

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

PRESENT: Members - Cllr Damen (Chair), Brentnall, Chaplin, Collitt, Hunt, Mclauchlan, Oxford, Pugh and Seakens.

Proper Officer & Clerk - Karen Thompson

ALSO IN ATTENDANCE: Cllr Anne Brown Essex County Councillor, Cllr Nigel Chapman - Colchester Borough Councillor were also present.

Neil Kelly representing Bidwells and Wormell Farms Ltd

21/0043 Welcome

The Chair welcomed everyone to the meeting.

21/0044 Apologies and reasons for absence

To record the apologies submitted.

There were no apologies.

21/0045 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.

21/0046 Public participation session (There will be 15 minutes available for this item, if required).

There was nothing raised.

21/0047 Minutes of the last meetings of the Council held on 10th February 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.

Item taken out of order

21/052 - Rural Exception Site (RES) – Next Steps

To note the Council has informed both the Rural Housing Partnership and Bidwells that the Parish Council would like to support an RES on land owned by Mr Wormell. The Council is waiting on more detailed proposals.

Neil Kelly from Bidwells representing Wormell Farms was present and able to discuss potential sites for low cost housing. There were two sites near Boxted Cross including the Straight Rd site next to the Hill Farm development. The Council also discussed possible Wormell land adjacent to Newman Drive. The Council expressed a preference for the Straight Road site for an RES and suggested that anything closer to the Area of Outstanding Natural Beauty (AONB) would not be popular. It was resolved to meet with Bidwells in the coming weeks. It was also suggested that if Wormells owned a site near Newman Close than that might also be suitable.

Item taken out of order

21/053.1 - To consider if the Parish Council might approach the RES landowner for additional amenity land.

Mr Kelly said that he would put the idea of additional land being made available to the Parish Council for village amenity land to the landowner.

21/0048 Clerk's Report

21/048.1

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 added information regarding the updated press release (Resolution 21/035.2) had been published in local media with the Essex County Council having their viewpoint added.

The Council had received information regarding a lockdown support fund aimed at local families with children facing hardship which has been passed to Boxted Primary School.

The Clerk updated the Council on the latest take it or leave it stance by the solicitors acting for Lynton Homes regarding the potential Village green with restrictive covenants applying. NB post meeting note- a further Boxted Parish Council meeting is convened for 22nd March 2021 to consider this.

The Clerk also added that recent correspondence with the Methodist Silver Band regarding a village sign (resolution 20/141.2 confirmed that Parish Council would support a Village sign) would be scheduled for the April Parish Council meeting. A costed proposal based on a sign along the lines of

Welcome to Boxted Village; Home of the Boxted Methodist Silver Band; Please drive carefully would be presented.

21/048.2 To consider submitting an LHP request for speed check tests along Langham Lane (see previous minute 21/007.3 after receiving the Langham Council joint working response (see attached)).

The council expressed support for action that would help prevent fast moving vehicles along the rural roads in the Village and resolved to request support from Langham Parish Council for an evidence gathering exercise for Langham Lane.

21/048.3 To note the tasks completed by Grounds Person (see attached).

These were noted and the Clerk added that the works being undertaken by the Grounds person was going very well and lots of tasks were being completed much quicker than before.

21/0049 Borough and County Council

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

Cllr Chapman said that that he is a member of the Environment and Sustainability Panel at Colchester Borough Council and was interested to see if the Council could make progress on Wildflower verges. It was resolved to seek volunteers to help identify and plan any sites that might be possible for wildflower verges.

21/0050 Parish Council Finance

21/050.1 To note the receipt of a further Covid grant for the Recreation Ground and Hub Building of: £2096 on 24th Feb.

This was noted.

21/050.2 To receive the Parish Council Financial Report as at the 28th February 2021 (see attachments including bank statements).

The Council received and noted the financial position described in the financial statement. It showed monies received to date for this financial year was £81,822.84; spend was shown as £58,634.40. Bank holdings were shown as £77,627.78

21/0051 To decide the date of the Annual Parish Meeting of residents.

The Annual Parish Meeting which is a meeting of residents and the Parish Council.

It is a requirement that the Annual Parish Meeting for residents takes place between 1 March and 1 June each year. The requirement to hold meetings virtually is extent until 5 May. Suggested date for Annual Parish Meeting is before Parish Council meeting on Wednesday 14th April 2021 by zoom.

It was resolved to hold the Annual Parish Meeting at 715pm on Wednesday 14th April via Zoom and for it to be publicised.

