

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 11TH SEPTEMBER 2019 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr's Collitt (Chair), Banwell, McLauchlan, Oxford and Pugh.
Clerk - Karen Thompson

ALSO IN ATTENDANCE: Members of the public including Cllr Chapman of Colchester Borough Council (CBC) and Cllr Brown of Essex County Council (ECC).

19/0127 Welcome

Cllr Damen was not present and those present resolved that Cllr Collitt would chair the meeting.

19/0128 Apologies and reasons for absence.

Cllr's Damen and Crossman had sent apologies and the Council resolved to accept them.

19/0129

Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

None were declared.

19/0130

Co-option of Councillor

To consider co-opting Mr Steve Kent to the office of Councillor.

The Council resolved to co-opt Mr Steve Kent to a vacant Councillor role. Mr Kent signed a declaration of office form and joined the meeting.

19/0131

Public participation session with respect to items on the agenda and other matters that are of mutual interest.

There was a question about the progress of the CBC/Amphora Homes work to investigate the garage site with potential for building. It was suggested that the site is unsuitable for development because of the driveway for access and exit being very narrow and emerging into the Dedham Road at a poor site. The Council confirmed that they had not received any further communication and understood it still to be at an investigation phase, with other sites. Cllr Chapman (CBC) added that before any decision was made to pursue a planning application there would be public consultation.

19/139.2

Item 19/139.2 taken out of order

A representative from the Boxted Cricket Club was present and it was decided to take Item 19/139.2 here.

To consider the next actions needed to further the joint Cricket Club project to install cricket nets on the King George Playing Field

CBC had advised that the Parish Council consult with Sport England and submit their views with the planning application, and that an aboricultural survey or impact assessment also be undertaken as part of the planning application. It was also advised that neighbouring properties be consulted. In terms of funding the nets the cricket club were hopeful of accessing part of the Section 106 funds for the playing field.

19/0132

Minutes of the last meetings of the Council held on 10th July 2019

The Council resolved to accept the minutes as an accurate record.

19/0133

Clerk's Report

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

Cllr Collitt asked who had cut the vegetation at Hundred Lane (bridleway) as he wanted to express a vote of thanks. The Council resolved to email Cllr Brown to express our thanks to Essex County Council.

19/0134

Borough and County Council

19/134.1

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

Cllr Brown updated the meeting on her discussions with the Local Highways Panel (LHP) Liaison Officer, Mr Summers, who has been to visit Boxted to see the parking situation at school drop off and pick up times. Mr Summers will update Cllr Brown after speaking to the relevant bodies and the Primary School.

Cllr Brown said that a traffic survey/count was planned after the accident at Runkins Corner.

19/134.2 To note the status of the CBC project to consider developing the Garage Site for housing.

Cllr Brown has flagged her interest in the CBC/Amphora Homes survey of garage sites for possible development and she will update the Council when she hears more.

19/0135 Parish Council Finance

19/134.1 To receive report on Parish Council financial statement as at the 31 August 2019.

The position was reported as receipts in this financial year of £31,704 and spend of £19,792. The receipts include 50% of the precept received from CBC.

The bank holdings were reported as £38,007.

19/134.2 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.

The following invoices were approved for payment.

Clerk August Gross Pay is 448.96	£339.27
HMRC PAYE + NI - august	£85.00
pension - august	£122.11
Ivanaskus work	£309.12
EALC - training - employment	£132.00
BHIB Insurance	£2,322.45
One man and his log	£120.00
Village Hall Room Hire	£28.00
Artur Ivanaskus work around field	£249.88
Joe Scammell - field work	£51.00
Clerk Pay net Sep	£498.54
HMRC PAYE + NI - Sep	£124.60
pension Sep	£176.36
Clerk expenses mileage july and August	£106.65
Back up drive - security	£42.00
Clerk - office chair/accident books	£61.97
Sports Side	
Cleaning PAY - August	£ 239.64
Electrical test	£ 300.00
Cleaning PAY - September	£ 239.64
Goff Heating Oil	£ 771.72

19/135.3 To complete the mandate form for the Camping Close COIF account (hard copy available).

The COIF mandate form for Poor's Land (Camping Close) was completed by those present at the meeting confirming that Cllrs Cheryl Damen, Angela McLauchlan, and Gene Pugh would be authorised signatories on the account and the Clerk would be the point for correspondence.

