,000</b>	<b>71</b>	<b>10,000</b>
<b>332,688.67</b>	<b>Total Gross Outgoings</b>	<b>83,023.38</b>	<b>80,888</b>	<b>103</b>	<b>124,641</b>
<b>68,484.60</b>	<b>Profit/(Loss)</b>	<b>218,380.71</b>	<b>26,403</b>	<b>-</b>	<b>9,696</b>

Notes

**5. Wildlife Group** – Jon and Camille Hunt talked about the formation of the wildlife group in Boxted which is a group of dedicated volunteers, supported by the parish council and working with the Dedham Vale National Landscapes team, to improve the biodiversity and green spaces in Boxted. The group have run some excellent and well attended education activity days and talks.

The monthly walks are proving very popular and interesting signage is planned for the village green showing what is planted.

**6. Possible Plans for the Royal British Legion (RBL)** – Chris Broad explained that the owner of the RBL site and building intended to sell. A group was formed which established the building and site as an community asset which allowed some time for a purchase bid to investigated. The group has formed a CIC which is an organisation that rather than making a profit is established to serve a community aim and this means the group can now apply for funding. If all of this was successful, and the site could be purchased, then the plan would be to open as a community public house.

**7. Harpers Caffe** – Doug Harper talked about the very successful community café. It is proving much more popular than many envisaged with community groups meeting (knit and natter and bingo) and various sporting groups also supporting the café. Harpers Caffe is a sponsor of one of the Boxted Lodgers Football teams. The current lease runs until 2027 (which ties with Dougs retirement plans) and given the success that Harpers have had it is hoped a new leasee would not be hard to find.

#### **8. Public Discussion**

The topics discussed including the difficulty in getting road drains and gullies cleared which is exacerbated by the sometimes-poor maintenance of ditches. The pumping station capacity and drainage problems that result for homes. The formal bus stops that have been installed and the danger that some present. The last topic discussed was the external lighting at the school and the conversations being had with the Dedham Vale Dark Skies project which may result in more effective lighting that saves electricity and pollutes the area less.

The meeting closed at 745pm.