

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 8 JANUARY 2020 AT THE VILLAGE HALL AT 7.30PM**

- PRESENT:** Cllr's Damen (Chair), Brentnall, Chaplin, Collitt, Kent, McLauchlan, Oxford, Pugh and Seakens.  
Clerk - Karen Thompson
- ALSO IN ATTENDANCE:** Cllr Chapman - Colchester Borough Councillor (CBC) and Boxted Ward Councillor, Cllr Brown – Essex County Councillor (ECC), Sir Bob Russell - Chair of the Boxted Methodist Silver Band and members of the public.
- 20/01 Welcome**  
The Chair welcomed all to the meeting.
- 20/02 Apologies and reasons for absence**  
None made.
- 20/03 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.  
Cllr Chaplin declared an interest in the Community Hub.
- 20/04 Presentation from Sir Bob Russell – supporting the project to save the School Room for the Boxted Methodist Silver Band by way of the (Colchester Borough Council) Community Assets list**  
Sir Bob Russell spoke about the history of the Boxted Methodist Silver Band and their link to the School Room in Boxted. He asked if the Parish Council would support the application to list the Methodist School Room an Asset of Community Value. The Council resolved to write to CBC in support of the application.
- 20/05 Public participation session (There will be 15 minutes available for this item, if required)**  
The Council was asked by members of the public if there was an update on the work by CBC to investigate the garage site as a potential for development with the loss of the parking and garden space for local residents. The Parish Council confirmed that it had not received anything from CBC or Amphora Homes. Cllr Chapman also had no update.  
  
A further resident asked about the progress of the village green with a view to the Council supporting a war memorial being sited on the green.  
  
A resident asked if anything could be done to reduce the lighting at the school which seem to very bright and on for many hours. The Council resolved to write to the school to ask if the lighting could be switched off earlier.  
  
A resident asked if the it was still planned to install a memorial on the village green bench(es) to Dennis and Jeremy Carter and the Council confirmed it was. It was suggested, that rather than a memorial plaque being added to the benches, that the benches be engraved with the planned wording. This would discourage theft.  
  
Some members of the public were in attendance to express support for the reinstatement of the feature tree on the planned village green (see next agenda item).
- 20/06 To decide the way forward re the feature tree on the potential Village Green of the Hill Farm development**  
The Council had previously decided to ask the developers not to install the central feature tree on the area which should become the Village Green as it might inhibit the use of the open space for gatherings or events. In the light of representation from local residents, a visual stock take of the space available now that the green space can be seen and the fact that neither the developers or the Council had submitted a Discharge of Condition to formally request a change to the original landscaping plan; the Council resolved to write to the developers asking for the feature tree, and ring bench, to be planted.
- 20/07 Minutes of the last meetings of the Council held on 13<sup>th</sup> November 2019**

**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting.**

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

**20/08 Clerk's Report**

**20/08.1 To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**  
The list of resolutions/decisions still ongoing had been circulated.

**20/09 Borough and County Council**

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

Cllr Brown said that a speed survey was still required and that the Parish Council could request one from the Highways Officer Jon Simmonds.

It was thought that the Primary School had offered support with the issue of school parking congestion. The Council resolved to include an item on the agenda of the February Parish Council meeting to discuss signage and lines to deter parking at peak times.

**20/010 Parish Council Budget, Precept Requirement and Finance**

**20/10.1 To confirm the 2020/21 budget and the precept request.**

The Council resolved to confirm the budget for 2020/2021 as a net spend of £52,705. This was calculated by uplifting the current receipts and spend by an average of 2.5% and allocating budgets to the following projects:

- Set up footpath rangers £1,000.00
- Village Green set up £2,000.00
- Dog bin and signage £1,200.00
- Additional Trees in village (12-20 trees) £1,200.00
- Transfer to reserves £12,000.00
- Village Green maintenance - ongoing costs of £1,000.00 per annum

The Council resolved to submit a precept requirement of £51,418 which would raise the amount on a Band D Council Tax bill by 1.32% to £85.09.

**20/10.2 To receive report on Parish Council financial statement as at the 31 December 2019.**

The Council noted the financial statement that showed an anticipated spend in year of £44,425 and receipts of £72,333. The Clerk advised that receipts had been boosted in year due to backdated VAT claimed of £5700 and a rebate from the current electric provider of £1300. The Council was on track to replenish Council reserves by £20,000.

The bank account position was reported as £60,370.