19/0136 Planning

To decide any comments on the following applications:

192146	19/08/2019	Homedale Farm, Dedham Road, Boxted Colchester CO4 5SL	Erection of a replacement dwelling and ancillary and associated development
------------------------	------------	---	---

192110	13/08/2019	19 Songers Cottages, Dedham Road, Boxted Colchester CO4 5SQ	Proposed loft conversion
192036	13/08/2019	Poplars, Cage Lane, Boxted Colchester CO4 5RT	Proposed stables for use ancillary to new dwelling approved under application number 191564
192076	08/08/2019	9 Songers Cottages, Dedham Road, Boxted Colchester CO4 5SQ	Alterations to approved 183056 (First floor side extension and front porch) [changed description]
192000	01/08/2019	46 Straight Road, Boxted Colchester CO4 5HW	A. Removal of already approved storage of car internally within the barns and to apply for the storage of 16 cars externally STARTED. B. Change of use from within the existing barns from car storage covering all aspect of items from furniture, classic ca
191965	29/07/2019	Land On The East Side Of, Haveli, Langham Road, Boxted CO4 5HT	Formation of second vehicular access to existing dwelling off main road.
191909	22/07/2019	Walnut Tree Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Proposed single storey rear extension and internal alterations, demolition of existing garage and replacement cartlodge (AMENDED DESCRIPTION)
191910	22/07/2019	Walnut Tree Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Listed building application for proposed single storey rear extension and internal alternations, demolition of existing garage and replacement cartlodge (AMENDED DESCRIPTION)

The Council did not have any objection to the following applications:

192146
192110
192036
192076
191965
191909
191910

The Council resolved to comment on the application 192000 seeking enough screening to protect visual amenity and reduce sound In line with Boxted Neighbourhood Plan policy SM1.

Appeals None.

Decided To note the following planning decisions:

The Council noted Colchester planning decisions listed in the agenda as made.

19/0137 Housing Needs Survey (HNS)

To confirm the two questions to be added to the Boxted HNS questionnaire about village or a further housing development concern.

The Council noted the draft Housing Needs Survey questionnaire and resolved to add a separate questionnaire sheet seeking views on what residents wanted the Parish Council to focus on.

19/0138 Village Parking

To note the events to date and consider any action that can be taken to improve parking in the village. Cllr Brown may have an update from her meeting with ECC Highways.

Cllr Brown updated the meeting as part of her report at 19/134.1. There was also discussion on seeking green verge signage to prevent verge parking and the Council resolved to progress this.

19/0139 King George Playing Field

19/139.1

To receive the play area and equipment report and decide any work needed (Cllr Collitt). To also report on the metal strips on the wooden knee-high fence between the playing field and the car park.

The play equipment health and safety report was not available. Regular maintenance was discussed, and the Council resolved to improve the damaged paint work on the play equipment to prevent further deterioration over the winter.

19/139.2

To consider the next actions needed to further the joint Cricket Club project to install cricket nets on the King George Playing Field.

This item was taken after 19/131.

19/139.3

To receive the suggestion from a resident regarding action that can be taken to reduce dog fouling in the Playing Field and decide any actions.

The Council considered a suggestion from a resident to improve the signage for dog owners using the field. The suggested style and messaging were fun and informative. The Council resolved to seek a quote for the signage and to install a further dog waste bin with poo bags at the field entrance.

19/139.4

To receive a report on progressing cricket nets on the playing field.

This item is a repeat of 19/139.2 (on the agenda in error).

19/0140 Community Hub & Sports and Social Club

19/140.1

To note the full electric test completion report of the Community Hub building and authorise the actions required.

The Council resolved to authorise the recommended electrical safety improvement to the Hub.

19/140.2

To note the disability ramp was delivered and is being installed.

This was noted. Post meeting note. Ramp installed 12th September 2019.

19/140.3

To note that CBC are proposing a move of location for the Fixed Digital Access Point in the Hub café.

This was noted.

19/0141 Methodist Church and School Room

To consider any action nominating the Methodist Church and School Room as a community asset.

The Clerk updated the meeting after confirming that by listing the ~~Methodist Church and/or~~ School Room the Parish Council would have 6 months to raise the funding and develop a business plan for the purchase and running of the assets. Whilst the Council wished to see the buildings stay a feature of Boxted it was not sure that the Council could identify a use for them.

The Council resolved to add a question to the Housing Needs Survey Parish Council questionnaire seeking views of residents.

