

BOXTED PARISH COUNCIL (BPC)
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 10 JUNE 2026 AT 730PM IN BOXTED VILLAGE HALL

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

ALSO PRESENT There were members of the public present including Cllr Sara Naylor (Essex County Council) and Cllr Thomas Rowe (Colchester City Council).

26/98 Welcome and noting apologies. Jamie Seakens welcomed everyone and noted the apologies of Cllrs Gene Pugh and Jon Hunt.

26/99 Declaration of Interests – None declared.

26/100 Public Participation Session.

There was a request that the village hall microphone be repaired or replaced.

There was a request that the canopies be raised for the trees on the Recreation Ground to make them easier to walk under.

A member of the public spoke in support of Item 26/111. The Chair moved to take agenda Item 26/111 at this point.

Item 26/111 - To consider a donation to help with the printing costs of the Langham with Boxted Newsletter. The council noted that the Langham Parish Council had also been approached to help with the anticipated shortfall in funds due to increased printing costs. The Council resolved to make available up to £250.

26/101 Minutes of the last meetings of the Council held on 13th May and 26th May 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.

26/102 Colchester City Council (CCC) and Essex County Council (ECC)

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

Cllr Sara Naylor briefed on her election to Essex County Council. She pointed out that the majority party was Reform UK and they would be able to push through their policies due to the size of the majority.

Cllr Naylor asked that we keep her and ECC aware of priority roads that should be prioritised with respect to potholes/flooding etc.

Cllr Naylor was aware of the Save our Bridge campaign and the campaign to see Boxted Bridge sympathetically repaired and not replaced with a standard wide large flat structure. She planned to engage with Cllr Mark Webster as the newly appointed portfolio lead for Highways.

The issue of localised road flooding due to poor maintenance of gully points and road gullies and ditches to hold the runoff water. A list of those requiring attention should be forwarded to Cllr Naylor.

Cllr Tom Rowe brought the council up to date on the loss of mobile phone coverage affecting parts of Langham, Dedham and Boxted with the decommissioning of a telephone mast and the CCC planning decision to refuse a mast in the Gunhill area. He added that various parties are looking for a short-term technical solution as well as a permanent mast that would cover the area.

He also added that the draft CCC Local Plan was not yet agreed and would not get his support in its current state.

26/103 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
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260894	Land near Boxted Cross	Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 - Proposed upgrade to the existing the High voltage (HV) overhead line.	None.
260878	Boxted House, Church Street	Tree application	None
260947	1 Alberry Cottages, Church Street	Tree application	None
260960	25 Straight Road	Retrospective permission for erection of an annex ancillary to the main dwelling	Resolution to object to the application. To build without consent was not an approach that the council would support. The council also resolved to seek that if the application was approved then restrictions on business use, letting or the sale as an independent dwelling be prohibited. The council also wished to see native hedging, that was removed, be replanted and that all external lighting conform to the Dedham Vale Dark Skies project aims, that is downward facing warm lighting and controlled by short-timed reactive to movement devices.

.2 Decisions

Decisions approved by Colchester City Council were noted.

Decisions refused by Colchester City Council were noted.

26/104 Parish Council Finance

.1 To receive the Parish Council Financial Report as at the 31 May 2026 (see attachments including bank and card statements). Receipts to date were £36,896.25. Spend was £41,569.90. Bank holdings were £65,117.49.

.2 To approve for payment the invoices presented.

The following Invoices were approved.

Invoices Boxted Council	Amount
Total pay inc PAYE, NI Pension	3081.52
Clerks expenses (Mileage, refunds for spend)	82.25
Green bins recycling	£50.80
IT licenses	£130.30
Moser Groundcare	1,762.51
Meeting room hall hire	22.00
Play Safety - Annual Inspections	456.00
Cheap Web Hosting - Coleswood media	18.95
Heelis and Lodge internal audit	350.00
Broxap - litter bin	838.74
Clerks' expenses (mileage, refunds for spend)	82.25
Sports Side Sundries (inc steam mop, brush)	138.98
Invoices Boxted Hall	
Michelle Gourlay	432.00
S Emmott - window clean	68.40

26/105 Annual Governance and Accountability Return (AGAR)

- .1 **To consider the effectiveness of the System of Internal Control.** (See Attached). The council approved the System of Internal Control.

