

**BOXTED PARISH COUNCIL (BPC)**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 SEPTEMBER 2025 AT 730PM IN BOXTED VILLAGE HALL**

**PRESENT:** Members – Councillors Jamie Seakens (Chair), Arabella Brentnall, James Collitt, Amin Dedhar, Jon Hunt, Angela Mclauchlan, Gene Pugh, Lee Smith and David Taplin.

Karen Thompson – Clerk

**ALSO PRESENT** There were no members of the public in attendance.

**25/112 Welcome and noting apologies.** Jamie Seakens welcomed everyone.

**25/113 Declaration of Interests** – None declared.

**25/114 Public Participation Session.** No member of the public present.

**25/115 Minutes of the last meetings of the Council held on 9 July 2025**  
**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings (see attached).** These were agreed to be an accurate record of the meeting.

**25/116 Colchester City Council (CCC) and Essex County Council (ECC)**  
**To receive the verbal reports of City Councillors and County Councillor.** No councillors were present.

**25/117 Planning Applications**  
**.1 To consider the following planning applications and any other applications arriving after the date the agenda is published:**

Reference	Address	Description	Action
<a href="#">251887</a>	The Willows, Church Road	Reinstatement of the thatched barn and the clay-tiled barn which were lost to fire	Request to use timed, soft minimal downward lighting supporting the Dedham Dark Skies Project and Colchester Lighting Policy.
<a href="#">251896</a>	30A Straight Road	Application for approval of details reserved by condition 5 (archaeology), 9 (drainage), 12 (bin store) of application 222803	None
<a href="#">251771</a>	Clives, Church Street	Proposed single storey side and rear extension, and part single part two storey extension to rear.	Request to use timed, soft minimal downward lighting supporting the Dedham Dark Skies Project and Colchester Lighting Policy.
<a href="#">251556</a> <a href="#">251557</a>	Songers, Cage Lane	Demolition of existing prefab garage and replacement with oak-framed carriage house.	None
<a href="#">251592</a>	10 Songers Cottages, Dedham Road	Rear single storey flat roof extension	None
<a href="#">251915</a>	37 Straight Rd	Application for prior approval for proposed: Change of Use of Buildings on Agricultural Units and former Agricultural Buildings to Dwellinghouses (Class C3). The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)	None

**Decisions**

**.2** Decisions approved by Colchester City Council were noted.

**.3** Decisions refused by Colchester City Council were noted.

.4 **Appeals – None**

.5 **To note National Grid have submitted their application documents to the Planning Inspectorate (PINS) for the Norwich to Tilbury project. PINS will by 26th September 2025 decide if they are acceptable for examination. Assuming it is accepted, PINS will then publicise the documents including the Development Consent Order and Environmental Statement on their website. The project would then enter the examination stage. Noted.**

## **25/118 Parish Council Finance**

.1 **To receive the Parish Council Financial Report as at the 31 August 2025 (see attachments including bank and card statements).** It was noted that the council is due to receive the second 50% of precept in Sept. Receipts to date were £ 41,359.82. Spend was £ 43,651.26 inc VAT which will be claimed back. Bank holdings were £ 70,936.09.

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

### **Parish Council**

Sept Gross Pay all employees (inc NI, PAYE, Pensions)	3076.11
Clerks expenses	77.30
Green bins contract	80.84
Cloudy IT licenses	109.32
Moser Groundcare	1,248.00
Reimburse J Hunt for wildlife costs which we have received the money for	1,658.38
PKF Littlejohn - External Audit	504.00
PlayQuip Zip wire service and repair	£837.00
New signage – car park	62.72
Reimburse – for door repairs	19.18
August Gross Pay all employees (inc NI, PAYE, Pensions)	3280.29
August Clerks expenses	151.59
Green bins Contract	87.18
Cloudy IT licenses	109.32
Moser Groundcare	4,486.80
Insurance with Clear Council	3730.39
CALC membership	35.00

### **Direct debits**

Internet  
Water  
Electricity  
Waste removal

### **Village Hall**

Sept Michelle Gourlay Cleaning Services	540.00
PPLPRS License	265.80
LED electrical - emergency light test	54.00
Carpet cleaning	30.00
Reimburse clerk for new toilet seat	11.49
August Michelle Gourlay Cleaning Services	432.00

### **Direct Debits**

Internet  
Water  
Electricity

.3 **To consider an application for grant funding from SweetPea Grow & Play in Boxted.**

The council considered the application and whilst supporting the aims of the company decided not to approve a grant as the organisation is not a voluntary, community or social enterprise organisations (for example, a charity). Other sources of grant funding were suggested.