21/0052 See Minutes after Item 21/047.

21/0053 Land

21/053.1 To consider if the Parish Council might approach the RES landowner for additional amenity land.
This was taken out of order and can be found in the minutes after Item 21/047.

21/053.2 To receive the report on the outcome of the meeting held with the PCC regarding possible options for the small area of and behind the Village Hall that is owned by the Diocese and PCC. (see attached).

Cllr Brentnall advised the meeting that whilst purchasing the land behind the Village Hall would be beneficial in terms of ensuring that land is permanently protected and usable as recreation ground

the Council and Landowner fees associated with transferring the land to the Council would have to be met by the Parish Council and would likely be several thousand pounds. The process would also be lengthy. The Council was content to take no action for now.

21/0054 Planning

To consider commenting on the following applications:

21/013.1

[210410](#) 22/02/2021 St Peters Church, Church Street, Boxted Colchester CO4 5SY T1 - Beech tree outside of church boundary. Carry out weight reduction pruning to veteran tree. Tree is Hollow and in order to retain and prevent future failure a crown reduction would reduce the sail effect and twist on stem. Reduce by approximately 3-4m

The Council did not object to this.

[210436](#) 19/02/2021 29 Straight Road, Boxted Colchester CO4 5HN Application for a Lawful Development Certificate for existing highway access.

NB follow on from [210240](#)

The Council recognised that this application had been submitted in 2017 (170482) and refused. It was felt that the Council should submit a comment pointing this out and raising concerns that the access will develop (and is already being) used as a car park for which there is no consent.

There is a requirement under Policies LC2 and SM1 of the Boxted Neighbourhood Plan to protect the landscape character and maintain visual amenity and these should be respected.

[210477](#) 23/02/2021 Classic Pot Emporium, 30A Straight Road, Boxted Colchester CO4 5HN Demolition of the existing buildings and the construction of a new Business Centre comprising 28 office units.

The Council decided to comment that the business case for 28 business units was unlikely as there were unlet business units locally. The original, approved, plans for the site was for a single-story layout of units and the two-storey nature was unacceptable. It would impact visual amenity. Additionally, the site would not be accessible by any means other than a car which is unsustainable. No bus service before 9am; no shops/eateries near by; no pavements mean that the site will (if let) will significantly increase traffic in a rural community.

[210202](#) 05/02/2021 George V Playing Field, Cage Lane, Boxted CO4 5RE Installation of artificial wicket (replacing grass) 30m long by 2.75m

The Council did not object to this.

Too late to comment

[210248](#) 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.

The Council did not object to this.

Decisions To note the following decisions that were approved:

202693	02/12/2020	Haveli, Langham Road, Boxted Colchester CO4 5HT	Alterations and extensions to an existing detached residential dwelling. Proposed single-storey car barn and alterations to the existing vehicular entrance and improved forecourt landscaping.
201975	11/09/2020	Homedale Farm, Dedham Road, Boxted CO4 5SL	Proposed garage

To note the following decision(s) were refused:

[None](#)

Appeals There were none.

