

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 12 FEBRUARY 2020 AT THE VILLAGE HALL AT 7.30PM**

**PRESENT:** Cllr's Brentnall, Chaplin, Collitt (arrived at the beginning of Item 20/24), Kent, McLauchlan and Seakens.

Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** Cllr Chapman - Colchester Borough Councillor (CBC) and Boxted Ward Councillor and members of the public.

**20/020 Welcome**

The Chair of the Parish Council was absent and the meeting elected Cllr Seakens to act as meeting chairman. Cllr Seakens welcomed everyone to the meeting.

**20/021 Apologies and reasons for absence**

Cllr's Damen, Oxford and Pugh were absent, and the Council resolved to accept their apologies.

**20/022 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**

Cllr Chaplin declared an interest in the items relating to the Community Hub.

**20/023 Public participation session (There will be 15 minutes available for this item, if required)**

A member of the public asked about the progress the Council had been able to make with regard to dangerous parking at the time of school drop off and pick up. The Council explained that the North Essex Parking Partnership (NEPP) had said that lines could be added to the roads but enforcement was difficult; Essex County Council had been approached to see if the original planning for the school was dependent on the provision of a parental drop off/pick up car park but nothing had been heard; and Cllr Brown was waiting to hear from ECC Highways regarding any options they would recommend. The Clerk advised that the NEPP were running a series of open sessions for parishes to discuss parking with them and it was resolved to attend. The Clerk also advised that the Parish Council have previously agreed to add no parking signage to grass verges, but these had not yet been ordered as the Clerk wanted to speak to residents that might be affected first. It was also pointed out that if the car park provision being investigated by the Section 106 Committee was taken forward and additional 40 spaces would be available at the Cage Lane Car Park.

**20/024 To receive a presentation from Mr Piper-Hunter regarding the proposed plans for Runkins Farm.**

Mr Hunter showed the meeting his plans to improve the outbuildings and Runkins Corner Farm by replacing derelict outbuildings with 8 single storey office suites of which 2 would be offered to new businesses at zero rent for two years. He went on to confirm that there was a covenant on the land so that residential could not be built. He explained that the plans were at the pre-application advice stage and would be submitted as a formal planning application which he hoped would be supported by the Parish Council. He answered questions on parking, public transport, road access and anticipated vehicle numbers. The Council thanked him for coming to the meeting to help explain the plans for the site.

**20/025 Minutes of the last meetings of the Council held on 8<sup>th</sup> January 2020  
Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting.**

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

**20/026 Clerk's Report**

**20/26.1 To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**

The list of resolutions/decisions still ongoing had been circulated.

The Clerk added that the resolution (19/182.5) to try and contact the owner of the land adjacent to the Recreation Ground had progressed. The owner was identified at an address in Colchester

but it this property has since been sold. Attempts to contact the person had been made via Facebook and LinkedIn but had not yet been successful.

The item to place signage and a new dog bin on the Recreation Ground was on hold until the option to create a substantial overflow car park had been investigated. Cllr Kent suggested that the signage that would be placed at each corner bin could still be ordered. This was agreed.

**20/26.2 To note that CBC have listed the Boxted School Room as a Community Asset as a result of the application made by the Boxted Silver Band.**

This was noted.

**20/027 Borough and County Council**

**20/27.1 To receive the reports of the District Councillor and the County Councillor.**

Cllr Chapman advised that the Colchester Local Plan is in its final stages and is awaiting any clarification requests from the Inspector. It is possible that the Local Plan may get approved in the Spring.

He also confirmed that the Boxted Garage Site owned by CBC is no longer being taken forward for development in this current review.

**20/27.2 To consider a donation to the EALC Joy Darby retirement gift.**

The Council resolved to write a letter of appreciation to Joy Darby.

**20/028 Parish Council Finance**

**20/28.1 To receive the Council financial statement as at the 31 January 2020 (see attachment).**

The financial reported was noted. Current spend to date this year was £35,766 and receipts were £70,442. The bank holdings were £59,290. The Clerk reported that the reserve holdings would be over £40,000 at the year end.

**20/28.2 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall (see attachment).**

The following were approved for payment:

Pay Gross is 884.50	£648.79
HMRC PAYE + NI	£209.90
pension	£244.48
First Aid Training Course 360	£85.00
Vertas Standing Order	£550.00
Safety signs	£57.48
Handrail for Hub - rebate from CBC	£141.82
Councillor Training EALC	£126.00
VERTAS additional works	£530.42
Clerks expenses - mileage 76.95	£76.95
Meeting Hall Hire	£20.00
Meeting Hall Hire - committee	£20.00
Other Pay	£239.64
Elsey boiler service	£92.40

**20/28.3 To consider authorising either a prepaid debit card (£50 annual fee applies) or a Lloyds Bank Debit Card for the Parish Council current bank accounts.**

The Council resolved to apply for a pre-paid debit card to facilitate card purchases. The Council financial Regulations would be amended to reflect this change.

**20/029 Planning**

**20/29.1 To decide any comments on the following applications:**

<a href="#">200108</a>	17/01/2020	Cecil Lodge Nurseries, 18 Straight Road, Boxted Colchester CO4 5HJ	Application for a lawful development certificate the existing use of the site for purposes as a workshop for the servicing and repair of construction related plant,
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			machinery and vehicles, together with use of the open yard area and glasshouses for the s
200108 - The Council considered the loss of the hedgerow regrettable and further decided to comment by drawing attention to the Boxted Neighbourhood Plan Policies on visual amenity and protection from noise.			
The Council had no objection to make on the following applications.			
<a href="#">200095</a>	16/01/2020	Kings Cottage, Langham Lane, Boxted Colchester CO4 5HZ	Replacement roof and frames to existing rear conservatory
<a href="#">200066</a>	13/01/2020	Fillpots Nursery, 52 Straight Road, Boxted Colchester CO4 5RB	Demolition of covered walkway (163 sq mtrs) erection of an open sided canopy (498 sq mtrs)
Neighbour <a href="#">200079</a>	17/01/2020	Between Via Urbis Romanae & Mill Road, Land South of, Axial Way, Colchester	Detailed consent for a first phase of infrastructure to include the creation of a pedestrian 'Walk'(previously known as the Boulevard) and associated landscaping and a renewable energy centre and heat distribution network.

**20/29.2 Appeals**

There were none.

**20/29.3 Decided**

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

**20/030 Parish Council Questionnaire Results**

**To consider the results of the Parish Council questionnaire that was distributed with the Housing Needs Survey (see attachments).**

The Council noted the Parish Council questionnaire results as showing preference for a shop, a pub, improved public transport. There was also support for a free drinking water point in the village.

**20/031 Public Rights of Way (PROW)**

**20/31.1 To note that the alterations to the Vineyard driveway will mean that horses will no longer have access to the public footpath.**

This was noted.

**20/31.2 To note the purchase of the Husqvarna Brush cutter and Protective Clothing.**

This was noted.

**20/032 S106 Committee**

**20/32.1 To note the minutes of the S106 Committee meeting on 22 Jan 2020 (attached).**

This was noted.

**20/32.2 To amend the S106 Project aim to clarify reference to 'people' is replaced by 'Boxted residents'. Thus "This includes understanding the terms of the S106 agreements and developing a plan, containing costed options and a recommended option, for the use of Boxted S106 monies that benefits the most people for the longest time, by January 2021" is replaced by "This includes understanding the terms of the S106 agreements and developing a plan, containing costed**

**options and a recommended option, for the use of Boxted S106 monies that benefits the most Boxted residents for the longest time, by January 2021.**

This minor clarification was approved.

**20/033 King George V Playing Field**

**20/33.1 To receive the play area and equipment report and decide any work needed (Cllr Kent).**

This was received – no action was identified at this time.

**20/33.2 To consider undertaking the work recommended to two trees in the Tree Survey (Cllr Brentnall).**

The Council resolved to take the actions recommended in the Tree Survey for T1 – T6.