**20/10.3 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	£648.79
HMRC PAYE + NI	£209.90
pension - Dec	£224.48
Bowman - hedgecutting	£94.00
Vertas - Grass cutting	£4,490.10
Paid £3390.10 now-Due £550 1 Feb and 1 Mar	
Hall Hire	£28.00
Hall Hire - committee mtg	£15.00
Play equipment repairs - Playquip	£375.43
Expenses - Flyers Christmas Tree event	£64.00
Gatepost concreting - Ivanauskis	£185.50
Pale September - website part payment	£40.00
Clerk Expenses Nov & Dec – postage, mileage	£194.01
Printer cartridges	£45.96
ICO - direct debt	£35.00
Clerk Pay - January	£778.07
HMRC PAYE + NI	£300.47
Pension - Jan	£300.59

Microsoft subscription	£59.99
Planning application fee	£117.00
Pay – Hub Cleaning	£239.64
Elsey Boiler repair	£283.70
LED electrical - EICR and PAT testing	£50.40
Water Bill	£357.50
Pay – Hub Cleaning	£239.60

- 20/10.4 To note that the Ward Councillor for Boxted, Cllr Chapman, will fund from the Locality Budget, the money required for a handrail to accompany the disability ramp at the Community Hub.**  
This was noted and a vote of thanks expressed.

**20/011 Planning**

**20/11.1 To decide any comments on the following applications:**

The Council had no objection to make on any of the following planning applications.

<u>192964</u>	11/12/2019	King George playing field, Cage Lane, Boxted CO4 5RE	Installation of enclosed double lane cricket nets at King George playing field.
<u>192951</u>	10/12/2019	Walnut Tree Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Removal of all single glazed framed windows and Replaced with slimline double-glazing windows
<u>192944</u>	06/12/2019	Orchard Farm, Wet Lane, Boxted Colchester CO4 5TN	Reconstruction of existing residential building to provide 4 bedrooms and associated living spaces.
<u>192917</u>	27/11/2019	Amore, Mill Road, Boxted CO4 5RW	Proposed Single Storey Out Building
<u>192859</u>	19/11/2019	6 High Lift Villas, Skye Hall Hill, Boxted Colchester CO4 5TD	Single storey rear extension
<u>192555</u>	18/11/2019	Langmoor House, Langham Lane, Boxted Colchester CO4 5HY	Replacement of windows to rear of property. Currently in very poor condition; a mix of timber, aluminium and uPVC frames.
<u>192746</u>	08/11/2019	Noakes Farm, Noakes Farm, Straight Road, Boxted Colchester CO4 5RA	Prior Notification under Part 3, Class Q of the Town and Country (General Permitted Development) (England) Order 2015 for the proposed change of use of 3 No. agricultural buildings into 5 dwelling houses
<u>192498</u>	09/10/2019	Walnut Tree Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Application to discharge condition 5 of planning permission 191910.

**20/11.2**

**Appeals** There were none.

**20/11.3 To note the following planning decisions:**

**Decided** The Council noted Colchester planning decisions listed in the agenda as made.

**20/012 Section 106 Committee**

- 20/12.1 **To receive the minutes of the Section 106 Committee meeting of 27<sup>th</sup> November 2019.**  
The minutes were received.
- 20/12.2 **To co-opt the following members of the public to the Section 106 Committee:**  
  - **Amin Dedhar, Geoff Thomas, John Hamblion and Scott Dolling**
The Council resolved to co-opt above named members of the public on to the S106 Committee.
- 20/12.3 **To approve the proposed changes to the Section 106 Committee Terms of Reference.**  
The Council resolved to accept the new TORs for the S106 Committee.
- 20/013 Affordable Housing**
- 20/13.1 **To note the period for returning the Housing Needs Survey to the RCCE was 3<sup>rd</sup> January and the results should be known by the Council meeting scheduled for the 12<sup>th</sup> February 2020.**  
This was noted.
- 20/13.2 **To note the following update regarding affordable housing at the Hill Farm development.**  
*The question was asked at the PC meeting about Boxted residents having access to the affordable housing on the Hill Farm development.*  
*In summary - there are 7 units/dwellings that are "affordable housing".*  
*4x1bed, 2x2bed, 1x3bed and 1x4bed.*  
*5 of these are affordable rented*  
*2 are for shared ownership (these are the ones you might have seen advertised).*  
*They are owned by CHP Housing and would have been on the Gateway to Homechoice website that advertises social housing available in several local authority areas.*  
*Colchester Borough Homes have their Borough local housing list and at least 3 units have been occupied by local residents (but not necessarily Boxted residents) thus freeing up at least 3 units in the Borough for reallocation.*  
This was noted.
- 20/014 Trees**
- 20/14.1 **To note that Cllr Brentnall has volunteered to act as the Boxted Council Tree Warden and to liaise with CBC Arboricultural Officer (Planning) as they revamp the Tree Warden Scheme.**  
The Council Thanked Cllr Brentnall for stepping into this role.
- 20/14.2 **To receive a verbal report from Cllr Brentnall on the trees received from Eco Colchester.**  
A number of whips (small unbranched trees) were available from Eco Colchester which Cllr Brentnall was able to take. These were advertised by way of the emailed village news and all were collected by 7 Boxted residents.
- 20/015 King George V Playing Field**
- 20/15.1 **To receive the play area and equipment report and decide any work needed. To also report on the metal strips on the wooden knee-high fences around the car park.**  
Cllr Kent had completed an inspection of the play area, field and car park. As a result, the Council:
- resolved to place an item on the agenda for February to consider improving the fence between the playing field and the land behind Songers Cottage
  - resolved to patch repair the concrete path to the play area
  - resolved to repair the metal protrusions in the wooden knee-high fence around the Village Hall
- The Council noted the emergency action taken to close the playing field to overflow parking on due to health and safety concerns and resolved that it would stay closed for the foreseeable future. The clerk was asked to notify regular users of the field (clubs, runners, village hall users).
- 20/15.2 **To decide the work specification for ground support to the field for overflow parking.**  
The Council resolved to include the car park requirement as part of the S106 Committee work in considering improvements to the field and Community Hub and to consult with the Fields in Trust. Cllr Pugh agreed to draw up a specification for further allocated parking.
- 20/15.3 **To decide to approve a request for the Colchester Ladies Football summer event.**

