

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 11 MARCH 2020 AT THE VILLAGE HALL AT 7.30PM**

**PRESENT:** Members - Cllr Damen (Chair), Brentnall, Chaplin, Collitt, Kent, McLauchlan, Pugh and Seakens.  
 Proper Officer - Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** None.

- 20/041 Welcome**  
 Cllr Damen welcomed everyone to the meeting.
- 20/042 Apologies and reasons for absence**  
 Cllr Oxford was absent, and the Council resolved to accept his apologies.  
 Cllr Chapman of Colchester Borough Council (CBC) also sent apologies.
- 20/043 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.
- 20/044 Public participation session (There will be 15 minutes available for this item, if required)**  
 There was none.
- 20/045 Minutes of the last meetings of the Council held on 12<sup>th</sup> February 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.
- 20/046 Clerk's Report**  
 20/46.1 **To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**  
 It was confirmed that the action to install a sign by the play area asking for any damage to be reported to the Parish Council was still required.  
 Cllr Pugh also confirmed that he was planning to repair some of the more serious cracks in the concrete path to the play area.
- 20/047 Borough and County Council**  
 20/47.1 **To receive the reports of the District Councillor and the County Councillor.**  
 In relation to the Section 106 project considering a free drinking water point in Boxted, Cllr Chapman had updated by email that the recent cost of a drinking water point in Colchester was about £3500.  
 Cllr Brown (Essex County Councillor - ECC) updated that the flooding on Skye Hall Lane would be investigated during 30 March – 3 April.
- 20/048 Parish Council Finance**  
 20/48.1 **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 at month 11 was £ 41,221 and receipts were £ 71,736. The bank holdings were £ 56,610. The Clerk reported that the reserve holdings would be over £40,000 at the year end allowing for £8000 spend that is committed from this years budget to be spent next year.
- 20/48.2 **To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall (see attachment).**

The following were approved for payment:

Clerk Pay – gross is £855.50	£630.27
HMRC PAYE + NI	£197.02
pension	£236.46
Website annual fee	£60.00
Clerk expenses	£146.39
Brush cutter + PPE from Ernest Doe	£818.30

Pale September - website and training	£134.99
Wessex Medical - Defib Pads	£62.40
LED electrical - remove defib	£78.00
GB Roadart – Line painting car park	£570.00
EALC Councillor training	£114.00
EALC Health & Wellbeing conf - Clerk	£30.00
EALC Health & Wellbeing conf - Cllr	£30.00
RCCE membership 20/21	£66.00
Moneysoft Payroll Manager license	£86.40
Room Hire	£50.00
Tree guards	£77.50
Room Hire	£20.00
Room Hire	£20.00
EALC online training - GDPR	£16.80
office 365 license	£59.99
joe scammell – Treat brambles	£68.00
Hub Pay	£239.64
Door repair - Artistix	£102.00
Keys for sports side door	£58.40

**20/049 Planning**

**20/49.1 To decide any comments on the following applications:**

<a href="#">200297</a>	10/02/2020	Gulsons, Church Street, Boxted Colchester CO4 5SX	Rear garden groundworks, tree replacement, planting, installation of steps, gravel garden and greenhouse.
<a href="#">200230</a>	03/02/2020	Fillpots Nursery, 52 Straight Road, Boxted Colchester CO4 5RB	Application to discharge conditions 3 and 4 from planning permission 191554
<a href="#">200201</a> neighbour	29/01/2020	Severalls Hospital, Boxted Road, Colchester CO4 5HG	Application to discharge conditions 1a, 1c, 27 & 34 of 151401. Siting, design, appearance & materials; Landscape; Remediation Scheme; Hard & Soft Landscaping.

The Council had no objections to any of the planning applications shown above.

**20/49.2 Appeals**

There were none.

**20/49.3 Decided**

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

**20/050 Council Website**

**20/50.1 To adopt the new parish council website ([www.boxtedparishcouncil.org.uk/](http://www.boxtedparishcouncil.org.uk/)) developed by Pale September.**

The adoption of the new website was approved, with thanks being expressed to Lisa Scott of Pale September. It was resolved to advertise the new website in the parish magazine (online and printed).

**20/50.2 To consider having Cllr email addresses.**

The Council resolved to arrange for individual Councillor email addresses.

**20/051 S106 Committee**

**20/051.1 To receive the minutes of the S106 Committee meeting held on 26 Feb 2020.**

These were received.

**20/051.2 To consider the recommendation from the S106 committee (S106-033.1 refers) to approve a proposed size of 800 sq metres, providing an additional 44 parking spaces, and access at the far end of the proposed new car park onto the field, for field maintenance, emergency access, and further overflow parking.**

The Council approved the plan to provide an 800 sq metre carpark with turning space room, subject to the necessary CBC, Planning and Fields in Trust approvals. It was also resolved to seek pre-planning application advice from CBC.

