

# BOXTED PARISH COUNCIL

To: Members of Boxted Parish Council

**You are hereby summoned to attend the Meeting of Boxted Parish Council to be held on Wednesday 8 April 2026 at 7:30pm at Boxted Village Hall for the purpose of transacting the business as set out in the Agenda**

**Members of the public and press are welcome to attend and participate in the Public Participate item.**

Karen Thompson – Clerk

Dated 1<sup>st</sup> April 2026



## Agenda

**26/54 Welcome and noting apologies**

**26/55 Declaration of Interests** - to receive any interests relating to items on the agenda and to remind Councillors to complete their new term Declarations of Interest.

**26/56 Public participation session (There will be 15 minutes available for this item, if required)**

- Mr Ireland to speak regarding Village Shop suggestion

**26/57 Minutes of the last meetings of the Council held on 11 March 2026.**

Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings (see attached).

**26/58 Colchester City Council (CCC) and Essex County Council (ECC)**

To receive the verbal reports of City Councillors and County Councillor.

**26/59 Planning**

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

<u>260494</u>	18/03/2026	Gulsons, Church Street,	Application for Approval of Details Reserved by Condition 8 of approved application 252341
<u>260467</u>	16/03/2026	Adj to, Walnut Tree Cottage, Straight Road	Application for Approval of Details Reserved by Conditions 3, 11, 13, 14, 15 & 16 of approved application 251108
<u>260447</u>	12/03/2026	Classic Pot Emporium, 30A Straight Road	Application to discharge conditions 3 (materials), 4 (architectural details), 9 (SUDS), 12 (substation and bin store) and 34 (external light fixtures) to application 240199.
<u>260175</u>	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 offices to 2 residential dwellings.
<u>260174</u>	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.
<u>260176</u>	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
<u>260188</u>	29/01/2026	Skye Hall Cottage, Skye Hall Hill	Application for Approval of Details Reserved by Conditions 5 & 7 of approved application 252456

### 2. Decisions

To note the following decisions that were approved:

260053 Application to vary condition 2 (drawings) of planning permission at 46 Straight Road

260035 Proposed single storey side and rear extension, and part single part at Clives, Church Street

To note the following decisions that were refused:

252755 Erection of a steel frame barn. Langham Lane, Boxted, Colchester, CO4 5HZ

**26/60 ECC consultation on the Permanent Prohibition to Motorised Vehicles over Boxted Bridge.**

- .1 To note we have been advised that Essex Highways have said they will update the council when a decision is made on the Traffic Order consultation.

**26/61 Parish Council Finance**

- .1 To receive the Parish Council Financial Report as at the 31 March 2026 (see attachments including bank and card statements).
- .2 To approve for payment the invoices presented.

**26/62 End of Year and Internal Audit**

To accept the end of year financial position as reported as at 31 March 2026 and agree that this will and other data will be used in internal audit.

**26/63 Hub Cafe**

To note the commissioned planned kitchen alterations which will be scheduled as soon as possible and increase in draft lease fee which will add £1000 pa over the length of the lease.

**26/64 Recreation Ground**

- .1 To note the branches that hung over the council storage container have been removed. Access to the roof of the container should be harder.
- .2 To note that aeration and disc seeding was recommended on those areas of the cricket outfield that are not covered by the current improvement programme to make good the ground after the damage caused by usage during the exceptional rainfall period. This was agreed and Moser Groundcare will add to the programme.
- .3 To note the football clubs have been notified that the cricket outfield area immediately in front of the café and by the overflow parking is taken out of sports use. They have also been asked for next football season to mark the blue pitches inside their white larger pitches and to move forwards and backwards the pitch area in front of the pavilion.

**26/65 Pavillion Side Hire fees**

To consider increasing the hire fee of Boxted Lodgers and Colchester Ladies FC by £10 pcm to £310 pcm.

**26/66 Clerk's Report**

- .1 To receive the clerks report.

**26/67 Items for the next or subsequent meeting agenda(s)**

To note or propose items for the next agenda including:

- Election of chair
- Quiet Lanes
- S106 update

**26/68 Date of next and future meetings**

The proposed date of the next meeting is 13 May 2026 at 730pm. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues.

Also to note the Annual Parish Meeting is scheduled for 7pm on Wednesday 13<sup>th</sup> May 2026 in the Village Hall and councillors are asked to attend.

**26/69 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 the consideration of lease clauses and fees. The Public and Press be excluded from this meeting and will be instructed to withdraw.**

**26/70 Community Café**

- .1 To note that a letter and gift of appreciation has been sent to Harpers and confirmation that ne lease fees are due after the closure date of 31 March 2026
- .2 To note that kitchen alterations have been commissioned with the company that won the original refurbishment contract for the building.

- .3 To note that Fisher Jones Greenwood are hoping to complete a lease for Tom Beczala of Loofers to sign in April. The lease fee covers reasonable estimates for water, rates, broadband, waste collection and £1000pa to recoup the cost of kitchen alterations. The alterations include an installation of an electricity sub-meter which mean that the lease additionally will require the tenant to reimburse the council directly for electricity used. The lease also includes a clause that requires 50% of all heating oil bills to be reimbursed. These are therefore removed from the annual lease fee as they are covered separately.