

To: Members of Boxted Parish Council

You are hereby summoned to attend the Meeting of Boxted Parish Council to be held on Wednesday 14 Oct 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 9th October 2026



BOXTED PARISH COUNCIL AGENDA

26/149 Welcome and noting apologies

26/150 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.

26/151 Public participation session (There will be 15 minutes available for this item, if required)

26/152 Rabbit control options from a local controller

26/153 Minutes of the last meetings of the Council held on 9 September 2026.

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

26/154 Colchester City Council (CCC) and Essex County Council (ECC)

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

26/155 Churchyard works

To consider assisting St Peters Church with funding for grounds maintenance (see attachment).

26/156 Planning

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

Reference	Date submitted	Address	Description
261589 Deadline missed	02/09/2026	Rose Cottage, Workhouse Hill	Application for a Lawful Development Certificate for existing use of land as garden.
261743 Exp 20/10	24/09/2026	6 Brook Cottages, Wet Lane	Erection of a part first-floor rear extension, with alterations to the existing first-floor layout and changes to rear fenestration.
261735 & 261736 Exp 28/10	29/09/2026	Vine House, Cooks Hill	Listed building application for installation of pool, replacement gates and associated landscaping. New light fitting fixed to house.

2. Decisions

To note the following decisions that were approved:

261023 Retrospective permission for change of use from agriculture to dog Address: 25 Straight Road

261265 Erection of single storey rear extension. Honeysuckle Cottage, Queens Head Road

To note the following decisions that were refused:

260960 Retrospective permission for erection of an annex ancillary to the main dwelling
25 Straight Road, Boxted

.3 Call-in for Councillor decision is changing

To note the changes to the provision for Parish Councils to request that an application is “called-in” (see attachment).

In summary Applications which officers can refer to Planning Committee are Schedule 2 applications, including major planning applications, certain commercial applications, retrospective applications and reserved matters relating to a large outline permission. But for these, there is no automatic right for a Parish Council or individual councillor to call them in. The application can go to Planning Committee only if the Nominated Member and Nominated Officer agree that it raises either:

- issues of economic, social or environmental significance to the local area, or
- significant planning matters when assessed against the development plan and other material planning considerations.

The change takes effect on 30 Oct 2026.

.4 Defibrillator in Church Road – Conservation area

The council has been gifted a defibrillator for the Church Rd area of Boxted, which is the Conservation Area. To consider how best and where to place the defib and box.

26/157 To note the objection to Regulation 19 of the Colchester Draft Local Plan consultation

26/158 Parish Council Finance

- .1 To receive the Parish Council Financial Report as at the 30 Sep 2026 (see attachments including bank and card statements).
- .2 To approve for payment the invoices presented.
- .3 To agree to draw down on the Football Foundation pitch improvement grant (£20k over 6 years).

26/159 Audit

To note the conclusion of external audit with a comment in Section 3. This has been queried as the asset revaluation occurred because of 5-year building review for insurance purposes. The conclusion of audit notice is published on the BPC website.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has not restated the prior year figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

26/160 Colchester City Council seeking views about traffic leaving the Colchester United stadium.

To note a proposal for a six-game trial opening the barrier from United Way onto Boxted Road for an hour after home matches, to help ease congestion. Cllr Rowe sought view, attached is an initial council response.

26/161 Recreation Ground

- .1 To consider using the additional Football Foundation pitch improvement grant to apply a topsoil dressing, recommended by Moser Groundcare. This would be achieved by tackling the full-size pitch in the first year and the smaller pitches in the second year. Matches to be arranged away for Sept and Oct. Waiting for a quote.
- .2 Rebound wall repair options. 2 quotes received £1972 and £3328. (see attached).
- .3 To note that S106 funds (approx. £10,000) can be used for recreation ground basket swing, confirmed by CCC Parks and Recreation team.

- 26/162 Pension Resolution** that Boxted Parish Council nominates the current holder of the 'Handyman' position, Mr Steve Kent, for membership of the Local Government Pension Scheme operated by Essex County Council. And Boxted Parish Council authorises the Clerk/RFO to notify the Council's LGPS administering authority to undertake the necessary arrangements to implement the pension provision.
- 26/163 Review of Financial regulations**
To consider and readopt the Financial Regulations.
- 26/164 Review Standing Orders**
To consider and readopt the council Standing Orders.
- 26/165 New – IT Policy**
To consider a draft IT policy. This will help the council meet the new Assertion 10 audit requirement which required an IT policy with regular review.
- 26/166 Defibrillator at Church Street**
To note the donation of a working defibrillator to be made available at Church Street, Boxted and to consider approaching residents to see if there is a volunteer to have the defib sited on their wall.
- 26/167 Gigaclear – application for a free community building access to broadband**
To consider applying for a free Gigaclear connection for Boxted Village Hall as part of the Gigaclear community services program.
- 26/168 Village Hall**
Quotes for foyer painting (see attached) -2 received.
- 26/169 Clerk's Report**
.1 To receive the clerks report.
- To note microphones at Village Hall
 - Milk
 - To trial meeting recording device
 - Rateable value on Café at Hub ongoing
 - To note the course attended – AI for Parish Councils and to consider trialling a free chatgpt & claude account in the PCs name.
- 26/170 Items for the next or subsequent meeting agenda(s)**
To note or propose items for the next agenda including any raised.
- Draft Budget
- 26/171 Date of next and future meetings**
The proposed date of the next meeting is 11th November 2026 at 730pm. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues.