

**BOXTED PARISH COUNCIL (BPC)**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 8 APRIL 2026 AT 730PM IN BOXTED VILLAGE HALL**

**PRESENT:** Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, Amin Dedhar, Jon Hunt, Gene Pugh and Lee Smith.  
 Clerk – Karen Thompson

**ALSO PRESENT** There members of the public present including William Sunnacks currently Ward Councillor for Rural North at Colchester City Council.

**26/54 Welcome and noting apologies.** Jamie Seakens welcomed everyone and noted the apologies of Cllrs James Collitt, David Taplin and Angela Mclauchlan.

**26/55 Declaration of Interests** – None declared.

**26/56 Public Participation Session.**

- **Mr Ireland to speak regarding Village Shop suggestion** - Mr Ireland was not present.

A member of the Boxted Women’s Institute asked if the lighting arrangements could be made clearer when leaving the Village Hall. The Council agreed that the Clerk would add larger signage.

It was also suggested that the nettles through the woodland were encroaching on the path and could be cut back. The council were happy to arrange this.

**26/57 Minutes of the last meetings of the Council held on 11<sup>th</sup> 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).** These were agreed by all to be an accurate record of the meeting.

**26/58 Colchester City Council (CCC) and Essex County Council (ECC)**  
**To receive the verbal reports of City Councillors and County Councillor.**

Cllr Sunnacks said that the reorganisation in Essex moving to unitary authorities might mean bigger roles for Parish Councils in managing services. He also said that the draft Local Plan for Colchester has not yet been agreed to proceed to Regulation 19 Stage as new sites have been added for consideration.

It was noted that Cllr Lewis Barber was not standing for election in the upcoming local elections. Note The clerk has written a note of thanks.

**26/59 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
<u>260494</u>	18/03/2026 Gulsons, Church Street,	Application for Approval of Details Reserved by Condition 8 of approved application 252341	None.
<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	None.
<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.	None

<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	None
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**.2 Decisions**

Decisions approved by Colchester City Council were noted.

Decisions refused by Colchester City Council were noted (252755).

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

**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).** Receipts to date were 95,388.89. Spend was £103,498.93. Bank holdings were £65,117.49.

**.2 To approve for payment the invoices presented for March 2026.**

The following Invoices were approved.

<b>Invoices Boxted Council</b>	<b>Amount</b>
Total pay inc PAYE, NI Pension	3081.52
Clerks expenses (WFH, Mileage)	130.03
Green bins	96.84
Cloudy IT licenses	130.32
Moser Groundcare	5,784.00
Hall Hire	22.00
Cloudy March invoice	133.32
Turtle - Bleed kit & Cabinet	510.00
Moneysoft payroll	108.00
Card fee	1.50
<b>Invoices Boxted Hall</b>	
Michelle Gourlay	351.00
Removal of dish washer MAP Plumbing	20.00

**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. This was agreed.**

**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. This was noted.**

**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. Noted.**

**.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. Noted. It was also suggested that the daily hire fee should be increased to help recover some of the cost of repair**

**.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. This was noted.**

**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.** The council resolved to increase the football club hire fees to £325 pcm to reflect the increase in costs we have incurred.

**26/66 Clerks Report**

- .1 **To receive the clerks report.** Received.

**26/67 Items for the next meeting agenda**

**The following items are planned for the next meeting agenda:**

- 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.** This was agreed.

**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.** This was agreed.

- 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.** The meeting excluded all public and press.

**26/70 Community Café**

- .1 **To note that a letter and gift of appreciation has been sent to Harpers and confirmation that no lease fees are due after the closure date of 31 March 2026.** This was noted.
- .2 **To note that kitchen alterations have been commissioned with the company that won the original refurbishment contract for the building.** This was noted.
- .3 **To note that Fisher Jones Greenwood are hoping to complete a lease for the new tenant 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.** This was agreed and noted.

Signature \_\_\_\_\_ Signed by \_\_\_\_\_