

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 11 JUNE 2025 AT 730PM IN BOXTED VILLAGE HALL

PRESENT: Members – Councillors Jamie Seakens (Chair), James Collitt, Amin Dedhar, Angela Mclauchlan, Gene Pugh, Lee Smith and David Taplin.

Karen Thompson – Clerk

ALSO Two members of the public were in attendance.

PRESENT

25/83 **Welcome and noting apologies.** Jamie Seakens welcomed everyone. The apologies Cllrs Arabella Brentnall and Jonathan Hunt

25/84 **Declaration of Interests** – None were declared.

25/85 **Public Participation Session.** There were two members of the public present. They had come to hear the discussion regarding a complaint made to the parish council regarding a planning comment submitted – Item 25/88.5. This item was moved up the agenda by the chairman to the next item.

25/88.5 **To consider the complaint submitted by Mr Gittins ref planning comment on 250519 and consider a response.** The clerk read out a draft response as a suggested reply to Mr Gittins. Mrs Thomspson explained that the two councillors with the knowledge of the clerk had drafted the reply for approval by the council. It was resolved to send the proposed response.

25/86 **Minutes of the last meetings of the Council held on 14 May 2025.**
Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings (see attached). These were agreed to be an accurate record of the meeting.

25/87 **Colchester City Council (CCC) and Essex County Council (ECC).**
To receive the verbal reports of City Councillors and County Councillor. There were no councillors present.

25/88 **Planning Applications**

.1 **To consider the following planning applications and any other applications arriving after the date the agenda is published:**

<u>251044</u>	28/05/2025	45 Straight Road	Removal of existing sun canopy/pergola and replace with an Orangery to use as a greenhouse & sunroom. (Retrospective)
<u>250930</u>	27/05/2025	The Hollies, Church Road	Add a pre-built Shephard's Hut to garden from for home office use and occasional holiday rental
<u>251106</u>	03/06/2025	1 Cross Cottages, Dedham Road	Retrospective application for replacement of EWI spar render (90mm) with EWI smooth coat render (90mm) painted - colour to match neighbouring property (cream)
<u>251108</u>	27/05/2025	Adj to, Walnut Tree Cottage, Straight Road	Erection of 1no. 1 bedroom single storey dwelling, following the removal of existing garage building

The council considered the applications shown above and decided not to enter any comment on the planning portal.

Decisions

.2 Decisions approved by Colchester City Council were noted.

.3 Decisions refused by Colchester City Council were noted.

.4 **Appeals** – None

.5 Item 25/88.5 was taken after 25/85. And recorded there in these minutes

.6 **To note that a representative of Gigaclear will present to the Council the Boxted fibre development plans before the July parish council meeting on 9th July. Noted.**

- .7 **To decide who should represent the parish council at the villages Question Time event on 13th June at Langham Village Hall. This event is directed at those in the area affected by the CCC draft Local Plan sites for housing allocations.** Cllrs Smith and Taplin volunteered to represent Boxted Council.

25/89 **Parish Council Finance**

- .1 **To receive the Parish Council Financial Report as at the 31 May 2025 (see attachments including bank and card statements).** It was noted that the council had received 50% of precept in April. Receipts to date were £36,315. Spend was £14,999. Bank holdings were £94,543.
- .2 **To approve for payment the invoices presented.**

Parish Council

Gross Pay all employees (inc NI, PAYE, Pensions)	3008.01
Clerks expenses	101.45
Green bins	£119.88
Cloudy IT licenses	109.32
Moser Groundcare	2,662.80
Hall room hire	22.00
Wildlife - feeder	50.00
Heelis & Lodge - internal audit	340.00
Install water tap	210.00
Website hosting - Coleswood media	18.95
Refund fuel – strimmer	49.01
Village Green planting	435.16

Village Hall

Michelle Gourlay - cleaning	432.00
Fencing A&D	2,379.26
Insurance - Allied Westminster	349.83
Lincat filter f/a kit refil and signage	76.67
Stage adhesive tape	13.38

25/90 **Annual Governance and Accountability Return (AGAR)**

- .1 **To consider the effectiveness of the System of Internal Control.** (See Attached). The council approved the System of Internal Control.

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

- .2 **To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2025.** (See attachment). This was taken and noted.
- .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 and the Chair signed and dated the statements.

- .4 **To decide the dates for the exercise of Public Rights of Inspection as commencing Monday 16th June 2025 and ending on Sunday 27th July 2025, 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 council agreed the dates for the exercise of Public Rights of Inspection.
- .5 **To appoint Heelis and Lodge as internal auditors for 2025/2026.** It was agreed to continue to use the current internal auditor.

25/91 **Boxted Bridge**

To note that Highways cancelled the dynamic load testing with the specialist contractors, but it isn't clear if they plan to go ahead with another company or conduct it themselves. Noted.

25/92 **Recreation Ground**

- .1 **To receive the report on reducing rabbit intrusion from Cllr Lee Smith.** Cllr Smith reported that options to trap to kill or live trap to remove from site and kill were not ideal. As most of the burrows were not on our land the council resolved to approach the landowner seeking action. If the landowner cannot be easily reached, then a solicitor could be engaged to locate them.
- .2 **To note the latest quote for replacement fencing around the abandoned land is £6833 plus VAT.** The council resolved to approach both companies for the best and final offer.

25/93 Review of Policies 1) Standing Orders 2) Financial Regulations

The Council resolved to approve Standing Orders and Financial Regulations.

25/94 Review of 1) Asset Register and 2) Risk Management Policy and Register

The Council resolved to approve the Risk Management Policy.

The Council asked for the calculations in the Asset Register spreadsheet be checked for accuracy by Cllr Dedhar and approved with that check being completed.

25/95 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).**

Invite to Dedham Vale Society evening on 26th June

Signage clean around the village

Offer of discussion by Manningtree PACE group about Community Action esp energy

Some councillors were already attending the Dedham Vale evening.

The council agreed to ask the groundsman to help clean some of the village signage.

The council agreed to ask Manningtree Pace to deliver a session on climate change practical actions available to parishes.

25/96 Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- Presentation by Gigaclear about the fibre programme for Boxted

25/97 Date of Next Meeting – The proposed date of the next meeting is 9th July 2025 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 _____