

## BOXTED PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 12 SEPTEMBER 2018 AT THE VILLAGE HALL AT 7.30PM

**PRESENT:** Cllr Damen (Chair),  
Cllr's McLauchlan, Collitt, Parrott, Pugh, Oxford and Banwell  
Interim Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** Members of the public were in attendance

#### **Chairman's Welcome**

**18/071 Apologies for absence**

Cllr's Maxwell and Chapman had sent their apologies.

**18/072 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**

None declared.

**18/073 Public participation session**

There were members of the public that stated a number of reasons which planning application 181651, if permitted, would impact the community. The main reasons were around light pollution, out of keeping with the neighbourhood, privacy intrusion and removal of trees.

A further member of the public was present to listen to the council agenda item 18/83 on the problem of overgrown vegetation at Betty Potter's dip between Boxted and Myland. The Council debated item 18/83 at this time.

**18/074 Minutes of the last meetings of the Council held on 11<sup>th</sup> July 2018**

The minutes were agreed as a true account of the meeting.

**18/075 Appointment of Clerk**

**To authorise the appointment of the new clerk with a start date effective from 1 Sep 2018.**

The Council unanimously approved the appointment of Karen Thompson to the position of clerk to Boxted Parish Council effective 1 Sep 2018.

**18/076 Clerk's Report**

**To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**

The Clerk introduced the outstanding actions list highlighting that although we did not have names and addresses of properties that abut the recreation ground a standard letter would be placed through doors explaining that the cricket practice area would be re-sited. The keys from Rainbow Rangers need to be returned and the Community Hub door repaired.

The clerk recommended continued membership of RCCE which the council agreed.

**18/077 Borough and County Councillors**

There were no reports.

**18/078 Planning**

**To decide any comments on the following applications:**

09 Jul 2018	<a href="#">181906</a>	Noakes Farm Noakes Farm, Straight Road, Boxted Colchester CO4 5RA	Current
<p>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 2 No. agricultural buildings into 4 dwelling houses</p> <p>The council agreed to ask CBC to seek further information on transport plans as the site is accessed via an un-adopted road with no 'bell mouth' access to the road which means that the vehicles accessing the road will damage the verge and neighbouring driveways.</p>			
28 Jun 2018	<a href="#">181651</a>	The Latch, Church Street, Boxted CO4 5SX Proposed single & double storey extensions and internal alterations	Current
<p>The Council noted the concerns of local residents to this application and decided to object to the proposal based on the increased light emission that would be seen from the Dedham Vale AONB and could disturb local wildlife including bats. It was also concerned with the materials planned not being sympathetic to the local area which is a requirement of the Neighbourhood plan.</p>			
22 Jun 2018	<a href="#">181616</a>	Hill House, Carters Hill, Boxted Colchester CO4 5RD Application to discharge conditions 7 and 16 of planning permission 180540	Current
<p>The Council had no objection to this application.</p>			
06 Jun 2018	<a href="#">181450</a>	Hill House, Carters Hill, Boxted Colchester CO4 5RD Application to discharge condition 3 of planning permission 180540	Current
<p>The Council had no objection to this application.</p>			
09 May 2018	<a href="#">181231</a>	Hill Farm, Boxted Cross, Colchester CO4 5RD Application to remove planning condition 13 of planning permission 170997	Current
<p>The Council had no objection to this application.</p>			

## Appeals

### To note the following appeals:

The following appeal was noted.

04 Sep 2017	<a href="#">172336</a>	Adjacent Walnut Tree Cottage, Straight Road, Boxted Colchester CO4 5QZ Conversion of existing Garage/gymnasium/study into 1 bedroom dwelling	Decided
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## Applications Decided

18/079

The Council noted the decided applications.

### Parish Council Insurance

#### To note the purchase of Insurance via BHIB Brokers.

The Council was pleased to have secured insurance at a competitive rate but felt that a valuation of the buildings covered would be useful. The Council resolved to get new building valuations for the Village Hall, Community Hub building and garage.

The Council noted that the annual insurance renewal falls in August when there is no meeting held and to cater for this agreed to review the Councils asset register in June each year and call for insurance quotes so that they were available at the July meeting.

**18/080 King George Field – play area and equipment**

**18/80.1 To receive the play area and equipment report and decide any work or expenditure.**

It was agreed that more rubber chippings were needed in the play area and Cllr McLauchlan agreed to arrange this.

The gates to the play area were also reported as unsatisfactory and it was agreed to see who worked on the gates last year and see if they would repair the gates so they closed with the right tension.

The issue of the tired nature of the paint work of the playground items was raised and the council agreed to seek £1000 of Section 106 monies from CBC (earmarked for Boxted) to allow for the playground equipment to be repainted by Paul Archer who had submitted the lowest quote.

**18/80.2 To report on the satisfaction of the grass cutting and consider any further action regarding the grass cutting contract.**

It was agreed that the length of the grass was too long for the standard required by the cricket club and the council would look for quotes for a cylinder mow of just the cricket pitch with a view to adjusting the contract with Marvans and removing the cricket pitch from the contract for 2019.

