

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 11 OCTOBER 2023 BOXTED VILLAGE HALL AT 7.30PM

PRESENT: Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, James Collitt, Amin Dedhar, Jonathan Hunt and Lee Smith
Karen Thompson - Clerk

ALSO IN Representatives from Boxted Runners were present and Cllr Lewis Barber (ECC)

ATTENDANCE:

23/132 Welcome and noting apologies.

Jamie Seakens welcomed everyone to the meeting and noted that Cllrs Bays, Mclauchlan and Pugh were absent.

23/133 Declaration of Interests – Cllr's Collitt and Seakens said that they were members of the Boxted Runners but had no pecuniary interest.

23/134 Shed for Boxted Runners

To note the outcome of the meeting with Boxted Runners and their request for permission to erect a shed on the Recreation Ground.

Two representatives of Boxted Runners made their case for storage and a suitable location had been found with existing hard standing near to the existing council storage container. The parish council felt that a wooden shed was likely to be vandalised and broken into and the better option would be a half size small metal storage container which could be bought and owned by the council and leased to Boxted Runners. It was decided to obtain prices before committing.

23/135 Public Participation Session

There were no further members of the public present and therefore nothing raised.

23/136 Minutes of the last meetings of the Council held on 13th September 2023.

Councillors resolved to agree the minutes of the last meeting.

23/137 City and County Council - To receive the reports of the District and County Councillors.

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

Our Colchester City Councillors were absent, and it was noted that they haven't yet attended a PC meeting since they were elected in May.

Cllr Barber said that Cllr Cunningham was assuming responsibility for Essex County Highways portfolio.

Cllr Barber also asked if Boxted would host a public meeting on the outcome of feasibility study into providing a Public Rights of Way improvement so that pedestrians and cyclists from Boxted and Langham could get to north Colchester. The council would be happy to host a meeting.

Cllr Barber said that little progress had been made on the traffic survey results.

The council raised the issue of Trinity School admissions policy and Cllr Barber asked to be included on the correspondence.

Verge cutting was raised with Cllr Barber but the Essex cutting schedule is set. The council resolved to meet with Philip Liverton Ltd (contractor for Essex Highways) and talk through a what might be done to both hedging and verge along Straight Rd to facilitate pedestrians walking safely.

23/138 Planning Applications

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

232278	20/09/2023	St Ives Farm, Chapel Road	Front single storey extension and side two storey extension (resubmission of 231096).
232186	15/09/2023	Dedham Vale Vineyard, Green Lane,	Extension to the Bond barn for storage, tasting and shop areas
232182	14/09/2023	Merryfields, Church Street,	Proposed Two Storey Rear Extension and Alterations

The Council had no objection to any of the planning application above and resolved not to submit any comments to the planning portal.

- .2 **Decisions** - Decisions made by Colchester City Council were noted.

23/139 Parish Council Finance

- .1 **To receive the Parish Council Financial Report as at the 30 September 2023 (see attachments including bank and card statements).**

The financial statement was received, and the following was noted. Spend to date after five months of the financial year was £49,683 and receipts were £97,981. Bank holdings were £107,690 with all precept for 23/24 received.

- .2 **To approve for payment the invoices presented.**

The following invoices for October were seen and approved for payment.

Pay (inc HMRC, Pensions)	2507.35
Expenses (mileage, sundries)	126.76
Green recycling bins	70.54
Cloudy IT	96.60
Village Hall Room hire	20.00
Viking supplies - some to be re-imbursed from V Hall	305.82
Village Hall	
Michelle Gourlay (cleaning)	486.00
RCCE Trustee training	65.00
Wave – water	231.57
Clerk Batteries & Kettle	34.00
Toby Peacock - piano tuning	65.00
CHIP Mngt Fee	750.00
Window cleaning	40.00
Water Urn Cartridge	90.96

End

23/140 External Audit

To note the comments made as part of the external audit (see attached).

The following comments were received and accepted.

<p>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.</p> <p>The AGAR was not accurately completed before submission for review.</p> <ul style="list-style-type: none"> The figures in Section 2, Box 7 of the prior year comparative column do not agree to the prior year final signed AGAR due to a typographical error. The figure should read £61,468. Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9. The figure should read £1,162,424. Please ensure restatements are made accordingly in the completion of next year's AGAR.
<p>Other matters not affecting our opinion which we draw to the attention of the authority:</p> <p>The smaller authority has not provided a valid year end bank statement for one account held that supports the bank reconciliation to Section 2, Box 8. Bank statements were requested as part of our intermediate review procedures, evidence was provided however, official documents could not be provided.</p>

23/141 Boxted Bridge

To approve the draft letter to Essex Highways seeking information that justified closure of Boxted Bridge and what the next steps are, seeking feasibility study (see attached).

The draft letter was approved, and it was agreed to send to Highways and copy it to Cllr Barber.

23/142 Climate Action Plans

To consider forming a climate action working group to propose actions that the Council can take to reduce carbon emissions by 2035 and be net zero by 2050.

The clerk spoke of the newly formed Ardleigh PACE group (Practical Actions for Climate and Environment) which is similar to the Manningtree PACE group and suggested that a Boxted PACE group might be the way to involve residents that want to take forward community projects such as community solar. The clerk agreed to provide any information available.

23/143 Neighbourhood Plan – Working Group

To appoint members to the Neighbourhood group with the first task of writing the terms of reference for the group.

Councillors Amin Dedhar and Jamie Seakens agreed to form the first iteration of a Neighbourhood Plan Review Working Group. The Clerk will circulate draft terms of reference for agreement.

23/144 Village Green

To consider an information sign (text attached and suggested sign).

The text of the information board was agreed. It was also suggested that the Men's shed may be well placed to make a bespoke lectern styled stand. The council resolved to ask them.

23/145 Recreation Ground

- .1 **To consider the planned actions for repairs to play area equipment as a result of the inspection reports (see attached).**

These were received and the action plan agreed.

- .2 **To approve a draft tender specification for a grass-cutting contract with a view to obtaining quotes before new contract start April 2024. (attached)**

The draft specification was agreed, and it was resolved to send to three companies.

23/146 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 on the formal event to open the Hub and changing rooms with Nick Emery representing Essex FA as the guest cutting the ribbon due to take place on 23rd Oct. The installation of the Digital Access Point in the café. The installation of Wi-Fi in the Sports side committee room, the electrics to garage made safe, and light and heat to defib cabinet installed.
- .2 **To note the installation of the Welcome to Boxted sign.** This was noted along with the recent article in the Gazette newspaper.

23/147 Items for the next meeting agenda

The following items are planned for the next meeting agenda:

- Budget

23/148 Date of Next Meeting - The proposed date of the next meeting is 8th November 2023 at 730pm. Necessary decisions being taken before then using delegated authority after consultation via email with one or more councillors. This was agreed.

Signature _____ Signed by _____