

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 11 NOVEMBER 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

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

**ALSO IN ATTENDANCE:** Cllr Chapman – Colchester Borough Councillor (CBC) was present  
Two members of the public also attended up to and including the public participation item (20/153)

**20/0150 Welcome**

The Chair welcomed everyone to the meeting.

**20/0151 Apologies and reasons for absence**

Cllr Oxford and Pugh were absent. It was noted that connectivity prevents their participation.

**20/0152 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.

**20/0153 Public participation session (There will be 15 minutes available for this item, if required).**

Two members of the public explained the background to the planning application 202328 for retrospective approval for a boundary fence.

**20/0154 Minutes of the last meetings of the Council held on 31<sup>st</sup> October 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.

**20/0155 Clerk's Report**

20/155.1

**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 also raised a recent request for funding support received from the Dedham Vale Area of Outstanding Natural Beauty (AONB) which would be scheduled for the next Parish Council meeting.

The clerk also added that to extend the current contract for painting the hub to include the garage would be possible. The Council resolved to agree the additional work and spend.

The Clerk reported that the Engagement Officer for the 2021 Census had made contact and would be seeking Council support for publishing details of the Census taking place on 21<sup>st</sup> March 2021.

The Clerk added that breaches in the Recreation Ground fence had been reported and these would need to be repaired. The Council resolved to investigate who owned the adjacent land and write to them to explain the fence breaches and the plan to repair.

The Clerk reported that the Cricket Club have requested that a previous decision to reinstate a level of hire fee be reconsidered would be added to the agenda for the next Council meeting.

**20/0156 Borough and County Council**

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

Cllr Chapman advised that Colchester Borough Council were working to address the significant deficit in the budget. He added that a consultation of the provision of cycle lanes in Colchester was open and that it was very short in its proposed provision without any plan to extend cycling facilities for local villages to cycle to Colchester in a safe way. He urged the Parish Council and anyone with an interest in this to comment accordingly on the consultation. It was also resolved to request a formal cycle lane between Boxted and Colchester via a Local Highways Panel submission.

Cllr Collitt raised the issue of the verge being unsuitable for walking or running at Betty Potters Dip. The clerk reminded the Council that a quote for an extra verge cut of the area was £120 and the Council resolved to request Laverton's to cut Straight Rd at Betty Potters Dip.

**20/0157 Councillor Vacancy**

**To note that the Casual Vacancy period has ended and to decide to advertise the vacant councillor position which may now be filled by the co-option process.**

The Council resolved to advertise the vacant position for appointment by co-option.

**20/0158 Parish Council Finance**

**20/158.1 To receive the Parish Council Financial Report as at the 31<sup>st</sup> October 2020.**

The Council received both the reports and bank statements. It was noted that the receipts to date were reported as £ 64,129.08 which included the £10,000 grant paid to support the Community Hub during COVID19. Total outgoings to date were reported as £ 35,204.60. The forecast for the year end suggests that the Council may still be able to transfer to reserves the full £12,000 planned as many planned projects had been delayed and would be carried forward to next year.

The costs for running the Hub building were scrutinised and it was resolved to review the costs more carefully at the next meeting with a clear view as to fixed costs and variable costs.

**20/0159 Draft Budget**

**To agree changes required to the draft budget document (by receipt and spend category) ahead of formal budget setting and precept requirement required in January.**

It was resolved to get an estimate for Village Green maintenance and for Councillors to study the proposal with a view to agreeing it at the next meeting which would also calculate the required precept request. It was the desire of the Council that the amount in the budget would not increase the per household amount by more than inflation.

**20/0160 Rural Exception Site – Next Steps**

**To consider ‘calling for sites’ in order to see what sites might be considered for progressing a Rural Exception Site application. RCCE suggested text is attached.**

The Council resolved to advertise a ‘Call for Sites’ and amended the suggested text by making clear that the Parish Council wish to pursue a Rural Exception Site.

**20/0161 Planning**

**To consider commenting on the following applications:**

20/161.1

<a href="#">202334</a>	20/10/2020	Skye Hall Cottage, Skye Hall Hill	Single storey extension to existing annexe
<a href="#">202328</a>	19/10/2020	45 Straight Road, Boxted Colchester CO4 5HW	Retrospective planning application to retain already installed 2.4m high steel mesh fencing on northeast boundary with number 46 Straight Road
<a href="#">202216</a>	14/10/2020	Penicuik, Straight Road, Boxted Colchester CO4 5QN	Proposed part side and rear extension
<a href="#">202264</a>	12/10/2020	Land adjacent, Carters Hill, Boxted Colchester	Application for approval of details reserved by condition 3 of 201175 (Disposal of manure).
<a href="#">202162</a>	01/10/2020	Gulsons, Church Street, Boxted Colchester CO4 5SX	Application to discharge condition 4 and 5 of planning permission 200297
<a href="#">202215</a>	30/09/2020	21 Straight Road, Boxted Colchester CO4 5HJ	First floor additions to dwelling over/on existing single storey building elements.

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

**Decisions** The Council noted the following Colchester planning decisions.

Approved:

<a href="#">202325</a>	19/10/2020	46 Straight Road, Boxted CO4 5HW	Application to discharge condition 7 of planning permission 192000
<a href="#">202000</a>	16/09/2020	Homedale Farm, Homedale Farm, Dedham Road, Boxted CO4 5SL	Application to discharge conditions 5 and 6 of planning permission 192146
<a href="#">201553</a>	27/08/2020	Langmoor House, Langham Lane, Boxted Colchester CO4 5HY	Replacement of existing consented conservatory with a new conservatory of exactly the same footprint. Roofline will be very slightly different as a steeply angled roof is being replaced with a flatter design. Existing conservatory is in extremely poor

Refused:

None

**Appeals** There were none.

**20/0162 Highways**

**20/162.1 To note that the Council wrote to Essex County Council Highways seeking a copy of the Value for Money report regarding Boxted Bridge and to note that the owners of Boxted Mill have produced a video which they would like the Councils support in making widely available.**

The Council noted the locally made video and petition started by Boxted residents which is now available via the Boxted Village website. The Clerk added that the East Anglian Daily Times had called the Council looking to see if the Council were supporting the petition. It was confirmed that the Council had requested ECC Highways to reconsider the plan to pursue only one option (at odds to the Options Report) and had supported The Colchester Borough Council recognition that the bridge is a heritage asset and will be added to the Local List. It was resolved to have a press release prepared and agreed in case further interest is shown.

**Note** Cllr Chapman left the meeting at this point.

**20/0163 To Employ a Ground's Person**

**There was one application received for the position of part-time grounds keeper. The three Councillors appointed to select someone for the position recommend that the Parish Council appoint the applicant to the position for a period of 6 months.**

The Council resolved to appoint Mr Kent to the position of grounds keeper noting the contract will run for a period of 6 months at 8 hours per week.

**20/0164 King George V Playing Field**

20/164.1

**To consider a double waste bin (recycling and general waste) sited at entrance to field with a wheelie bin at Hub for recycling pick up. Cost of wheelie bin pick up system is £10.50 ea pick up and £6.50 pcm duty of bin care. Cost of double bin is up to £900. (2 bin options attached).**

The Council resolved to trial a recycling contract of a fortnightly wheelie bin pick-up when a recycling bin is installed on the field and the contractor is emptying the field bin into the wheelie bin. The Council also resolved to install a general waste (inc dog waste) and a recycling bin on the field and that the clerk would work with Cllr Brentnall to agree which bins to purchase. It was noted that the open nature of the field litter bins means that birds can easily displace rubbish from the bins and the Council resolved to replace these bins with bins with a lid.

20/164.2

**To note that the Colchester Ladies Football management requested a meeting to discuss with other users how best to manage the use of the playing field during the COVID19 situation which was arranged for 28<sup>th</sup> October 2020 by zoom. Boxted Runners, Boxted Lodgers and Colchester**

**Ladies football team were able to discuss gate opening, parking, pitch timings, use of the toilets, litter, locking up and gate closure. The actions points agreed are attached.**

This was noted.

**20/164.3 To note that the current national lockdown permits play areas to remain open but outdoor gym areas must be closed. It is suggested that the skate park equipment would be categorised as play rather than fitness and may remain open.**

This was noted.

**20/0165 Community Hub & Sports and Social Club**

**20/165.1 To consider the changing the hire fees considering the current COVID19 lockdown.**

The Council noted that organised sport was not possible during this 2<sup>nd</sup> national lockdown and the Council resolved to suspend sports club hire fees until 3<sup>rd</sup> December 2020.

**20/165.2 To note that the Hub will not re-open as a café during lockdown but can continue to operate take away and delivered meals. To consider suspending lease fees for a further month.**

The Council resolved to suspend the lease fee for the 2<sup>nd</sup> National Lockdown extending to 3<sup>rd</sup> December 2020. The Council discussed how best to resume lease fees in a way that recognises the reduced café business when COVID restrictions are in place. The council resolved to implement a sliding scale of lease fee remittance but would look again at the sliding scale when the fixed and variable costs of the Hub are seen at the next meeting.

**20/165.3 To consider if the Hub employee should be furloughed whilst football is not permitted.**

The Council resolved to furlough the cleaner from 10<sup>th</sup> November until 3<sup>rd</sup> December 2020 and claim the job retention scheme allowed for this period.

**20/0166 Village Hall Lease with Parish Council**

**To witness the signing of the Village Hall lease by Boxted Parish Council chair. This is a lease between the Parish Council and the PCC for the Boxted Village Hall.**

The lease between the Parish Council and the Parochial Church Council and the Chelmsford Diocese was signed by the Chair and witnessed on screen by all present.

**20/0167 Items for the next meeting agenda**

**To note or propose items for the next agenda including:**

Items noted for the next meeting include

- Agreeing final budget and precept request
- Reviewing the running costs associated with the Hub

**20/0168 Meeting Closure & Date of Next Meeting**

The Council resolved to meet on 13<sup>th</sup> January 2020 at 730pm via zoom technology. There was no meeting scheduled for December.

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