Cllr Brentnall observed that the Highways Council trees at the entrance to Hobbs Drive should be looked at and the Council resolved to include the two trees on the greenswards at the entrance to Hobbs Drive in the next tree survey planned for the Spring.

**20/33.3 To decide to repair the fence between the Playing Field and the land adjacent.**

It was noted that the fence between the playing field and land adjacent to Songers Cottage is broken in places and the playing field is being damaged by rabbits. The Council considered taking down the fence and making the adjacent land safe by removing vegetation and filling rabbit holes but there was a concern that making it accessible to the public (by the removal of the fence) may not be covered by insurance. It was resolved to get quotes for clearing the land of pernicious weed, attempting rabbit control and replacing/repairing the fence.

**20/33.4 To consider installing cycle racks to the car park or Village Hall to encourage people cycling to the hub rather than driving.**

It was resolved to pursue installing cycle racks at Cage Lane. The ideal location was thought to be Village Hall and it was resolved to seek permission of the PCC (as Landowners).

**20/034 Community Hub & Sports and Social Club**

**20/34.1 To commission RJB Plastering to complete the rendering on the Hub (see attachment).**

The Council resolved to accept the quote and commission the Community Hub rendering with RJB Plastering.

**20/34.2 To receive the monthly Health and Safety report.**

The Council received the Health & Safety check report and noted that there was no requirement for action.

**20/34.3 To receive the Fire Inspection Report and consider the recommended actions (see attachment).**

The Council received the report and noted the status on recommended actions.

The Council resolved to ask the Hub Working Group to take forward the recommended actions.

**20/34.4 To decide to commission a Measured Survey of the Community Hub Building and curtilage.**

It was acknowledged that no substantial work could be undertaken on the Community Hub (with S106 monies) unless a measured survey was undertaken. It was resolved to first ask Roger Hobday (surveyor) if they have a copy of the last survey conducted else to commission one.

**20/34.5 To note the six-monthly emergency light test was completed and authorise the minor bulb replacement/fixing that is required.**

This was noted and minor fixes approved.

**20/34.6 To note the lease for the Community Hub expires in June and consider establishing a working group to develop and propose any changes to the Hub lease for agreement at a future Council meeting.**

The Council was unable to set up a working group to look at the Community Hub lease and resolved to defer this item to the March full Council meeting when more Councillors would be available.

**20/035 Trees**

**To decide the variety of 50 trees to be requested from the CBC Tree Giveaway.**

Cllr Brentnall agreed to choose varieties she thought would do well.

**20/036 Health and wellbeing**

**To consider appointing Cllr Chaplin to lead on Health and Well-being on behalf of the Council including arranging for the free mental health awareness training to be delivered to Boxted.**  
Cllr Chaplin was appointed to lead the Council Health and Well-being and to arrange the free mental health awareness training for the Council and invited residents.

**20/037 Policies**

**20/37.1 To consider and approve the following (all attached):**

- 1. Asset Register**
- 2. Privacy Statement**
- 3. Press and Media Policy**
- 4. Risk Register**

The above polices were considered and approved. The Council would publish the policies on the Council website.

**20/038 Items for the next meeting agenda**

**To consider items for the next agenda.**

The Council noted the following items for the next meeting

- Hire fees for Sports Side hiring
- Hub Lease expiry

No further items were suggested.

**20/039 Pay Rates**

**20/39.1 Motion to exclude public & press: In accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted namely the consideration of pay rates. The Public and Press be temporarily excluded from this meeting and will be instructed to withdraw.**

It was resolved to exclude the public and press from the meeting in order to discuss the annual pay of staff employed as the information is personally sensitive and confidential. There were no press and public in attendance at this point.

**20/39.2 To consider the annual pay rates for staff employed by the Parish Council (see attached).**

The Council resolved to increase the pay for staff employed by the Council and the staff members would be written to.

**20/040 Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 13 March 2020.

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