**20/051.3 To consider the recommendation from the S106 committee (S106-033.4 refers) for a tarmac surface to any new car park.**

**20/051.4 To consider requiring the S106 Committee to include obtaining a professional specification, using a civil engineer, for any new car park proposed and to pursue quotes against that specification.**

The Council considered 20/50.3 and .4 together.

The Council resolved to obtain 3 quotes for a professional specification, by a civil engineer, for a new Recreation Ground Car park and this should be accompanied by surfacing recommendations.

**20/052 King George V Playing Field**

**20/052.1 To receive the play area and equipment report and decide any work needed (Cllr Kent).**

Cllr Kent report a slightly wonky seat on one of the swings and the Council decided to look at this when the Rospa Inspection was conducted in May.

**20/052.2 To consider the implication for the suggested site for cricket nets in line with the, now found, covenant document that specifies that the Council will not permit any sport within 20 yards of the boundary marked A B or C on the attached covenant deed.**

The Council were now aware of a Deed of Covenant that prohibits an area to be used for any sport within 20 yards of the boundary referenced in the Deed. The planned site for the cricket nets is approximately 17 yards from Point A on the Deed. The Council also considered the best site for the nets and would prefer the nets to run close to boundary with Perrymans rather than near the play area. The Council resolved to, consult with the Cricket Club, and write to the owner of Perrymans to seek agreement to amend the covenant and place the nets close to the boundary. It was accepted that if this could be agreed, the Council would pick up all legal costs.

**20/052.3 To agree to obtaining quotes to repair the fence between the playing field and land adjacent to Songers.**

The Council considered repairing the fence between the playing field and the empty land adjacent to Songers and resolved to consult the Cricket Club and see what they required.

**20/052.4 To receive an update from Cllr Kent on any progress on contacting the owners of the land adjacent to the playing field and Songers.**

The Council had not had any response to the attempts to make contact with the stated owner of the land in question.

**20/053 Community Hub & Sports and Social Club**

**20/053.1 To consider the recommendations from the Hub Lease Working Group and decide which should be sent to Fisher Jones Greenwood for consideration engagement with the Leasee.**

The Council resolved to accept the recommendations of the Hub Lease Working Group which are to:

- That the Lease should be renewed with the same Tenant on the same terms for one more year. This was on account of the likelihood of considerable business disruption due to future planned Hub improvements and associated building works

The Council also resolved to accept the Working Group suggestion that the Tenant should be assisted to advertise the services currently offered by them at the Hub, in particular the Café and assisted with the development of a plan to with ideas for moving the Hub forward and integrating into the Village.

**20/053.2 To consider increasing the sports side hiring fees for 20/21.**

The Council considered the current level of hire fees and noted that they were increased substantially in 2018 but were not increased in 2019. The Council resolved that if all hirers were committed to staying then the hire fee increase for April 2020 would be 2%.

**20/053.3 To receive the Health and Safety check report.**

The report was received, and it was resolved that a hazardous substance sign would be placed on the cleaning cupboard door. It was also agreed that the area outside the boiler room fire exit (low likelihood of ever being used) would be made safer as part of the Hub work recommended by the S106 Committee.

**20/053.4 To consider commissioning a repair and repaint of the separate garage door.**

The Council resolved to find out what was not working on the door of the separate garage and seek quotes for repair and painting.

**20/053.5 To consider commissioning Ian Tate, an architectural technician based in Suffolk who is up to speed on disability access for public buildings, to look at the Hub entrance (at no initial charge). He would be able to advise on the best solution, but we would have to meet his fees should we decide to get him to draw up a plan.**

The Council resolved to ask Mr Tate for his advice regarding disability access to the Hub building.

**20/053.6 To note the repair to the Sports side door and issue of new keys.**

This was noted.

**20/054 Highways**

**20/054.1 To note that the car parked on the verges in Old House Lane were reported to CBC Planning enforcement and the business owner has been given 28 days to clear the vehicles and meet other planning breaches.**

This was noted.

**20/054.2 To consider NEPP recommendations for discouraging parking and to agree to purchase three 'Please do not Park on the Grass' signs.**

The clerk reported that advice from the North Essex Parking Partnership (NEPP) was that trees or plant boxes were often a better deterrent. The Council resolved that Cllr Brentnall would consider the verges at Boxted Cross and Dedham Road for trees or shrubs and bring recommendations back to a Council meeting.

**20/055 Date of Parish Annual Meeting**

**To agree a date for the Parish Annual Meeting (before 1<sup>st</sup> June) and decide if any topics should be placed on the agenda. NB In the previous 2 years it has been on the same date as the April Parish Council Meeting starting at 7pm.**

The Council resolved that a separate date of Wednesday 6<sup>th</sup> May would be used for the Annual Parish Meeting and that all the village clubs would be invited to tell the meeting what the club was all about.

**20/056 Items for the next meeting agenda**

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

The Council resolved to add the following items to the agenda for the next meeting

- Litterbins

**20/057 Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 8<sup>th</sup> April 2020.

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