The Council resolved to permit the event requested and asked that the Ladies Football liaise with the cricket club as to a suitable date and to confirm that with us.

- 20/15.4 To consider writing to the registered owners of the land adjacent to the Playing field to enquire about maintenance and/or purchase.**

An update was provided on the difficulty in finding who owns the land behind Songers Cottage but attempts were still being made.

**20/016 Community Hub & Sports and Social Club**

- 20/16.1 To note that RJB Plastering will undertake the rendering on the Hub subject to a final quote for additional work.**

This was noted and the requirement to remove the defibrillator was also noted.

- 20/16.2 To receive the Health and Safety check report.**

This was received and the Council noted that the S106 Committee should note the rough unlit ground outside the boiler room door that is low risk for being needed but any changes to the Hub might necessitate this ground being improved.

- 20/16.3 To decide to purchase and install a handrail to accompany the disability ramp with funds provided from the Ward Councillor's Locality Budget.**

It was resolved to purchase a handrail.

- 20/16.4 To receive the minutes of the Hub Working Group meeting from 11<sup>th</sup> December 2019 (see attachment).**

These were received without comment.

- 20/16.5 To note that during busy periods, Hub customers can't park, and this affects the Community Hub Café business.**

This was noted.

- 20/16.6 To consider installing a small sign requesting that boots are not banged/scraped and cleaned on the car park as it needs sweeping up and blocks the soak away.**

It was resolved to purchase a sign and ask the clubs hiring the facilities to ask their teams and visitors to prevent mud on the car park.

- 20/16.7 To consider taking forward a project to convert the integral garage to a small meeting room, disabled toilet and officials changing room with FA funding (see attached).**

The Council expressed thanks to Mr Farmer for looking at funding and possible options for converting the Hub Building integral garage into a small room and additional toilets and asked that the S106 Committee take this forward as part of the S106 Project to improve the facilities at the Hub.

**20/017 Public Rights of way and Ranger Service**

- 20/17.1 To confirm the planned purchase of:**

Further to your enquiry please find prices as follows:	
One Husqvarna 545RX Petrol Brushcutter built and ready to go.	£515.00
One pair Xlarge Husqvarna Brushcutting Trousers	£60.00
One Classic Husqvarna Forest Helmet c/w metal mesh visor	£27.50
One pair Husqvarna Goat leather Gloves	£12.00
One Husqvarna Technical Brushcutter/Trimming Jacket designed for long hours usage and padded shoulders for reduced fatigue	£72.00
<b>Total</b>	<b>£686.50 + vat</b>

It was resolved to purchase the above.

- 20/17.2 To decide to invite the ECC Prow ranger advisor for a talk.**

It was resolved to invite the ECC Public Rights of Way Ranger Advisor to a meeting with Cllr Collitt, the Clerk and Mr Damen.

**20/018 Items for the next meeting agenda**

**To consider items for the next agenda.**

The Council noted the following items for the next meeting

- To consider appointing Cllr Chaplin to lead on health and social & wellbeing matters for the Council and to organise Mental Health First Aid Training

- Hub Fire Risk Assessment actions required
- No further items were suggested.

20/019

**Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 12 February 2020.

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