Cllr Parrott left the meeting at this point.

**18/80.3 To approve the swing repair.**

The Council resolved to purchase the parts for the swing to be repaired and arrange for Mr Scammell to repair it.

**18/081 Community Hub**

**18/81.1 To report on the current position of the lease renewal for the Community Hub.**

The Council had not yet had notification that the new lease for the Hub had been signed but when it was the Council would write to the leasee reminding them of their obligations to publish their opening hours which would be helpful to the community and also of their lease cost increase.

**18/81.2 Hub roof essential repairs.**

The Council discussed the roof repairs that were needed at the Community Hub building and it was felt to be prudent to authorise a full repair using the CIF funds allocated to this project.

**18/81.3 To note the Hub Working Group draft minutes.**

These were noted. The Council was reminded of the outstanding action to install sub-meters for water and electricity so that either side of the Community Hub building which the Clerk would investigate this.

**18/81.4 To note the progress on the Sky contract and agree to cancel the contract from January 2019.**

It was noted that SKY had confirmed that the installation costs should be waived in light of their sales offer on the original contract. It was also agreed that as the Community Hub leasee did not want SKY the contract should be cancelled with effect from January 2019.

**18/81.5 To note the situation regarding the defibrillator.**

It was agreed that the sports clubs defibrillator should be installed on the outside wall of the community hub building as originally planned. The offer of a further defibrillator for the Village Hall would not make sense but the clerk was asked to ascertain if that defibrillator could be installed at either the telephone box or British Legion building.

Cllr Oxford left the meeting at this point.

**18/082 Environment**

**18/82.1 To consider the email from Orchards East regarding the collecting of Orchard information and establishing community orchards.**

This was considered and the council may wish to increase the trees on the Recreation Ground but it was decided that no action would be taken yet.

**18/82.2 To consider the taking on of the Hill Farm housing development amenity land at the front of the site as a village green and to ask the developers to supply an electrical point to the green space.**

This was agreed.

**18/82.3 To consider the annual tree survey specification.**

It was agreed to issue a tender specification seeking a tree survey.

**18/82.4 To consider improving the village sign.**

It was agreed to improve the village sign at the corner of Cage Lane.

**18/083 Highways**

**To consider the overgrown hedge/verge at Betty Potters Dip.**

The Council debated this item immediately after the Public Participation (18/73).

The Council supported a decision to organise further clearing of vegetation at Betty Potter's dip and to see if it could be routinely cleared to reduce the level of danger associated with stretch of road. The Council also wished to press for a footpath to be provided giving a safer space for pedestrians. The Council would support Nigel Chapman's (Boxted and Colchester Councillor) footpath proposal.

**18/084 Village Hall**

**18/84.1 To note the Village Hall AGM agenda for 19<sup>th</sup> September 2018.**

**NB The Parish Council, and therefore the Councillors are the Trustees to the Village Hall (Charity). Parish Councillors should attend the Village Hall AGM.**

This was noted.

**18/84.2 To note the village hall bank position.**

This was noted.

**18/085 Communication**

**18/85.1 To consider the draft flyer as developed by Cllr Collitt.**

Councillors and the clerk were reminded to send in their photos and paragraphs.

**18/85.2 To consider the points made in an email sent by a resident.**

The email had been circulated and many of the points were being addressed. It was noted that a reply had been sent.

**18/086 Essex County Council Community Initiative Fund**

**To consider any projects that could be submitted to the Essex CIF application for funds.**

It was agreed to submit CIF bids for fire retardant curtains for the village hall stage estimated to be £4500.

It was also agreed to bid for funds for disabled access ramps for the Community Hub building.

**18/087 Parish Council Finance**

**18/87.1 To receive report on Parish Council financial statement as at the 31 August 2018.**

This was accepted. The bank balance total at the end of August 2018 was £23477, with receipts 18/19 year of £31455 and spend of £21906.

**18/87.2 To approve the bills for payment for Parish Council and Sports and Social Club –Cheques/Bacs payments.**

These were approved and signed.

**18/87.3 To consider the purchase of a new laptop for the clerk and to set a budget for this.**

It was agreed to spend up to £500 on a replacement laptop for the clerk use.

**18/87.4 To note the grass cutting contract requires an annual uplift of inflation and to approve the implementation.**

It was agreed that the increase in contract price would be 2.5% which was the CPI figure for February 2018 but the contractors would also be told that the grass cutting in the cricket pitch was still not satisfactory and that the Council would look to get quotes for a weekly cylinder cut/mow of the cricket pitch from April – August 2019 and may remove this from the current contract.

**18/088 Items for the next meeting agenda**

**To consider items for the next agenda**

- **Development of Press Policy (first point of contact being the Clerk and primary spokesperson being the chair).**
- **Village Hall Submission of 17-18 Financial Summary to Charity Commission**
- **Developing a Parish Council emergency plan**
- **Camping Close**

**18/089 Meeting Closure & Date of Next Meeting**

Wednesday 10<sup>th</sup> October 2018.

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