

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 13 MAY 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

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

**ALSO IN**

**ATTENDANCE:** Cllr Chapman of Colchester Borough Council (CBC) was present for most of the meeting

**20/058 Welcome**

Cllr Damen welcomed everyone to the meeting.

**20/059 Apologies and reasons for absence**

Cllr Kent, McLauchlan and Seakens were absent, and the Council resolved to accept their apologies. Cllr's Oxford and Pugh were also absent.

Cllr Brown had also sent apologies.

**20/060 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.

**20/061 Public participation session (There will be 15 minutes available for this item, if required)**

There was none.

**20/062 Minutes of the last meetings of the Council held on 11<sup>th</sup> March 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.

**20/063 Clerk's Report**

**20/63.1 To receive a verbal update from the clerk.**

The Clerk updated the Council on recent correspondence requesting and encouraging an approach to Essex County Council (ECC) via Cllr Brown to secure safer walkways and cycle routes to Colchester along Straight Rd, Langham Lane and Horkesley Rd. The Council resolved to support this and approach Cllr Brown.

The Clerk also updated about a recent request from a mobile fish and chip vendor for a site to park in on Wednesday lunchtimes. The Council agreed that it would not be appropriate to permit the van to park at the Cage Lane Car Park as the Community Hub, leased from the Parish Council, are selling meals, however, the vendor would be directed to the Royal British Legion Club as a possible site and also the Highways department for road side permissions.

**20/064 Borough and County Council**

**20/64.1 To receive the reports of the District Councillor and the County Councillor.**

Cllr Chapman reported that there is an intention to reopen some recycling centres. Colchester would be opened but Lawford is likely to remain closed.

Cllr Chapman said that he would ask the Highways Rangers to cut the high greenery along the roadside at Betty Potters Dip to improve safety temporarily.

**20/065 Parish Council Finance**

**20/065.1 To receive the Parish Council Financial Report as at the 30th April 2020.**

The Council noted that revenue in the first month of the financial year saw an income of £27,232 and a spend of £3,586. This reflected that 50% of the precept had been received. The Council also noted that the forecast position for the year end (2021) showed a deficit of approximately £14,600 which takes into account the Hub rendering project being funded from this financial year (but put aside last year) and also an expected loss of hiring fees and leasing fees because of Covid19.

Current bank reserves were reported as £78,085.

**20/065.2 To receive the 2019/20 End of Year Parish Council Financial Reports.**

The Council received the Financial Statements of the Parish Council as at the end of the year 2019/20. These were accepted and approved for Internal Audit. The surplus receipts were reported as £30,521.14 reflecting £20,000 being added to Reserves and the cost of Hub rendering being carried over to 2020/21. The bank position at 31 March 2020 was £54,439.34.

**20/065.3 To note that during the Covid 19 restrictions invoices are being authorised for payment by email and will be presented to Council in physical form at the first non-virtual meeting, in accordance with the Boxted Financial Regulations.**

The Council resolved to continue this process of approving and making payments.

**20/065.4 To approve the choice of pre-paid debit card.**

The Council resolved to obtain a Caxton FX Per-paid debit card, attracting a current transaction fee of £1.50 per transaction. It was resolved that the Clerk would agree a mandate with two Councillors being approved to make changes to the account.

**20/066 Planning**

**20/66.1 To decide any comments on the following applications:**

<a href="#">200869</a>	29/04/2020	Dedham Vale Vineyard & Tasting Barn, Green Lane, Boxted Colchester CO4 5TS	Application for prior notification of agricultural or forestry development - proposed building. Tasting Building 15m long. 4.7m high to ridge.
Agricultural consultation	Comments by 26/5		
<a href="#">200870</a>	06/05/2020	Dedham Vale Vineyard & Tasting Barn, Carters Vineyards, Green Lane, Boxted Colchester CO4 5TS	1. Change of Use of existing tasting barn and shop to one 2-bed holiday unit; 2. Change of use of existing winery and store to tasting barn & shop.
<a href="#">200913</a>	24/04/2020	Newards, Ellis Road, Boxted Colchester CO4 5RN	Single storey rear/side extension and alterations  This is over and above the outbuilding conversions applied for.

