

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 13 APRIL 2022 BOXTED VILLAGE HALL AT 7.30PM

PRESENT: Members – Brentnall, Collitt, Dedhar, Hunt, Mclauchlan
Clerk – Karen Thompson

ALSO IN Several members of the public attended and Cllr Chapman

ATTENDANCE:

22/64 Welcome and to note the resignation of Robin Oxford from his Councillor position and the consequent Casual Vacancy required election process being run by Colchester Borough Council.

The first item of business was for present councillors to elect a chair for the meeting. Cllr Hunt was chosen to chair the meeting.

The Council noted the resignation of Robin Oxford from the Parish Council. The legal process for a council vacancy is termed 'casual vacancy'. It is a process run by Colchester Borough Council elections team and allows for any eligible person to put themselves forward for election to the Council. If this process runs and no one is elected then the Council is permitted to co-opt or choose a volunteer applicant into the vacant role.

22/65 Apologies and reasons for absence

Cllrs Seakens and Pugh had sent apologies.

Cllr Barber (Essex County Council Division Councillor) was also absent.

22/66 Declaration of Interests - to receive any interests relating to items on the agenda.
None declared.

The Chair decided to take item 22/69 next in the meeting

22/69 Public Participation Session

Members of the public spoke about the revised plans that Colchester Borough Council Planning has published on the planning application 220148 (known as the Boxted Garage Site). It was noted that the Parish Council had not been informed of the changed plans, despite being a statutory consultee, and that the plans were revised to cater for a greater turning space and had removed 2 visitor parking slots making the Parish Council's original comments about lack of parking provision more relevant.

The Council did agree to write to Colchester Borough Council expressing concern and reiterating the concerns made on the original proposal. It was noted that the planning meeting where this application will be decided is not yet clear, but the Parish Council would restate its request for a speaking slot.

A further member of the public asked if the proposed metal circular bench would be installed and when. The clerk advised that the Carter family would be commissioning the bench and we hope it can be installed in the summer.

22/67 To hear from all applicants for the vacant Councillor position to be filled by co-option (after the Casual Vacancy process did not secure an elected person) and to decide the most suitable (see attached emails).

Three applicants for the vacant councillor position were interviewed and Mr Steve Bays was chosen by majority to be co-opted to Boxted Parish Council.

22/68 To accept the declaration of office of the new councillor.

Mr Steve Bays signed the acceptance of office and immediately joined the Council.

22/69 Public participation session

Item 22/69 taken earlier in meeting (see above).

22/70 Minutes of the last meetings of the Council held on 9 March 2022.

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

Councillors agreed the minutes of the last meeting.

22/71 Borough and County Council

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

Cllr Chapman spoke about the new Colchester Council initiative that provides a single point of contact for individuals to access assistance for local services including employment, benefits etc.. The ward for Boxted, Rural North, is starting in July 2022.

Cllr Chapman also advised that there is an election for one of the three Rural North Councillor positions this year.

22/72 Village Signs

To consider the request to improve many of the village gateway signs (see attached email).

It was resolved that Cllr Collitt would work with the Clerk to generate a number of improvements to Boxted village signs (not highways safety signs).

22/73 Planning Applications

.1 To consider commenting on the following applications and noting the decisions made:

220829	31/03/2022	West View, 61 Straight Road, Boxted Essex CO4 5QY	Demolition and replacement of outbuildings
The Council did not object to the above application but resolved to comment to seek that lighting would be appropriate in support of the Dedham Vale AONB Dark Skies Project, and that no change would be made to trees and hedging in accordance with the Boxted Neighbourhood Plan policies on noise and visual amenity.			
220844	01/04/2022	Oak House, Carters Hill, Boxted Colchester CO4 5YN	Proposed Loft Conversion including the insertion of front & rear facing roof lights

The Council did not object to the above application but resolved to request that the applicant fit blinds to any roof lights in support of the Dedham Vale AONB Dark Skies project as this property is visible from the Dedham Vale AONB.

220707	18/03/2022	6 Homedale Cottages, Dedham Road, Boxted Essex CO4 5SJ	Proposed two storey side extension, single storey rear extension and internal alterations.
220640	10/03/2022	30A Straight Road, Boxted Colchester CO4 5HN	Create a new window
220629	09/03/2022	5 Hill Farm Way, Boxted Colchester Essex CO4 5RD	Application to discharge condition 4 (soft landscaping) of planning permission 212361

The Council had no objections to the above three applications and would not, therefore, be submitting any comment.

