

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 11 MARCH 2026 AT 730PM IN BOXTED VILLAGE HALL

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

ALSO There were no other people present.

PRESENT

26/36 **Welcome and noting apologies.** Jamie Seakens welcomed everyone and noted the apologies of Cllr Jon Hunt.

26/37 **Declaration of Interests** – None declared.

26/38 **Public Participation Session.**
 No members of the public present.

26/39 **Minutes of the last meetings of the Council held on 11th February 2026**
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 by all to be an accurate record of the meeting after correcting one readability issue.

26/40 **Colchester City Council (CCC) and Essex County Council (ECC)**
To receive the verbal reports of City Councillors and County Councillor. None presented.

26/41 **Planning Applications**
 .1 **To consider the following planning applications and any other applications arriving after the date the agenda is published:**

Reference		Address	Description	Action
260175	13/02/2026	Rear of, 18 Straight Road	Application to determine if prior approval is required for a proposed change of use from Class E to C3. Conversion of Class E officers to 2 residential dwellings.	General comment observing the structures appear to be temporary in nature and any consent given should require external lighting in accordance with the Dark Skies project.
260174	13/02/2026	Rear of, 18 Straight Road,	Application to determine if prior approval is required for a proposed change of use from Class E to C3. Conversion of Class E commercial unit to a residential dwelling.	General comment to seek indigenous hedging and oak trees planting to keep with landscape character.
260176	13/02/2026	Rear of, 18 Straight Road	External alterations to building in conjunction with prior notification for the change of use of a workshop into a dwelling	None
260244	10/02/2026	30A Straight Road	Application to discharge condition 28 of planning permission 240199	None

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

.3 Decisions refused by Colchester City Council were noted.

26/42 **PP26 Land North of Straight Road**
To note that BPC has formally requested any housing that might be permitted via PP26 allocate some social housing along the terms of a Rural Exception Site. This was noted.

26/43 Parish Council Finance

- .1 **To receive the Parish Council Financial Report as at the 31 January 2026 (see attachments including bank and card statements).** Receipts to date were £ 86,476. Spend was £97,064 inc VAT which will be claimed back. Bank holdings were £62,639.
- .2 **To approve for payment the invoices presented for March 2026.**
The following Invoices were approved.

Invoices Boxted Council	Amount
Total pay inc PAYE, NI Pension	3076.11
Clerks expenses (WFH, Mileage)	48.50
Green bins	80.84
Cloudy IT licenses	109.32
Moser Groundcare	273.60
Hall Hire	22.00
RCCE	129.00
MA Plumbing – Hub kitchen	55.99

Invoices Boxted Hall	
Michelle Gourlay Cleaning Services	540.00
Business Rates (Col City Council)	744.80
S&S window cleaning	68.40
RCCE Conference	15.00

26/44 Bus Stop works Straight Rd

To note the resident correspondence and history of topic regarding the bus stop being installed on Straight Rd between Mill Road and Windmill Close. It was noted that the installation of a physical bus stop on Straight Rd had upset residents who had not been informed by Essex Council of the works and given an opportunity to object.

26/45 Poor’s Land Camping Close Charity

The council acknowledged the planned meeting of Trustees after this meeting.

26/46 Annual Audit

To note that the new Assertion 10 of the external audit process (AGAR) will check the council’s approach to website accessibility, GDPR, IT management and access to information (FOI) and consider allowing a website accessibility audit to be conducted. The council resolved to commission Pale September to conduct a website accessibility audit and to develop an improvement plan.

26/47 Policies for Review and Adoption

- .1 **To review and adopt Freedom of Information Policy (see attached).** This policy was approved with minor amendments.
- .2 **To review and adopt Data Protection/GDPR Privacy Statement (see attached).** This policy was approved.

26/48 Format of Annual Parish Meeting for Residents

To agree format and confirm the date for the Annual Parish Meeting which is the meeting for residents currently planned for 13th May. It was agreed that the Annual Parish meeting would be advertised for the 13th May at 7pm.

26/49 Clerks Report

- .1 **To receive the clerks report.** Received.
- .2 **To consider purchase of a petrol driven hedge trimmer (Cllr Collitt).** Approved to purchase Stihl Petrol hedge trimmer.
- .3 **To consider the impact of rising oil prices on Boxted residents, who are solely reliant on heating oil, and bring this to the attention of our MP and Government.** It was agreed to write to the Boxted MP bringing the issue of reliance on heating oil to their attention.

26/50 Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- Play equipment repairs

26/51 Date of next and future meetings

The proposed date of the next meeting is 8 April 2026 at 730pm. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues. This was agreed.

26/52 To exclude members of the press and public from the meeting. Motion to exclude public & press: In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted namely pay rate proposals. The Public and Press be excluded from this meeting and will be instructed to withdraw. There were no people to exclude.

26/53 Consideration of Pay Increases for staff not governed by national pay scales

To consider rates of pay for April 2026 – March 2027 (see attached confidential paper). A pay award of 3% was approved.

Signature _____ Signed by _____