

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 JULY 2019 AT THE VILLAGE HALL AT 7.30PM**

**PRESENT:** Cllr's Collitt (Chair), Banwell, Crossman and McLauchlan.  
Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** Members of the public including Cllr Arnold of Colchester Borough Council (CBC) and Cllr Brown of Essex County Council (ECC).

**19/0106 Welcome**

**19/0107 Apologies and reasons for absence.**

Cllr Damen, Oxford and Pugh had sent apologies and the Council resolved to accept them.

**19/0108 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.  
None were declared.

**19/0109 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

Most members of the public attending had come to air concerns regarding the possible development of the CBC owned garage site for housing. There was concern that it would provide access to the field behind, opening the way to more housing development. Cllr Arnold was able to confirm that the current adopted Local Plan, the emerging Local Plan and the adopted Boxted Neighbourhood Plan did not have the field behind in scope for any development and any planning application would likely be refused. There was a lot a concern raised about the access onto Dedham Road and the increase in danger any additional vehicle traffic and the location of the entrance would make. There was also the possibility that the public footpath would be diverted and increase the risk of danger for children walking to and from school. On that topic Cllr Anne Brown confirmed that she was meeting a highways representative in Boxted at school pick up time so look at the problems which have been exacerbated by the closure of the school car park. She invited the Parish Council to join her.

There were questions raised about suitability of any garage-site built housing for local residents and disabled people and these were questions that would need to be raised at any planning application stage.

Cllr Collitt summed up the discussion by saying that the site was unsustainable due to lack of parking, no regular bus service, no shops, no pub, no pharmacy or GP, and a full school. These were points that would be expressed to CBC

Mrs Carter asked if, when the Parish Council secured the Village Green, the Council would erect 2 memorial benches to her husband and father in law who served the village of Boxted and the Parish Council. Mr Denis Carter built up the fruit farm to over 1000 acres and his son Jeremy Carter also ran the farm and served for many years on the Parish Council.

**19/120 The next Item was taken out of order**  
**Village Green**

**To note the progress towards establishing a village green and to consider memorial benches.**

The Council resolved to put 2 benches on the new Village Green in memory of Mr Dennis Carter and Mr Jeremy Carter.

The clerk confirmed that the developers had been approached for confirmation of transferring the green to the Parish Council and Fisher Jones Greenwood are representing the Council for this. The electric point needs to be organised and the developers are aware of the requirement. The Council has confirmed that it will pay any costs that are due. The tree planned for the centre of the green needs CBC permission to not plant as it forms part of the planning consent. The

Council resolved to ask CBC to remove this tree in the plans. Post meeting note CBC confirmed that they were content that the centre of the Green not have the large tree planted.

**19/0110 Minutes of the last meetings of the Council held on 12<sup>th</sup> June 2019**

The Council resolved to accept the minutes as an accurate record.

**19/0111 Clerk's Report**

**To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**

The clerk sought an update on the plan to ask a local landowner if a footpath could be diverted around the edge of a field (rather than across the crops) and to upgrade the path to a bridleway. Cllr Collitt advised that the landowner was not keen to upgrade to a bridleway but would be happy to divert the footpath.

The clerk also advised that the Parish Council would need to initiate the a Committee or Working Group to develop plans for the S106 funding that had been allocated to Boxted. It was resolved to schedule the formation of a Committee at the September 2019 meeting and to encourage residents to get involved.

**19/0112 Borough and County Council**

**To receive the reports of the District Councillor and the County Councillor.**

Cllr Chapman suggested if a Rural Exception Site is planned to be developed then the Council should consider other housing development companies and sites and not just look to the Rural Housing Partnership.

Cllr Chapman also said that the CBC Local Plan was being progressed through the summer as should be published in the Autumn.

**19/0113 Parish Council Finance**

**19/113.1 To receive report on Parish Council financial statement as at the 31 May 2019.**

The position was reported as receipts in this financial year of £27,841.04 and spend of £8,778.97. The receipts include 50% of the precept received from CBC.

The bank holdings were reported as £45,157.54.

**19/113.2 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.**

The following invoices were approved for payment.

Clerk net pay	£	577.09
HMRC PAYE + NI	£	159.38
pensions	£	209.89
Village Hall Room Hire	£	28.00
Rospa – play area annual inspection	£	255.00
Joe Scammell - grounds work	£	76.50
Village Hall room hire - Essex Sheds	£	30.00
Identilabel - Car Park sign	£	336.00
McLauchlan - weed control	£	36.00
PA Scammell - erect sign, dog waste bin, VH tap, remove tape from telephone box	£	210.00
Ivanauskas - weed control	£	52.50
EALC Cyber course	£	78.00
Joe Scammell - grounds work	£	39.00
Joe Scammell - grounds work	£	25.50
Clerk claim postage 26.60	£	104.28
Stationery 11.98, padlock 4.95		
Mileage 60.75		
Sports Side Cleaning PAY	£	239.64
PA Scammell – repairs to Hub	£	184.00

**19/113.3 To note the submission of a pre-application to the Essex CIF for funding to aid the establishment of the village green.**

This was noted and the Council resolved to submit a full bid to the CIF to enable the Village Green to be equipped with benches, electric provision (supply and meter), planting and an information plaque.

