

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

**PRESENT:** Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, James Collitt, Jon Hunt, Angela Mclauchlan and David Taplin.

Karen Thompson – Clerk

**ALSO PRESENT** There were members of the public in attendance.

**25/128 Welcome and noting apologies.** Jamie Seakens welcomed everyone. Cllr's Amin Dedhar, Gene Pugh and Lee Smith were absent with apologies sent.

**25/129 Declaration of Interests** – None declared.

**25/130 Public Participation Session.** A member of the public gave a view on the possible negative consequences (speeding traffic, parking and noise) that could result from a granting of the alcohol license application currently being considered by Colchester City Council for The Revival Pub.

**25/131 Minutes of the last meetings of the Council held on 10 Sep 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.

**25/132 Colchester City Council (CCC) and Essex County Council (ECC)**  
**To receive the verbal reports of City Councillors and County Councillor.** No councillors were present.

**25/133 Planning Applications**  
**To consider the following planning applications and any other applications arriving after the date the agenda is published:** None had been received.  
**Decisions**

.2 **Decisions** approved by Colchester City Council were noted.

.3 **Decisions** refused by Colchester City Council were noted.

.4 **Appeals** – The appeal Application No: 250519 DTLR Appeal Ref: APP/A1530/W/25/3372754 was noted.

.5 **To note the Boxted submission to the Planning Inspectorate regarding the Norwich to Tilbury Pylon Development Consent Order application (see attached).** This was noted.

.6 **To note the sent response to the proposed bus works near Windmill Close, Straight Road Boxted (see attached).** This was noted.

**25/134 Parish Council Finance**  
.1 **To receive the Parish Council Financial Report as at the 30 September 2025 (see attachments including bank and card statements).** Receipts to date were £76,891.65. Spend was £52,496.58 inc VAT which will be claimed back. Bank holdings were £ 97,622.60.

.2 **To approve for payment the invoices presented.**

**Parish Council**

Gross Pay all employees (inc NI, PAYE, Pensions)	3076.31
Clerk's expenses (WFH, Mileage and sundry purchased)	90.55
Green bins	£80.84
Cloudy IT licenses	
Moser Groundcare	3124.00
Hall Hire	22.00
CCC - Bin contract	821.20
Overflow car park sign	61.22
Card fee	1.50
Viking supplies	83.12

**Direct debits**

Internet  
Water

Electricity  
Waste removal

**Village Hall**

Michelle Gourlay Cleaning	432.00
chair clean - Donnelly	350.00
Window cleaning - S&S	68.40
Joe Scammell - Inspection hall loft	20.00
CHIP Management fee	950.00

**Direct Debits**

Internet  
Water  
Electricity

**25/135 Items to be considered for 26/27 budget and Section 106 projects**

**Discussion to capture priorities for spend.** This item is deferred to the November meeting.

**25/136 Straight Road Verges**

**To consider the state of verges/hedges along Straight Rd (see attachment) and decide any action in order to provide verges which can be walked on.**

Cllr Collitt had surveyed Straight Road and Langham Road and identified area where the hedging growth prevents the verge being walked on. It was resolved that each area would be highlighted, responsibility for maintenance established and where the landowner is responsible the council would write offering to cut back this time at council expense.

**25/137 Recreation Ground/Village Green**

- .1 **To consider the purchase of 4 benches (options paper attached).** The council favoured benches made from recycled material and agreed to purchase.
- .2 **To consider investigating the costs for portaloos at the recreation ground (see attached).** The council decided that the hub toilets were available more often than not and that a portaloos, with associated costs and cleaning, was not justified.
- .3 **To consider purchasing a hedge trimmer (see attachment).** The council asked for this item to be included in items for consideration in next year's budget which would start discussions at the November meeting.
- .4 **To consider a Christmas Tree event and Tree with funding of a maximum of £400.** This was approved.
- .5 **To consider purchasing a Nest Swing and seeking S106 finance for part funding.** This was approved.

**25/138 Representing the Council**

In general, any councillor or staff member on Parish Council business whether it is on the play areas, village green, recreation ground, community hub, wooded area or for site visits etc is an avenue for good public relations with residents. At no time should there be cause for concern about who is undertaking the business. Engagement with members of the public is important for a good relationship with our community.

It is proposed that the following should be required for all staff and all Councillors who are allocated and agree to undertake such roles.

1. A lanyard with full name, Boxted Parish Council and clerk contact details be worn or presented if questioned.
2. Any Members of the Public present should be engaged with positively- including introducing ourselves.

The council agreed to the purchase of individual lanyards for employees and councillors to have to hand when representing the Council.

**25/139 Policies**

- .1 **To consider adopting the Local Government Association Model Councillor Code of Conduct 2020 (attached).** The council approved the adoption of the LGA Code of Conduct.
- .2 **To consider renewing the Press and Media Policy (attached).** This was approved.
- 25/140 Essex Highways request for license for maintenance for part of Village Green**  
**To consider the recent correspondence seeking a license agreement for Essex Highways to take responsibility for part of Village Green for the purpose of visibility splays.** The council resolved to seek a meeting with Essex Highways to gain a better understanding of plans for the area.
- 25/141 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).**  
All noted.
- 25/142 Items for the next meeting agenda**  
**The following items are planned for the next meeting agenda:**
- Budget discussion
- 25/143 Date of Next Meeting – The proposed date of the next meeting is 12<sup>th</sup> November 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 \_\_\_\_\_