

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 14 OCTOBER 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM

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

ALSO IN

ATTENDANCE: Laura Atkinson from the RCCE was present until the conclusion of Item 20/135.

20/0130 Welcome

The Chair welcomed everyone to the meeting.

20/0131 Apologies and reasons for absence

Cllr Oxford and Pugh were absent.

Cllr McLauchlan sent apologies.

Cllr Chapman of Colchester Borough Council sent apologies.

20/0132 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.

20/0133 Resignation of Councillor

To note the resignation of Cllr Kent from the Parish Council and S106 Committee and to note the action required to advertise and fill the vacancy.

The Council accepted the resignation of Cllr Kent and expressed sincere thanks for all the work he had done, especially with the Hub and Recreation Ground. It was noted that the Casual Vacancy is now run by CBC and if no person puts themselves forward for election then the Council would be able to co-opt a volunteer.

20/0134 Public participation session (There will be 15 minutes available for this item, if required).

There were no members of the public present.

20/0135 Rural Housing Needs Survey Results and Way Forward for any Rural Exception Scheme (RES) To consider the advice of the RCCE and decide any actions to take forward a RES plan.

Laura Atkinson from the RCCE gave a summary of the results of the Housing Needs Survey that was conducted in December 2019. A good response rate was received and a need for the following was confirmed:

Affordable Rented

- one 1 bed units,
- three 2 bed units and
- two 3 beds

which is a recommended need of up to 6 units plus

- 1 property of affordable sale model of shared ownership

The Council had originally been approached about the possibility of a Rural Exception Site (RES), but it may be that the company suggesting a scheme for Boxted may want to pursue an Entry Level Exception Site (ELES).

It was pointed out that the emerging planning changes at a National level will see First Homes Exception Sites (FHES) as a possibility, but these are not available yet.

Whatever the Parish Council wishes to pursue, discussion will need to be needed with CBC. Laura Atkinson pointed out that the Parish Council could call for sites and see what other potential areas might come forward. The Council resolved to investigate the options further before deciding on a way forward. The Council also resolved to communicate the results of the Housing Needs Survey to residents via the emailed Village Newsletter and the Langham with Boxted written newsletter.

20/0136 Minutes of the last meetings of the Council held on 9th September 2020.

The minutes were approved as an accurate record and it was resolved that they would be signed by the Chair of the meeting separately.

20/0137 Clerk's Report

20/137.1 To receive the report of resolutions agreed at Parish Council meetings and note progress to date on the following (full report - see attachment).

The report was received. The Clerk went on to suggest that the action to hold a meeting of electors later in 2020 was now not possible with the current COVID19 restrictions. The clerk also added that the picnic benches had arrived and would need assembling. It was agreed to store the benches and assemble and place by the play area in the Spring.

The Clerk added that the Parish Council had erected a 'No Flytipping' sign at the popular fly tipping site on Langham Lane.

20/137.2 To note the Parish Council report, drafted by the Clerk and checked by Cllr Seakens, is featuring every month in the Langham and Boxted Newsletter.

This was noted.

20/137.3 To note the Village Hall and Poor's Land (Camping Close) charities yearly accounts were independently examined by Jan Stobart of the RCCE (Rural Community Council of Essex) and both were confirmed as accurate.

This was noted.

20/0138 Borough and County Council

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

Both Cllr Brown and Chapman were absent.

20/0139 Parish Council Finance

20/139.1 To receive the Parish Council Financial Report as at the 30th September 2020 (see attached report and bank statements).

The Council received both the reports and bank statements. It was noted that the final part of the precept had been received and the receipts to date were reported as £63,896.74 which included the £10,000 grant paid to support the Community Hub during COVID19. Total outgoings to date were reported as £27,163.79. The forecast for the year end suggests that the Council may not transfer to reserves the full £12,000 planned but should be able to transfer some monies.

20/139.2 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.

20/0140 Planning

20/140.1 To consider appointing a planning consultant to advise and submit planning comments to consultations and applications affecting Boxted.

The Councillor, that had requested the agenda item, was not present at the meeting. The Council resolved to continue without change unless the Councillor wished to request the agenda item again.

To consider commenting on the following applications:

20/141.2

202215	30/09/2020	21 Straight Road, Boxted Colchester CO4 5HJ	First floor additions to dwelling over/on existing single storey building elements.
202079	30/09/2020	Homedale Farm, Dedham Road, Boxted CO4 5SL	Design changes to elevations of approved scheme ref 192146
202037	19/09/2020	Runkins Farm, Langham Lane, Boxted Colchester CO4 5HZ	An application to determine if prior approval is required for a proposed change of use of Agricultural Buildings to Dwelling houses (Class C3) and for building operations reasonably necessary for the conversion.
201919	16/09/2020	Ash House, Workhouse Hill, Boxted CO4 5TT	Small garden pavilion at end of garden near tennis court. Pitched clay tiles roof and painted timber. Cladding to match house with small deck. 5m x 2.5m
201924	15/09/2020	Ash Cottage, Workhouse Hill, Boxted Colchester CO4 5TT	Proposed garage conversion to additional living space with roof above.

The Council had no objections to these applications and resolved not to leave a comment on the planning portal.

Decisions The Council noted the following Colchester planning decisions.

Approved:

<u>201592</u>	05/08/2020	Haveli, Langham Road, Boxted CO4 5HT	Retention of living and bedroom space in place of previously approved garage under application number: 071055 and retention of existing basement with swimming pool (Retrospective)
---------------	------------	--------------------------------------	---

Refused:

<u>201552</u>	31/07/2020	Adjacent to, Walnut Tree Cottage, Straight Road, Boxted Colchester CO4 5QZ	Construction of 6.5 ft high convex fence to the front garden boundary.
<u>201321</u>	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.

Appeals There were none.

20/0141 Highways

20/141.1

To receive an update on engagement regarding Boxted Bridge and to consider what further action, if any, the Council resolves to take.

The Council understood that the decision to pursue an unrecommended option which would see the replacement of the historic Boxted Bridge with a larger bridge was taken by an Essex County Council Highways officer in an ad hoc way without a formal meeting. Therefore, no minutes are available, and no reasoning/justification recorded. It was resolved to request to see the Value for Money report that Essex County Council Highways should consider before making any decision. The Council also agreed to support any media or public support that might come about by residents.

20/141.2

To consider the email from the Chair of the Boxted Methodist Silver Band regarding a new Village Sign (see attached).

The Parish Council resolved to support a village sign but would suggest that if a sign included advertising of Fillpots would mean that no funding would be offered from the Parish Council. It was confirmed that the Boxted Methodist Silver Band are not seeking any financial contribution towards the cost of the sign.

20/0142 To Employ a Ground's Person

To establish a sub-committee to the Staffing Committee to consider any applications for the Ground's Person position advertised and conduct interviews and recommend an appointment for full Council consideration.

The Council resolved to establish an interview panel as a sub-committee to the Staffing Committee which would interview applicants to the advert for a Grounds person. The Councillors invited to sit on the interview panel were Cllr's Collitt, Oxford and Pugh. The panel would make a recommendation as to the best candidate to the next full meeting of the Parish Council.

20/0143 King George V Playing Field

20/143.1

To consider installing a recycling waste bin on the Recreation Ground. For an indication of costs, a local company have indicated a collection fee of £10 per pick up and a £6.50 pcm bin duty of care fee.

The Council agreed that they were keen to pursue the ability to recycle Recreation Ground rubbish and resolved to cost a total solution regarding the provision of a recycling bin and also a bin for non-recycling (including dog waste).

- 20/143.2 To note that the football club have observed cars travelling too fast on the field and suggested signage reminding drivers to be careful. To consider installing signage.**
The Council expressed concern that people might drive over the Recreation Ground in a reckless manner but felt that reminders in newsletters and via the teams would be a more appropriate approach for now and that if the problem did not resolve then signage could be considered in the future.
- 20/143.3 To note the observation of datura (poisonous) weed growing from topsoil behind the Village Hall which has been fenced off and removed and burnt.**
This was noted and the Council expressed a vote of thanks to Cllr Brentnall for managing the situation.
- 20/143.4 To note the installation of the dog signage and to confirm that a further sign will be added to the large sign reminding people that their dogs have to be under control.**
This was noted.
- 20/0144 Community Hub & Sports and Social Club**
- 20/144.1 To consider the two quotes for painting the exterior of the Community Hub building.**
The Council decide to accept the quote from Anglian Decorating Services for the painting of the exterior of the Hub building.
- 20/144.2 To consider the response from the Cricket Club after reintroducing reduced rate hire fees.**
The Council were sympathetic to the views expressed by the Cricket Club, which were that hiring fees (80% of the full fee) had been re-introduced too quickly after the COVID lockdown, however it was the view of the Council that the residents of Boxted should not be expected to subsidise the sports clubs when lockdown restrictions had been lifted for organised sport. The Council resolved to write to the cricket club.
- 20/144.3 To consider the lease fees to be levied.**
The Council understood that the Hub café would not yet open and it was resolved to waive a further one month's lease fee and plan to reopen in that month during weekdays.
- 20/0145 Village Green**
To note that Fisher Jones Greenwood (FJG) have received the Lynton Homes documentation to begin the transfer of land to the Parish Council as a Village Green (see attached diagram) and to consider proper payment in full for FJG time spent.
After consideration the Council decided that if FJG were offering to continue to work on the transfer without charging for time spent, then the Council would accept that very kind offer. It was resolved to write accepting that offer and instructing the transfer to proceed subject to questions about who is maintaining the neighbouring areas, not marked in green on the diagram.
- 20/0146 Grounds Person Advert and Application**
To note the progress and timetable for interviewing and appointing a ground's person and to select an interview panel. – addressed earlier in the meeting (20/142).
- 20/0147 S106 Committee**
- 20/147.1 To receive the minutes of the meeting on 8th October 2020 (see attached).**
The minutes were not available and would be made available at the next full Council meeting.
- 20/147.2 To consider appointing Ms V Dolling to the S106 Committee representing Boxted Runners and as a resident.**
The Council resolved to appoint Ms V Dolling to the S106 Committee.
- 20/0148 Items for the next meeting agenda**
To note or propose items for the next agenda including:
The Council was reminded that the Village Hall lease would be signed by the Chair.
- 20/0149 Meeting Closure & Date of Next Meeting**
The Council resolved to meet on 11th November 2020 at 730pm via zoom technology.

Signed by Meeting Chair on