

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 8 JULY 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

**PRESENT:** Members - Cllr Brentnall, Chaplin, Collitt, McLauchlan and Seakens.  
Proper Officer & Clerk - Karen Thompson

**ALSO IN**

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

**20/094 Welcome**

Cllr Damen was not present, and Cllr Collitt took the Chair for this meeting.

**20/095 Apologies and reasons for absence**

Cllr Kent, Oxford and Pugh were absent. Cllr Damen (Chairman) had sent apologies and these were accepted.

**20/096 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.

**20/097 Public participation session**

There were no members of the public present.

**20/098 Minutes of the last meetings of the Council held on 10th June 2020.**

The Council made the following amendments

- Correct the typo in 20/87.1 Champlin to Chaplin
- To add "consult the history group" to paragraph 20/92.

And resolved to accept the amended minutes as a true and accurate record of the meeting.

**20/099 Clerk's Report**

**20/99.1 To receive the report of resolutions agreed at Parish Council meetings and note progress to date on the following.**

Cllr Brentnall updated the meeting on resolution 20/46.1 which was to investigate what trees or shrubs would best suit the verges around Boxted Cross to deter parking in dangerous places and suggested a reasonable tree type. Cllr Brentnall and the clerk agreed to meet to draw up a schematic of potential tree locations in order to seek permission from Essex County Council for Boxted to plant and maintain the trees.

**20/99.2 To consider the offer of a free space in the Langham and Boxted newsletter to publish a piece from the Council.**

The Council agreed that publishing a Council update would be a good idea and Cllr Seakens agreed to check the clerks draft when written.

**20/0100 Borough and County Council**

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

Cllr Chapman updated the meeting to say that a move to a paid for wheelie bin green waste service would not be taken forward by Colchester Borough Council.

He advised that CBC are carrying a £3M deficit this year.

Cllr Chapman advised that any changes to Boxted Mill Bridge proposed by Essex County Council would be subject to consultation, but as far as he was aware nothing has been published yet. Cllr Brentnall and Collitt had views on what would be acceptable and expressed a wish for the Parish Council being included in the consultation.

**20/0101 Parish Council Finance**

**20/101.1 To receive the Financial Report and bank statement as at the 30<sup>th</sup> June 2020 (see attached).**

The Financial Report showed an anticipated loss in this financial year of £7,190 which was expected as £10,000 spend on rendering was budgeted for in the previous financial year. The Council noted that reduced lease and hiring fee income at the Community Hub was offset by the Covid grant of £10,000 received in June. The Council currently holds £79,958.17 in bank balances.

The Council noted the bank statement which showed the transactions as being those approved by two councillors.

**20/101.2 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.**

This was noted.

**20/101.3 To note that the CIF pre-applications were approved and to resolve to submit full applications by end of July 2020.**

This was noted.

## **20/0102 Planning**

**20/102.1**

To consider commenting on the following applications:

<a href="#">201321</a>	30/06/2020	Tin Bins Skip Hire, 63 Straight Road, Boxted Colchester CO4 5QY	Outline application for the erection of 5no. dwellings with associated parking.
The Council resolved to object to this application on the basis that it goes against the objective of the Boxted Neighbourhood Plan of protecting the space between Colchester and Boxted Cross from development.			
<a href="#">201175</a>	23/06/2020	Land adjacent, Carters Hill, Boxted Colchester	Erection of 2 timber-built stables as extension to existing stable block (Retrospective)
The Council resolved to object to this application on the basis that it is visible from and borders the Dedham Vale AONB and the development can be seen clearly.			
<a href="#">201202</a>	15/06/2020	18 Songers Cottages, Dedham Road, Boxted CO4 5SQ	Proposed single storey rear extension
The Council had no objection to this application.			
<a href="#">201148</a>	11/06/2020	Penicuik, Straight Road, Boxted CO4 5QN	Proposed 1.5 storey rear and side extension to form additional living space.
The Council had no objection to this application.			

## **20/102.2 Appeals**

There were none.

## **20/102.3 Decided**

The Council noted the Colchester planning decisions were listed in the agenda.

## **20/0103 King George V Playing Field**

**20/103.1**

**To note that CBC called for potential projects that might be funded from their S106 reserves and Boxted requested funding for an additional piece of disability accessible play equipment.**

This was noted.

**20/103.2**

**To note that the football and cricket club have resumed training using Covid19 guidelines.**

This was noted.

**20/103.3**

**To consider officially re-opening the play area using the Covid19 guidance (see attached).**

The Council resolved to reopen the play areas with signage pointing out that cleaning did not take place; hand washing or sanitising should be undertaken as soon as possible, and social distancing should be maintained.

**20/103.4**

**To receive the annual Rospa certified Play Area reports and decide any actions (see attached 3 documents).**

The actions were agreed.

## **20/0104 Community Hub & Sports and Social Club**

**20/104.1**

**To decide if hire and lease fees should continue to be suspended.**

The Council resolved to continue the suspension of hire and lease fees until further consideration which would be undertaken in September.

**20/104.2**

**To decide to commission external painting and/or garage door replacement.**

It was resolved to get a quote for repair/replacement of the garage door.

**20/104.3 To note that LED Electrical will install a fire detection system in the Community Hub building at cost of equipment only as part of their qualification process.**  
This was noted.

**20/0105 Tree Survey**  
**To note the Tree Survey results and decide any actions.**  
The Council resolved to cut back the trees/bushes, actions recommended in the Annual Tree Survey, as medium and low risk later in the year.

**20/0106 S106 Committee Meeting**  
**20/106.1 To receive the minutes of the S106 Committee Meeting on 24th June 2020 and to consider approving the following recommendations:**

- **amend the planned layout of an additional car park and to let a design contract.**
- **to commission a design of a disabled access for the Community Hub entrance that would meet planning requirements. Design cost estimated to be up to £3000.**
- **to order and install some picnic benches close to and outside the children’s play area.**

The Council resolved to approve all recommendations.

**20/0107 Policies**  
To review and approve the following:

- Parish Council Code of Conduct
- Boxted Complaints Procedure
- Boxted Equal Opportunities Policy

The Council resolved to approve these policies and publish them via the Council website.

**20/0108 Continuing Virtual Meetings**  
**To consider the advice from the National Association of Local Councils to continue virtual meetings unless a council does have an identified need to hold a physical meeting and are unable to conduct council business any other way.**  
The Council resolved to continue virtual meetings, except for when the business can not be conducted virtually.

**20/0109 Items for the next meeting agenda**  
**To note or propose items for the next agenda including:**  
Housing Needs Survey Results and options  
This was noted.

**20/0110 Meeting Closure & Date of Next Meeting**  
**Note there is no meeting in August and the next meeting is proposed as 9<sup>th</sup> September 2020.**  
The Council resolved to meet on 9<sup>th</sup> September 2020 at 730pm via zoom technology.

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