And to approve the Annual Governance Statement (AGAR Section 1). (See AGAR attached – awaiting signatures). The Annual Governance Statement was approved and signed by the Chair and the Clerk.
- .2 **To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2026.** (See attachment). This was taken and noted. The Council agreed to improve the council position in respect of Assertion 10 during 2026/2027 with the development and consideration of an IT policy and an independent assessment of website accessibility with an improvement plan. The council clarified that Pale September (resolved at 26/36 in March 2026) would now be commissioned to start this work..
- .3 **To consider the Accounting Statements** (Section 2 of the Annual Return (AGAR)).

To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair. The council resolved to approve the Accounting Statements and the Chair signed and dated the statements.
- .4 **To decide the dates for the exercise of Public Rights of Inspection as commencing Monday 22nd June 2026 and ending on Friday 31st July 2026, running for a period of 30 working days. And to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.** The council agreed the dates for the exercise of Public Rights of Inspection.
- .5 **To appoint Heelis and Lodge as internal auditors for 2026/2027.** It was noted that Hellis and Lodge had provided a good, thorough and timely internal audit service for many years having first being found via the EALC (Essex Association of Local Councils) list of auditors. They continue to be a member of the Internal Audit Forum, which maintain a list of independent internal auditors. The council resolved to appoint the current internal auditor, Heelis and Lodge, for 2026/2027.

26/106 To receive an update on the café tenant position and planned café opening

The lease with Tom's Food Lounge, operated by Tom and Agatha Beczala is ready for signing. Café improvements are in progress, and it is hoped that all will be completed by 1 July.

26/107 Tree Works To consider the quotes received for the tree work as a result of the recent tree survey (see attached).

The Council considered the quotes received and resolved to let a contract to Dedham Vale Tree Surgery for the medium risk works.

26/108 Recreation Ground

- .1 **To note the purchase of an additional litter bin.** This was noted.
- .2 **To note the receipt of the annual play area inspections and the planned report to Parish Council at the July 2026 meeting.** Noted.

26/109 Review of Asset Register

To review the version of the asset register on 31st March 2026. The Asset Register as at 31st March 2026 was approved.

Cllr Brentnall reminded the council of the suggested insurance value for the unique bench on the Village Green should now be added to the Asset Register. This would be actioned for 2026/27.

26/110 Review of Risk Register and Management Plan. The Risk Register and Management plan was considered and approved. Consideration of financial risk was discussed, and the Clerk was asked to seek advice from Lloyds Bank about the scope of the Financial Services Compensation Scheme (£120k). Is it per person/login or per business account?

26/111 To consider a donation to help with the printing costs of the Langham with Bosted Newsletter –
This item was taken as part of Item 26/100 Public Participation.

26/112 Clerks Report

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

- **Possibility of Antelopes being established in Boxted**

Regarding the possibility of a herd of antelopes being established in Boxted, a reception meeting was held recently. The information given suggested that the business was named Gallica Wood and fencing has been erected. The owner will need a Wild Animal License before a herd can be established. In the meantime, the area might be used as a for hire dog exercise business.

The council expressed concern about the fencing and its impact on current wildlife as well as the need for parking and access. The council resolved to seek advice from planning about the dog exercise area.

- **As the Sole Trustee to note the finances for the Charity 201358 Boxted Village Hall (see attached)**

The funds available to the Boxted Village Hall charity exceed £80,000. This was noted.

26/113 Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- Play area inspection reports
- Allotments in Boxted update

26/114 Date of next and future meetings

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

Signature _____ Signed by _____