

BOXTED PARISH COUNCIL

To: Members of Boxted Parish Council

**You are hereby summoned to attend the Meeting of Boxted Parish Council to be held on
Wednesday 10 November 2021 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 session

Karen Thompson – Clerk

Dated 5/11/2021



21/172 Welcome from the Chair

21/173 Apologies and reasons for absence

To record the apologies submitted.

21/174 Declaration of Interests - to receive any interests relating to items on the agenda.

21/175 Update regarding potential Rural Exception Scheme site in Boxted – Mr Kelly (Bidwells)

21/176 Public participation session (There will be 15 minutes available for this item, if required)

21/177 Minutes of the last meetings of the Council held on 13 October 2021.

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

21/178 Borough and County Council

21/178.1 To receive the reports of the District Councillor and the County Councillor.

21/179 Planning

21/179.1 To consider commenting on the following applications and noting the decisions made:

213012	21/10/2021	Oak Cottage, Cage Lane, Boxted Colchester CO4 5RU	Demolish existing conservatory. Single storey extension
213010	21/10/2021	Oak Cottage, Cage Lane, Boxted Colchester CO4 5RU	Demolish existing conservatory. Extension, single storey for kitchen and garden room
212786	08/10/2021	Orchard Place, Accommodation Road, Boxted Colchester CO4 5HP	Proposed erection of brickwork wall & gates to the driveway access of Orchard Place
212767	07/10/2021	King George V Playing Fields, Cage Lane, Boxted Colchester CO4 5RE	Excavate 100m x 6m trackway to a depth of 30cm. Lay Geotextile Membrane in excavation. Lay and Compact sub-base 20cm thick of crushed concrete. Top and compact 10cm of road planings/scalplings (reused road surface materials) (Revised Description)
212662	27/09/2021	King George V Playing Fields, Cage Lane, Boxted Colchester CO4 5RE	Installation of play facilities. Minor ground preparation. Installation/erection of: 1 of 5 aside goal posts, aerial runway (zip wire), grassed earth mounds, 2 sunken trampolines, mega swing, all access play roundabout, petanque space, fixed table, ten
212650	27/09/2021	Orchard Farm, The Vale, Wet Lane, Boxted CO4 5TN	Reconstruction of an existing building to provide 3 bedrooms and associated living spaces.
212599	17/09/2021	Rakaia, Mill Road, Boxted CO4 5RW	Erection of a single storey rear extension to create ancillary annex living accommodation

- 21/179.2** To note that the Colchester Borough Council Officer for Council property will attend a Parish Council meeting and meet with the Parish Council beforehand to discuss plans for the site known as the Garage Site adjacent to Cross Cottages.

Decisions To note the following decisions that were approved:

212434	02/09/2021	Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ	Application discharge conditions 13, 14 and 15 of approved application 202849
212307	01/09/2021	Community Hub cafe, Cage Lane, Boxted CO4 5RE	Installation of an all access ramp and steps to the front of the Community Hub cafe
210775	23/03/2021	Land east of, Carters Hill, Boxted Colchester	Erection of a two-storey 4 bedroom detached dwelling in lieu of planning permission 180051
212361	17/08/2021	5 Hill Farm Way, Boxted Colchester Essex CO4 5RD	New fence line including new fence panels and posts

To note the following decision(s) were refused:

None

Appeals

None

21/180 Highways

- 21/180.1** To consider supporting a village community speed watch group idea.
- 21/180.2** To note the 1st draft school travel survey from Cllr Barber and also note that the meeting of interested parties did also suggest looking to fund a school crossing patrol officer which will be investigated further (see attached).
- 21/180.3** To note the response regarding Severalls Lane Bridge (see attached).
- 21/181 Parish Council Finance**
- 21/181.1** To receive the Parish Council Financial Report as at the 31st October 2021 (see attachments including bank statements).
- 21/181.2** To approve the invoices presented for November 2021.
- 21/182 Community Hub Cafe**
- 21/182.1** To receive a recommendation to offer the café lease to the successful interview candidate. The lease could start as quickly as 1 December 2021 and be offered for 2 years with a break point after 6 months from start, by either party.

- 21/182.2** To decide that the additional clauses to the Community Hub café lease will include:
- minimum hours of cafe opening (8:45 – 16:30 4 weekdays and 10:00 – 13:00 Saturdays and Sundays - and one evening each week from September 2022)
 - also open for sports matches (Boxted Lodgers, Colchester Ladies and Boxted Cricket Club)
 - Café space provided for 1 hour for home cricket matches for cricket teas to be served and consumed
 - taking of cash and card payments
 - advertising plan to be provided
 - recycling plan to be documented
 - business plan to be maintained and shared with the Parish Council
 - food hygiene rating, DBS check and alcohol license required
 - regular health and safety inspections to be undertaken and documented including water temperature, smoke detectors etc.
 - Tenant to provide all equipment needed except for cooker and one fridge-freezer
 - Lease fee to include heating, electric, water, broadband, trade waste removal

The lease also will cover the fact that the cafe will have to close for the period of building refurbishment (probably summer 2022) with no lease fee payable.

The monthly fee will initially be set at £495 pcm and will rise by the average cost of inflation each year.

21/183 Budget

To receive the draft budget document for consideration before the next Parish Council meeting and to note the proposed Parish Council funding of the Hub refurbishment project and its implications for Council finance (see attached).

21/184 S106 Committee

21/184.1 To receive the latest Hub refurbishment project layout plans, project timetable and estimated cost schedule for the Ingleton Wood elements of work.

21/184.2 To decide to submit a planning application for the external changes to the Community Hub based on the Surveyors Plans (see attached).

21/184.3 To consider the future of the S106 Committee and how to best oversee the refurbishment project.

21/185 Recreation Ground

21/185.1 To note the following:

- Recent vandalism and repair commissioned

21/185.2 To note the order placed for additional play facilities in line with the S106 Committee recommendations.

21/186 Biodiversity Group

To receive a verbal report from a the newly formed volunteer Boxted Biodiversity Group with plans for the Village Green and to approve spend for wildflower bulbs of up to £500 (Cllr Hunt) (see attached wildflower area plan).

21/187 Policies for Review

To approve the policies below:

- Co-option Policy
- Website Policy (change of Clerk details and layout)

21/188 Clerk's Report

21/188.1 To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date on the following (full report - see attachment)

21/188.2 To note the tasks completed by Grounds Person (see attached) including the planned path extension from around the hall to the path which is being worn.

21/188.3 To note the protection of home address details that can be requested.

21/188.4 To note the soldier silhouette gifted from the Boxted/Langham Men's Shed and installed on the Village Green.

21/188.5 To note the event at the Village Hall which includes a Christmas bazaar, outdoor carols led by the Boxted Methodist Silver Band, Christmas Tree lighting (on PC land) and refreshments (see attached leaflet).

21/189 Items for the next meeting agenda

To note or propose items for the next agenda including:

- Finalise Budget
- Approve Precept request
- Village green memorial bench

21/190 Date of Next Meeting

To note the proposed date of the next meeting planned for 12 January 2022 at 730pm.
There is no meeting scheduled for December 2021.