

To: Members of Boxted Parish Council

You are hereby summoned to attend the Meeting of Boxted Parish Council to be held on Wednesday 13 May 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 8TH May 2026



BOXTED PARISH COUNCIL AGENDA

- 26/71 Election of New Chair of the Parish Council for May 26 until May 2027**
- 26/72 Election of Vice-chair of the Parish Council for May 26 until May 2027**
- 26/73 Chair to sign Declaration of Acceptance of Office of the Chair and Vice-chair**
- 26/74 Welcome and noting apologies**
- 26/75 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.
- 26/76 Public participation session (There will be 15 minutes available for this item, if required)**
- 26/77 Minutes of the last meetings of the Council held on 8 April 2026.**
Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings (see attached).
- 26/78 Colchester City Council (CCC) and Essex County Council (ECC)**
To receive the verbal reports of City Councillors and County Councillor.
- 26/79 To approve the use of General Power of Competence (see attached paper)**
- 26/80 Planning**
- .1 To consider the following planning applications and any other applications arriving after the date the agenda is published:
- | | | | |
|--------|------------|--------------------------------------|---|
| 260608 | 20/04/2026 | 1, Hall Cottages,
Burnt Dick Hill | Single storey rear/side extension to existing property. |
|--------|------------|--------------------------------------|---|
2. **Decisions**
To note the following decisions that were approved: None
- To note the following decisions that were refused:
- 260174 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.
- 260176 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
- 260175 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.
- 26/81 Progress on Hub Lease and building update including**
- Roller blinds to bar area in café to be removed
 - New tenant is beginning decoration
 - Some tables sold.
- To resolve to enter into the lease agreement as drafted by Fisher Jones Greenwood and agreed with Tom's Food Lounge Ltd, Tom Beczala.

26/82 Parish Council Finance

- .1 To receive the Parish Council Financial Report as at the 30 April 2026 (see attachments including bank and card statements).
- .2 To approve for payment the invoices presented.
- .3 To note the VAT reclaim for the period March 25 – February 26 of £7594.76 was received in March 2026.
- .4 To note the new charging structure for Caxton debit card and the transfer of funds and closure of account as a result.

26/83 End of Year and Internal Audit

To note the internal audit currently in progress.

26/84 Village Fundraiser Support

To consider supporting a village fundraiser for the support around treatment for a local Boxted School pupil and former Little Owls attendee (see attached).

26/85 Tree Survey Results

To consider JF Tree Specialist's tree survey and approve any necessary works.

26/86 Recreation Ground

- .1 To note new picnic benches are in place.
- .2 To note the planned install of a further litter bin by the small play area to cope with the summer holidays.
- .3 To consider a location for a flowering cherry tree donation on the Recreation Ground – see diagram for possible locations. The tree is in memory of Carol Lloyd and her work for CRE with no memorial plaque requested. XXX

26/87 UKPN and Village Green

To note the request to route a power network cable through the centre of the village green. We requested a site visit to show why this should be routed around the edge of the green. Cllr Hunt met with their representative and we are waiting to see a new route proposed

26/88 Royal British Legion Club Fete request 29th Aug

To consider making the field available to the Royal British Legion Club for a village fete on 29th Aug 2026.

26/89 Review of Asset Register

To review the version of the asset register on 31st March 2026.

26/90 Review of Risk Register and Management Plan

To review the current Risk Register.

26/91 Clerk's Report

- .1 To receive the clerks report.
 - Possible use of field by another club
 - Issue with toilets at changing room and hall
 - Hall disabled toilet water heater repaired
 - Hall lights being looked at for change

26/92 Items for the next or subsequent meeting agenda(s)

To note or propose items for the next agenda including any raised.

26/93 Date of next and future meetings

The proposed date of the next meeting is 10 June 2026 at 730pm. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues.