

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 FEBRUARY 2021 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

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

**ALSO IN ATTENDANCE:** Cllr Anne Brown Essex County Councillor, Cllr Nigel Chapman - Colchester Borough Councillor and one member of the public were present.

**21/0022 Welcome**

The Chair welcomed everyone to the meeting.

The Council took a moment to offer condolences to the family of Graham Francis who was very fondly known to the Parish Council as the Cricket Club groundsman.

**21/0023 Apologies and reasons for absence**

**To record the apologies submitted.**

Cllr's Oxford and Pugh were absent. Cllr Pugh had submitted his apologies.

**21/0024 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.

**21/0025 Public participation session (There will be 15 minutes available for this item, if required).**

A member of the public spoke to the agenda item 21/007.3 which requests a submission to Essex County Council Highways for a reduction in speed along Langham Lane to 40mph. They pointed out that the lane is being used increasingly as a rat run to the A12 and both Langham Road and Park Lane (the other aspects of the rat run) are both 40mph.

**21/0026 Minutes of the last meetings of the Council held on 13<sup>th</sup> January 2021.**

**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting and to resolve that the Chairman can sign the minutes remotely (see attachment).**

The minutes were accepted as an accurate record of the meeting and will be signed by the Chair in person at a separate time.

**21/0027 Clerk's Report**

**21/027.1 To receive the report of resolutions agreed at Parish Council meetings and note progress to date on the following (full report - see attachment).**

The clerk presented the report showing those tasks completed and those that were still ongoing.

Cllr Brown suggested that the request for installation of kassel kerbs at bus shelters should be submitted as soon as possible via a LHP (Local Highways Panel) request.

The clerk also spoke about the flooding in two locations. The first was sewage on Straight Road Boxted and the 2<sup>nd</sup> was ground water on Queens Head Road. It was agreed that this would be added to the March agenda for any actions the Council can undertake. It was noted that road flooding also occurred behind Cross Cottages which happens when the culvert backs up. The Clerk was asked to email the local landowner to ask for the culvert to be checked and cleared. It was also noted that the lack of any ditches along Cage Lane resulted in significant road flooding often making the lane impassable.

The clerk said the Council had been invited to comment on the proposed pedestrian and cycle route for the Colchester North sports access that take people from the South side of the A12 to the North side. The Council noted that there was no provision for equestrian travel as promised in the initial development proposals and resolved that this point be made.

**21/027.2 To note the tasks completed by Grounds Person (see attached).**

These were noted and it was commented that the Grounds Person was very effective with many tasks being undertaken without direction to the benefit of the Council and its land responsibilities.

**21/027.3 To consider requesting an LHP request for speed monitoring after receiving a resident's request to seek a reduction of the speed limit along Langham Lane from 60mh to 40mph (See attached).**

Cllr Brown suggested that an LHP request should be submitted with the support of Langham Parish Council. The Council resolved to submit an LHP request especially considering the anticipated increase in traffic from the Colchester Northern Gateway development, after seeking support from Langham Parish Council.

**21/027.4 To consider a project to investigate wildflower verges as requested by a resident (see attached).**  
The Council thought that wildflower verges could be a real benefit to the village as long as walking access and sight lines were not made dangerous. The clerk agreed to see more of the Wivenhoe plans to understand what safety criteria they were ensuring. The Council resolved to investigate further.

**21/027.5 To note that the Clerk received a phone call from a resident asking why the business operating at 18 Straight Road, Boxted is not required to tidy up the site and to consider asking Colchester Planning to see if the Certificate of Lawful Use obtained in 2020 (200108) to operate as a plant and construction business has breached policy set out in the Boxted Neighbourhood Plan, particularly in relation to visual and noise amenity.**

The Council resolved to seek advice from Colchester Borough Council planning regarding the obvious decline in visual and noise amenity. The Boxted Neighbourhood Plan Policy whilst encouraging small businesses along Straight Rd does require that provision is made to minimise visual and noise impact.

**21/0028 Borough and County Council**

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

Cllr Brown updated the meeting supporting the progress made regarding the Boxted Bridge discussions and commented that Essex Highways had not responded to various emails from interested parties which was unhelpful. She advised that the Essex County Council element of Council Tax would increase by 3%. She went on to say that it was Essex County Council elections in May this year which would be held in person. She confirmed that she would not be standing for election.

Cllr Chapman that the Local Plan was now consulting on aspects of the Garden Community which would see significant housing built between Colchester and Tendring and would likely impact neighbouring villages. He suggested that Boxted asked to be included in communications from the project team directly. He advised that the Colchester Borough Council element of Council Tax would be increasing by 4.95%. He also went onto say that it would be Colchester Borough Council elections in May and he also would not be standing for election.

Cllr Brown left the meeting.

**21/0029 Parish Council Finance**

**21/029.1 To note the receipt of Covid grants for the Recreation Ground and Hub Building of:**

- £667 on 5 Jan 2021
- £2,000 on 12 Jan 2021
- £4,000 on 19 Jan 2021
- £,1857 on 22 Jan 2021

**NB This total is £8,525; Full amount of grants received is £20,526.**

This was noted

**21/029.2 To receive the Parish Council Financial Report as at the 31<sup>st</sup> January 2021 (see attachments including bank statements).**

The Parish Council received the financial statements showing the gross spend to date in this financial year is £55,916.23 with receipts of £79,494.50. The forecast position for the end of year of a surplus of £10,000 which reflected the increased Covid grants paid to the Council.

**21/0030 Rural Exception Site (RES) – Next Steps**

**To note that a further potential RES site in Boxted may be possible. (see attached map). It will be for the Parish Council to decide which site to take forward as an RES.**

The Council resolved to work with the RCCE on the site that had been proposed as a RES and not a open market planning application with provision for low cost housing.

**21/0031 Planning**

21/013.1

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

<a href="#">210202</a>	05/02/2021	George V Playing Field, Cage Lane, Boxted CO4 5RE	Installation of artificial wicket (replacing grass) 30m long by 2.75m
<a href="#">210248</a>	01/02/2021	The Old Orchard, Wet Lane, Boxted Colchester CO4 5TW	Extension of detached three bed to five bed house, build new vehicular access and three bay detached garage adjacent to existing shed structure.
<a href="#">210240</a>	29/01/2021	30A Straight Road, Boxted Colchester CO4 5HN	Retrospective application for change of use of land for storage area.  (see <b>attached</b> emails for more information)
<a href="#">210069</a>	25/01/2021	Land East of, Carters Hill, Boxted Colchester	Application to discharge condition 9 of Application no 180051 (CMS)
<a href="#">210047</a>	20/01/2021	Old Butchers Arms, Mill Road, Boxted Colchester CO4 5RW	Remove existing Wendy playhouse and erect a single storey garden office.

Of the planning applications considered the Council decided to raise a general comment on 210240 that it would represent a loss of agricultural land with associated drainage which the Colchester Local Plan aims to protect. Noise and visual amenity should be maintained.

**Decisions**

The Council noted the following approved planning decisions.

<a href="#">202624</a> <a href="#">Conditional approval</a>	24/11/2020	27 Straight Road, Boxted Colchester CO4 5HN	Creation of new access.
<a href="#">202569</a> <a href="#">Conditional approval</a>	20/11/2020	Boxted Methodist Church, Chapel Road, Boxted Colchester CO4 5RP	Change of use from Church Hall to office use, including a single storey extension and internal alterations
<a href="#">202508</a> <a href="#">202509</a>	16/11/2020	The Cottage, Chapel Road, Boxted Colchester CO4 5RS	Single storey extension to the South elevation.

The Council noted that the following decision(s) were refused:

None

**Appeals**

There were none.

Cllr Chapman left the meeting.

21/0032

**Boxted Environment**

**To consider nominating Cllr Jonathan Hunt as the Environmental lead for Boxted Parish Council with a remit to investigate and plan how the Parish Council can take forward, and support local volunteer groups in activities that will contribute to and improve sustainability, biodiversity and ecology within the environs of Boxted. To focus on initiatives that not only have measurable and long-lasting benefits to the local environment, fauna and flora, and residents of Boxted, but which would also contribute to national and international environmental targets and carbon neutrality.**

The Council resolved to appoint Cllr Hunt as the environmental lead for Boxted Council with the remit described in the proposal.

21/0033

**King George Playing Field**

- 21/033.1 **To note that a certificate of lawful use was applied for in January for the installation of outdoor gym equipment at a cost of £58.50 which should be reclaimable from Colchester Borough Council under S106.**
- To also note that a planning application was submitted in January for the installation of an artificial wicket at a cost of £142.00 which should be reclaimable from Colchester Borough Council under S106.**
- The planning applications were noted.
- 21/0034 Community Hub & Sports and Social Club**
- 21/034.1 **To consider the continuing suspension of hiring and lease fees during COVID lockdowns requiring sport to be suspended and the Hub to operate as take-away only.**
- It was resolved to continue the suspension of hire and lease fees until the national lockdown lifts.
- 21/0035 Boxted Bridge**
- 21/035.1 **To note that Cllr Brentnall will speaking at the Essex County Council Full Meeting on 23<sup>rd</sup> February and asking a question relating to Essex Highways plans to use permitted rights and not a planning application and how interested bodies will be consulted (see attached).**
- This was noted and the Council also agreed that it would be a good idea to get an indication of cost for an independent engineers' survey of the bridge.
- 21/035.2 **To consider updating the 'ready to go' Parish Council press release for after the Essex County Council Meeting.**
- The Council resolved to update the press release and circulate it for comment before releasing it.
- 21/0036 New Woodland**
- To note the planned creation of a new woodland at Queens Head Road as behalf of Mr Sexton on which the Parish Council has emailed support.**
- The Council noted the planned private woodland that might be created near Queens Head Road and agreed that if the Council were approached again for support it might request that public access be considered.
- 21/0037 S106 Committee**
- 21/037.1 **To receive the minutes of the S106 Committee meeting 27<sup>th</sup> January 2021 (see attached).**
- These were received.
- 21/037.2 **To note that the Village Hall land is as shown on the attached plan and that the Council should undertake a meeting with the Boxted PCC before submitting a planning application for an additional car park. (See attached)**
- The Council agreed for Cllr Brentnall and Collitt to meet the Parish Parochial Church Council (PCC) to discuss what might be achieved to secure permanent Parish Council use of the land behind the Village Hall.
- 21/037.3 **To note that the Parish Council, at the March 2021 meeting, will be asked to decide on a clear, agreed strategy for the future use of the Hub building and management and use of the King George Playing Fields.( eg especially concerning vehicles, -the future numbers of teams using the pitches, likely numbers of visitors to the cafe, play equipment areas, Village Hall users, School run users etc).**
- Clear guidance should be given to the Section 106 Committee as to which projects should be prioritised and progressed further, and a clear indication given for the approximate allocation of funds for each. Close regard should be given to the terms of the Section 106 contractual agreements. A paper will be circulated to all before the meeting.**
- This was noted
- 21/0038 Highways**
- 21/038.1 **To decide to ask Phillip Liverton Ltd to remove the broken tree at Betty Potters Dip.**
- The Council resolved first to write to the owners of the adjacent land and ask them to remove the broken tree at Betty Potters Dip as it was more likely their responsibility.
- 21/038.2 **To decide which verge items would be best, application needed to Essex County Council to deter verge parking near the school.**

The Council considered the options requiring a license for verge/greensward furniture or planting and resolved that the Council apply to Essex County Council to plant a low growing cotoneaster shrub which would deter people parking on the verge.

**21/0039 Social Media Policy and Facebook Presence**

**To consider creating a Boxted Parish Council Facebook page for an additional channel of communication with local residents. The attached draft social media policy could be used as a starting point for managing the Page.**

The Council resolved to adopt the proposed Social Media Policy and begin by creating a facebook page for Boxted Parish Council with administrators being Cllr Seakens, Hunt and the Clerk.

**21/0040 Policies**

**To consider and approve the following policies:**

- 1. Asset Register (attached)**
- 2. Risk Management Policy and Risk Register (attached)**

The Council considered the policies and resolved to amend the Asset Register to indicate a location for assets. The polices were the approved.

**21/0041 Items for the next meeting agenda**

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

- **Memorials Policy**

This was noted.

**21/0042 Meeting Closure & Date of Next Meeting**

The next meeting was agreed as 10<sup>th</sup> March 2021 at 730pm via zoom.

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