**19/0114 Planning**

**To decide any comments on the following applications:**

21 May 2019	<a href="#">191344</a>	Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ	Current
The Council had no comment on this application.			
26 Apr 2019	<a href="#">191121</a>	Seasonal Suffolk Ltd Carters Vineyards, Green Lane, Boxted CO4 5TS	Current
The Council had no comment on this application.			

**Appeals None.**

**Decided To note the following planning decisions:**

The Council noted the following:

11 Apr 2019	<a href="#">190988</a>	Langham House, Straight Road, Boxted CO4 5QX	Decided Refused
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**19/0115 Rural Exception Sites (RES) and a Housing Needs Survey (HNS)**  
**To also discuss possible concerns that might apply to a Boxted RES.**  
**To note that a visit to the RES site in Boxford should now take place in September.**  
**RCCE are quoting for the assistance with conducting a Housing Needs Survey to approximately 579 dwellings.**

The aim of an HNS survey is to establish the future requirement for affordable housing for residents in the parish. This might then inform the need for a Rural Exception Site to be identified and supported. The last HNS was conducted in 2013 and is time expired. The Council agreed that a Housing Needs Survey could be used to also ask residents of concerns that they may have about a Rural Exception Site.  
The visit to Boxford RES was noted as 16<sup>th</sup> September 2019.  
An HNS survey requires putting through all parish dwellings and making available in public places, which the Council will have to arrange. The RCCE has quoted a cost for printing the surveys, collecting and analysing the data (variable cost depending on the number of questionnaire responses received) of up to £435.00 and the Council resolved to conduct a Rural Housing Needs Survey via the RCCE and look to add two questions about village and housing concerns.

**19/0116 Village Parking**

It was reported that Councillors had met with the North Essex Parking Partnership and Cllr Brown was meeting with ECC Highways to discuss the increased road parking in and around Boxted Cross.

**19/0117 King George Playing Field**

**19/117.1 To receive the play area and equipment report and decide any work or expenditure.**

A report had been received indicating no areas of significant concern. It was reported that the wooden trim trail had had the rotting timbers replaced.

**19/117.2 To note that the Little Owls use of the nature area includes a fire pit. They have confirmed their insurance provision and have suitable risk assessment in place including a fire blanket to extinguish sparks etc.**

This was noted.

**19/0118 Community Hub & Sports and Social Club**

- 19/118.1 **To approve the change requested by the cricket club to the hiring agreement.**  
It was resolved to seek the views of all the hirers before confirming the final version of the hiring agreement.
- 19/0119 **Methodist Church and School Room**  
**To consider any action nominating the Methodist Church and School Room as a community asset (see attached).**  
  
It was resolved that if applying to nominate the Methodist Church and School Room as a Community Asset, would require that it be advertised as a Community Asset for a longer period then the Council would apply. The Council recognised that it did not have sufficient funds to bid for the properties,
- 19/0120 **Village Green**  
**To note the progress towards establishing a village green and to consider memorial benches.**  
  
This was taken after Item 19/109.
- 19/0121 **Highways**  
19/121.1 **To note progress re Junction Cross Cotts cul de sac and Cooks Hill.**  
This was noted.
- 19/121.2 **To note the Highways request to fill in the potholes at the Greys, Straight Rd.**  
This was noted.
- 19/0122 **Policies**  
**To review the following policies:**  
  - **Complaints Policy**
This was approved.
- 19/0123 **Events**  
19/123.1 **To discuss plans for a Boxtoberfest event including alcohol license.**  
It was resolved to plan to hold a Boxtoberfest Event on 19<sup>th</sup> October 2019 and apply for a Temporary Event License to cover the sale of alcohol and have live music.
- 19/123.2 **To note the date of the Christmas Tree Lighting event.**  
The Christmas Tree lighting event will take place after the Boxted Silver Band concert at the Village Hall. The concert will start at 3pm and the Christmas Tree Lighting should start at 4:30pm on Sunday 1<sup>st</sup> December 2019.
- 19/0124 **Subscriptions**  
**To approve the RCCE subscription for both Community/Village Halls membership of £60, and Parish Council membership of £72.20.**  
This was approved.
- 19/0125 **Items for the next meeting agenda**  
**To consider items for the next agenda.**  
It was noted that setting up the Committee for S106 project and also the Boxtoberfest would be discussed at the next meeting.
- 19/0126 **Meeting Closure & Date of Next Meeting**  
The next meeting is confirmed as Wednesday 11<sup>th</sup> September 2019.

**Signed by Meeting Chair ..... on .....**