The Council also noted planning decisions made by Colchester Borough Council.

- .2 To note that no information has been received regarding the application 220148 – Garage site.**
Please see public participation item 22/69.
- .3 To note the additional two documents for consultation regarding Boxted Bridge CC/Col/116/21. Consultation close was 8th April 2022 with the Council submitting further objection.**
This was noted.

22/74 Parish Council Finance

- .1 To receive the Parish Council Financial Report as at the 31 March 2022 (see attachments including bank statements). To note this is the end of year report.**
The Financial Report was received. It showed a spend to date of £136,837.84 (inc of VAT) and receipts to date of £122,705.73. Bank balances were £ 61,468.31.

It was noted that the financial statement reflected a significant amount of spend on projects that will be reimbursed from the Colchester Borough Section 106 funds for Boxted.

- .2 To approve the invoices presented for December.**
The following invoices were approved for payment:

Clerk Pay	£1208.21
HMRC	£579.45
Pensions	£372.35
Clerk expenses (mileage, wfh allowance)	£84.98
Vertas (quarterly fee)	£1294.15
PALE September - website hosting fees	£55.80
Hall room hire fee	£20.00
Playdale – final play equip install	£35,494.80
Green recycling bins	£59.35
EALC affiliation fee	£406.88
Ingleton Wood – Hub refurbishment consultatnts	£1,859.81
Hub Cleaning	£260.00
Glebe Farm Hedging – Village Green	£180.22
Mcafee Anti-Virus	£90.99
Ashridge Trees - Village Green	£35.88
Parkers Bulbs - Village Green	32.97
Card fee	1.50
Payroll software - Moneysoft	90.00
Card fee	1.50
Hub – heating Oil - Caxton Card	1816.48
Card fee	1.50

22/75 Internal Audit

To resolve to release the end of year financial statements with other audit information to Heelis and Lodge, the appointed internal auditors.

The Council resolved to release the Council information to the internal auditors.

22/76 Recreation Ground

.1 To note the following:

- Playdale have been informed of the various snagging issues on installed equipment.
- The fencing around the Outdoor Gym equipment will be strengthened.
- Suggestions for protecting fence where mudslide is now in place.

This was noted.

.2 To consider the installation of one 5mph speed limit at entrance to overflow parking to set an expectation of low speed.

The Council resolved to install a sign on entry to the playing field.

22/77 Highways

To consider contributing towards the Feasibility Study for cycles, pedestrian, and equestrian routes to Colchester.

The Council resolved to offer £875 towards the cost of the Feasibility Study.

22/78 S106 Committee

To receive the latest room plans for the Hub refurbishment which can be achieved with S106 funds and a Football Foundation Grant (see attached).

These were received and the Council confirmed they were suitable.

22/79 Clerk's Report

.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)

The clerk reported that this month:

- Commemorative Mayor Tree will be allocated to Boxted
- Permission to plant on verge has been granted
- Hub lease is being progressed

- dishwasher installed in Village Hall
- Hall grants – closure reports written
- Fencing improvement agreed
- Oil orders placed and delivered
- Cages put back on oil tanks
- New Councillor vacancy notified to Colchester Borough Council and casual vacancy will start soon
- Pay year set up with new details
- Attended CALC mtg (Cllrs mtg)
- Football foundation grant progressed (and set back)
- Room plans agreed
- Further comments made on Boxted Bridge planning documents
- End of year accounts
- Internal audit preparation
- Charity returns for Village Hall and Poor's Land
- 587 emails received
- 170 emails sent

- .2 **To note that a response was received from the landowner indicating that were not planning to sell land on Cooks Hill, to the Parish Council for allotments.**

This was noted.

- .3 **To note the intention of the clerk to claim a working from home allowance of £6 per week in line with the contract of employment commencing 1 Apr 2022.**

This was noted and agreed.

- .4 **To note that Colchester Borough Council are offering a Queen's Jubilee commemorative oak tree to each Parish Council and Boxted has expressed an interest in receiving a tree. The decision on location will be scheduled for a later meeting when more information is known.**

This was noted.

22/80 Items for the next meeting agenda

The following were noted:

- **Review process for Neighbourhood Plan.**

This was noted.

22/81 Date of Next Meeting

The date of the next meeting is scheduled for 11th May 2022 at 730pm.