The Council had no objections to the detail of the planning applications shown above but did wish to comment that, in respect of 200869 and 200870, it should be pointed out that the Boxted Neighbourhood Plan sought to improve the equine safe riding space by encouraging properties with suitable land to join the East Anglian Farm Ride Scheme where small payment could be obtained for providing bridle paths. In addition, the Council resolved to write to the Dedham Vale Vineyard encouraging participation in the Scheme.

**Also 096845 Application for Tree Preservation Order (TPO) at Pen-y-Fan, Mill Rd, Boxted, Colchester, CO4 5RW.**

The Council does not usually see applications for TPOs that are made to CBC but did resolve to support this application by way of email to the Tree Officer.

**20/66.2 Appeals**

There were none.

**20/66.3 Decided**

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

**20/067 Emails Addresses & Council Website**

**20/067.1 To approve a commitment of £1.60 pcm for councillor specific email addresses which were approved previously.**

The Council resolved to approve this expenditure.

**20/067.2 To approve tying the Boxted council gmail account to the new website domain in order to prevent emails not being delivered, at a cost of £10pa.**

The Council resolved to approve this expenditure.

- 20/067.3 **To consider donating £10pa to the Village Newsletter to tie the email to the domain to prevent non-delivery of emails.**

The Council resolved to approve this expenditure.

**20/068 King George V Playing Field**

- 20/068.1 **To note that the play area is closed. Walk by checks are being made.**

This was noted.

- 20/068.2 **To note that the other party to deed of covenant, stopping sport to be undertaken within 20 yards of the fence, is requiring that the deed remains unamended and adhered to. An adjustment to the location of the cricket nets will be required after confirmation of the specific fence affected by the Deed is achieved.**

The Council resolved that a meeting (socially distant) with the cricket club, Cllr's Kent and Collitt to look at all siting of the net's options would be convened.

- 20/068.3 **To consider purchasing a bench recognising 'Support the NHS and keyworkers'.**

The Council decided to delay a decision on purchasing a memorial bench until the Village Green was transferred to the Parish Council.

- 20/068.4 **To note that the grass cutting contractors have resumed the service.**

This was noted.

**20/069 Community Hub & Sports and Social Club**

- 20/069.1 **To note that the Hub Café is closed to the public and has converted to a 'meals on wheels' and take away service with a priority on supporting the more vulnerable residents.**

This was noted.

- 20/069.2 **To note that hire and lease fees have been suspended and the cleaner has been furloughed.**

This was noted. It was also noted that furlough claims are being submitted.

- 20/069.6 **To note the rendering project has commenced.**

This was noted.

**20/070 Policies**

- To review and approve the Boxted Financial Regulations.**

The Council reviewed the revised Financial Regulations resolving to approve the final document which included a section for the use of a pre-paid debit card amended to include two councillors set up to administer the account in the event of the Clerk not being available.

**20/071 Parish Annual Meeting for Electors**

- To Parish Annual Meeting has been cancelled. The Chair of the Council will publish a report covering the year.**

The Council noted that the Annual Parish Meeting of the electorate was cancelled. It was decided that a Council arranged Meeting of the Electorate might be suitable later in the year and the Council resolved to schedule an agenda item at the September Parish Council meeting.

**20/072 Village Hall Grant**

- To consider applying, as Sole Trustee to the Village Hall Charity, for a CBC (Covid19) Grant of £10,000 to cover hiring loss.**

The Parish Council as Sole Trustee to the Boxted Village Hall Charity resolved that the charity would apply for the business grant in order to reduce the impact of lost hiring income.

**20/073 Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 10<sup>th</sup> June 2020.

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