- 21/0055 Tree Survey Contract**
To decide the contractor for the annual tree survey (see attached quotes).
 The Council decided to award the 2-year contract to JF Tree Specialist.
- 21/0056 S106 Committee**
 21/056.1 **To decide on a clear strategy for 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. (see attached). NB Item 21/057.2 also affects.**
- The Council first considered the scale and scope of the options to create a better solution to the needed overflow parking on the Recreation Ground. Any permanent car park would require an access road created over land that falls to the Village Hall and is owned by Boxted Church and the Diocese of Chelmsford. The Council decided that temporary parking as overflow should be planned and costed as the evidence for a permanent car park (say tarmac with bays) was not available. It was resolved that the S106 Committee should be tasked with costing and planning the provision of a hard core/planings/ or aggregate road be created for car to drive to the grassed parking areas. This would remove the churned up muddy state that exists when the weather is wet which then requires the field to be closed due to risk of slip/fall or vehicles getting stuck. This would enable overflow parking to take place on the field without the full cost of car parking provision in a safe manner. The gate would remain in place to allow the overflow parking to be available or not – depending on need. By providing a solution for this year the Council should be in a position to collect evidence to see if this is sufficient or a different solution is required.
- The Council did not give a clear direction on priority and spend that should be allocated to either Sports Changing facilities and/or Hub café. The Council resolved to seek advice from the RCCE (Rural Community Council of Essex) on other councils/communities that have successfully renovated community buildings.
- 21/0057 King George Playing Field and Car park**
 21/057.1 **To consider installing grass-mesh car parking support this year for overflow parking on the Recreation Ground as the land ownership cannot be resolved in time for the spring when mesh could be laid. Planning permission would not be required. This would give the Council an opportunity to assess its effectiveness before deciding if it would be sufficient or whether a permanent car park should be installed.**
 See item 21/056.
- 21/057.2 **To consider replacing the damaged bench alongside the Village Hall with either a wooden or recycled one (see attached).**
 The Council resolved to purchase a wooden bench and replace the memorial plaque.
- 21/057.3 **Request to site textile bin from Colchester Borough Council (see attached).**
 The Council considered the request for a textile recycling bin to being sited at the Community Hub but decided that there was insufficient space.
- 21/0058 Community Hub & Sports and Social Club**
 21/058.1 **To note that formally organised outdoor sports will be possible from 29 March (if no delay) and to decide to open only the toilet facilities in the Sports Side of the Hub Building when required.**
 This was noted and the Council resolved to end the furlough period for the cleaner for the sports side of the Hub building on 29th March 2021 as the toilets would be available again.
- 21/058.2 **To note that outdoor areas at hospitality venues (cafes, social clubs) can reopen no earlier than 12th April and at Step 3 (no earlier than the 17th May) indoor areas of hospitality venues can reopen. As outdoors, table service will be required.**
- To decide to reinstate the sliding scale of lease fees for the café (20% Month 1 and increasing by 20% each month) from the first full month after the 12th April being the 1st May.**
 The lifting of restrictions was noted, and it was resolved to reintroduce lease fees on a sliding scale starting at 20% and increasing at 20% per month starting from the 1st May.
- 21/058.3 **To consider investing in a new coffee machine at the café side of the Hub (see attached).**

The Council decided that it was not appropriate to purchase a new coffee machine until any refurbishment of the café side of the Hub was decided and, in the meantime, would ask the leasee to investigate coffee machine options.

21/0059 Flooding Risk Reduction
To consider what action to take to raise awareness of legal riparian responsibilities (see attached leaflet) and/or to require landowners to keep clear ditches and culverts.

After the recent extensive road and property flooding in Boxted the Council resolved that social media communication reminding people of Riparian responsibilities would be started.

A councillor also suggested that the Council ask if the planned new woodland project at CO4 5RJ, grid reference TL 994 311 could include reinstatement of the old pond which can be seen on older maps of the area. The Council resolved to ask the project funders to look at this.

The Council also resolved to lobby Anglian Water to improve the pipe-work and pumping stations in the village.

21/0060 Boxted Bridge
To receive an update from Cllr Brentnall regarding the question asked of Essex County Council Full Meeting on 23rd February concerning Boxted Bridge and how interested bodies will be provided an opportunity to comment and how the regard to the AONB will be met. (see attached).

Cllr Brentnall advised that the response from Essex County Council Highways regarding Boxted Bridge did not suggest that they will consider restoration rather than the planned demolition and replacement.

21/0061 Trinity School Admissions Criteria and implications for Boxted children (see attached).

The Trinity Schools Admission Criteria leaves Boxted children with no priority to access their local secondary school as it opens this year or in the future. It is very possible that Boxted children will have to travel to St Helena school and pass two schools to get there. The Council resolved that Cllr Seakens would draft a letter and work with Essex County Council Cllr Brown and Great Horkesley Parish Council to persuade Essex and Trinity School these criteria should be amended so that Boxted children naturally feed to Trinity School.

21/0062 Wildflower Verges update
To receive the information regarding Wivenhoe wildflower verges project and consider next actions (see attached).

Cllr Hunt is following the work of the Wivenhoe Town Council rewilding project and will look to form a working party of interested volunteers to look at environmental/climate friendly options for Boxted.

21/0063 Social Media
To note that the Boxted Parish Council facebook page exists, and posts being made to it; and to consider profiling one Councillor each month.

This was noted.

21/0064 Policies
To consider the draft Memorials Policy (see attached).

The Council considered the draft Memorial Policy and resolved to add that the Council reserved the right to waive fees. The amended policy would be published on the council website.

21/0065 Items for the next meeting agenda
To note or propose items for the next agenda including:
None yet identified

21/0066 Meeting Closure & Date of Next Meeting
The next meeting is proposed as 14th April 2021 at 730pm via zoom (or after the Annual Parish meeting).

Signed by Meeting Chair on