19/0142 Village Green

To note the progress towards establishing a village green including the submission of a bid for a Community Initiatives Fund grant for installing the necessary infrastructure.

This was noted. Cllr Chapman of CBC suggested that a policy for authorising memorials might be considered. This would enable the Council to approve or refuse requests for memorials in a consistent way. It would also provide a guide for how memorials would be managed. The Council resolved to draft a memorials policy.

19/0143 S106 Project

To establish a committee to consider options for the S106 project with the suggested Committee terms of reference.

The Council resolved to establish a S106 Project Committee with the following terms of reference.

S106 COMMITTEE - TERMS OF REFERENCE SEPTEMBER 2019

MEMBERS

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights as per Standing Orders
- The Committee shall consist of at least two Councillors
- Members of the Committee are established at the Annual Parish Council Meeting (as per Standing Orders)
- Co-opted members of the public may join during the year if authorised by Parish Council
- Three Members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater (as per standing orders)
- The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the municipal year (as per standing orders)
- Non councillor co-opted members have no voting rights and cannot be elected as Chairman or Vice Chairman of the committee.

HOW OFTEN MEETINGS HELD

Meetings are held when deemed necessary by the Committee and business of the Committee may be incorporated into the monthly Full Council meeting. Minutes will be prepared for acceptance by the Parish Council at the next available Parish Council meeting.

DECISION MAKING/DELEGATED POWERS

- The Committee is to manage all aspects relating to the creation of a S106 Plan for Boxted. This includes understanding the terms of the S106 agreements and developing a plan, containing options, for the use
- The Committee has no power to commit the Parish Council.
- Any orders for goods/services MUST be approved by the Parish Council in accordance with its financial regulations and set down procedures
- The Committee has no decision-making capabilities
- The Committee may only act in an advisory capacity to the Parish Council
- The Committee may consult with authorities and organisations
- The Committee may undertake such surveys as it requires, these should be coordinated with the Parish Council & other groups to ensure that any surveys are conducted efficiently and minimise disruption to community households. All information collected is to be available to the Parish Council

All members of the Committee must be familiar with its Terms of Reference.
All members of the Committee must adhere to the Code of Conduct.

Cllr's Collitt, Pugh and Kent were approved Councillor Members of the Committee.

19/0144 Highways

19/144.1 To note that the Council requested that the pavement at the Corner of Cooks Hill and Cooks Hill Cottages be repaired via Cllr Brown, Essex County Councillor.

This was noted and the Council thanked Cllr Brown for nominating this required repair.

19/0145 Village Hall

19/145.1 To receive the minutes of the Village Hall Management meeting from 23rd July 2019.

These were received.

19/145.2 To receive an update on the progress of the Village Hall lease.

The Council noted that the Village Hall lease was not yet signed, and it was resolved to ask the solicitors for information.

19/0146 Public Rights of Way (PROW)

To consider joining the ECC P3 Scheme, launching the Boxted Rangers project, and purchasing the necessary equipment (trimmer and PPE) and claiming the granted funds from Dedham Vale AONB.

To send a letter of thanks to the Dedham Vale AONB.

It was resolved to join the ECC P3 Scheme, purchase a trimmer and PPE, and send a letter of thanks to the Dedham Vale AONB.

19/0147 Parish Council Website

To consider initiating a project to create a new parish council website as the current one will not be available after 31 March 2020.

The Parish Council resolved to accept the quote from Pale September and commission a new website in a similar style to the Boxted Village Website.

19/0148 Events

19/148.1 To discuss plans for a Boxtoberfest event including temporary event license application (covering live music and alcohol).

The Boxtoberfest event on the 19th October will incur band costs which fall to the Parish Council. The Council resolved to apply for a Temporary Event Notice from CBC at a cost of £21.

19/148.2 To note the date of the Christmas Tree Lighting event. Is Sunday 1st December. The Silver Band Concert starting at 3pm followed by the Christmas Tree Lighting.

This was noted.

19/0149 Items for the next meeting agenda

To consider items for the next agenda.

- Approve Grants Policy
- Co-option of Councillor

19/0150 Meeting Closure & Date of Next Meeting

The Chair of the Council confirmed that Cllr Val Banwell was resigning pending her move North. The Council expressed a sincere vote of thanks to Val for her work as both a councillor and also for chairing the Hub Working Group.

The next meeting was confirmed as Wednesday 9th October 2019.

Signed by Meeting Chair on