- .4 **To note the pay award and paid to the clerk representing a rise of 3.2% or .56 p/hr wef 1 April 2025. Noted.**

**25/119 External Audit conclusion**

**To note the comment made by PKF Littlejohn in the external audit process is 'The date for Section 1 has been incorrectly recorded on the AGAR. The minutes of the meeting at which the AGAR was approved have been reviewed and demonstrate that Sections 1 and 2 have been approved in the correct order. The smaller authority should ensure that the correct dates are recorded on the AGAR in future'. Noted.**

**25/120 Parish Council Insurance**

**To note that the Parish Council has a three-year deal (attracting 5% discount) with Clear Councils Insurance (one of a few specialists in Parish Councils insurance). A review of the insured values as compared to the Boxted Council asset Register has resulted in amendments to the policy. The policy now reflects the council's position much more accurately. No additional premium has been requested. It should be noted that we have not insured the shed or flood lights but have included the 2 metal storage containers. Noted.**

**25/121 Housing Needs Survey July 2025 Results**

**To consider the executive summary of the Housing Needs Survey conducted by RCCE (see attached) and to decide to invite RCCE to discuss the findings.** The council noted the findings which were similar to the last Housing Needs Survey conducted in 2019. The council also agreed to call for sites to see if there were any landowners interested in a Rural Exception Site development.

**25/122 Short Parish Survey Results**

**To consider the results of the 3-question parish survey run concurrently with the Housing Needs Survey (see attached).** The council discussed the main findings which showed resident support for a village shop, speed reduction of traffic along Straight Rd and for an improved walkway (verge/pavement) along Straight Rd. The council resolved to look at the work that would need to be done to cut back hedging and verges to create a verge that could be walked on and approach landowners with an offer to conduct hedge cutting with their permission.

**25/123 Recreation Ground/Village Green**

- .1 To receive a summary of the play area annual inspection reports and to note progress and to note the immediate repair to the zipwire.** The zip wire work was noted. The remainder of the play inspection would be summarised and bought to the council in October.
- .2 To consider the requested maintenance schedule for the Village green grass cuts for 26/27.** An inspection of the budget showed that there was funding for the proposed cutting plan and it was approved.
- .3 To note the incident where a hit cricket ball landed close to the village hall and a member of the public.** This was noted and the council concluded that the risk to the public was clear when a cricket match is being played and that further action was not necessary.

**25/124 Financial Position of Charities where the Parish Council is the Sole Trustee.**

- .1 To note that the Poor's Land Camping Close Charity at the end of the financial year (31/03/2025) was bank balances of £52,039.16 and holding CCLA units of £4,850.98. To note that £15,000 has been transferred to CCLA units and a further £15,000 will be transferred. Financial Statement attached. Noted.**
- .2 To note the financial statement (31/07/2025) of Boxted Village Hall shows bank balances of £74,459.14. Financial Statement attached. Noted with a request the improved acoustics be progressed.**

**25/125 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).**  
Call for S106 Projects.  
Regular use of Hub Committee Room hiring throughout the summer months.

Update on Village Hall lease discussions.

Former British Legion Plans

Update on Anglian Water ditch clearance plans.

The council noted the above and also considered a request to help further fund the anti-pylon campaign group. The council would agree to pledge £500 to be confirmed at the next meeting.

**25/126 Items for the next meeting agenda**

**The following items are planned for the next meeting agenda:**

- Play area annual inspection reports
- Possible items to consider in budget plans for 26/27

**25/127 Date of Next Meeting – The proposed date of the next meeting is 8<sup>th</sup> Oct 2025 in the Village Hall. Delegated authority being granted to the Clerk with authorisation from the Chair for emergency and time critical issues.** The next meeting date was agreed, noting that there is no meeting in August.

Signature \_\_\_\_\_ Signed by \_\_\_\_\_