

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 9 JUNE 2021 BOXTED VILLAGE HALL AT 7.30PM**

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

**ALSO IN ATTENDANCE:** Cllr Nigel Chapman (Colchester Borough Council), Cllr Lewis Barber (Essex County Council) and members of the public.

**21/0097 Welcome**

**21/0098 Apologies and reasons for absence**  
Cllrs Chaplin, and Oxford were absent.

**21/0099 Declaration of Interests** - to receive any interests relating to items on the agenda.  
Cllr Brentnall declared an interest in the planning applications 211169 and 211170.

**21/00100 Public participation session (There will be 15 minutes available for this item, if required)**  
There was a statement on the negative aspects of flashing speed signs and general road signage and a request that Boxted does not add to it.

The recently published Heritage Assessment of Boxted Bridge was raised as Essex Highways had had the report since last year along with the Cleveland Report. Cllr Barber was asked why these were not provided until now and also why costing information was not been made available.

**21/00101 Minutes of the last meetings of the Council held on 5<sup>th</sup> May 2021.**  
Councillors agreed the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting. The Chairman signed the minutes.

**21/0103 It was resolved to take Item 21/103 and 21/104 next and together.**  
**Borough and County Reports**  
**To receive the reports of the District Councillor and the County Councillor.**

**Including areas that require support:**

- **Campaign for a Langham Road route into the Northern Gateway sports facility**
- **Langham Road – Highways improvements**
- **Straight Road – safe pedestrian route**
- **Quiet Roads potential**
- **Joint working with Langham, Dedham and Great Horkesley**
- **Speeding**
- **Boxted Bridge**

Cllr Chapman advised the Colchester Council was now Conservative controlled and that the Strategic Plan was to be published recognising the budget deficit.

The Council questioned the lack of walking/cycling route from Boxted/Great Horkesley to the new Northern Gateway sports complex. Cllr Chapman said he had fought for better access from the North, but little had been planned for.

Cllr Barber added that the Active Travel Programme had been town centre focussed and had left access from rural areas very poor.

He added that Cllr Lee Scott now had the Highways portfolio and he would not yet be familiar with the north of the County.

Cllr Collitt felt that an opportunity was been lost as some of the route to the Northern Highway is Borough/County Council owned. He felt that other landowners might be able to assist in providing space for a safer access route to the complex.

The meeting raised the need for Langham Road surface and signage improvements.

The Council suggested that some landowners might be amenable to supporting access along Straight Road and Langham Road. It was also felt that some land might already be owned by

Colchester Borough Council. Cllr Barber agreed to see if he could find out what land Colchester Borough Council and Essex County Council owned. Cllr Collitt agreed to work with Cllr Barber to see what might be possible.

Cllr Barber went onto suggest that Boxted could work with Great Horkeley, Langham and Dedham Councils on a joined-up plan for traffic surveys, speed restrictions, Quiet roads, School Roads, traffic calming etc. Cllr Barber agreed to arrange a meeting of the various councils. Cllr Chapman.

Cllr Barber updated the meeting on the changed process for Parish Councils to self-fund mobile speed sign devices (VAS/SID). Councils should for forward sites for Essex Highways to approve and then Councils can purchase directly from the supplier. Boxted Council resolved to understand the views of residents and collect data on volume and speed of traffic before considering VAS or SID devices.

**21/00102 Clerk's Report**

21/102.1

**To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date on the following (full report - see attachment):**

- **Rural Exception Site – no progress**

The Council received the clerks report which showed emails received to the Parish Council of approximately 550 pcm.

The Clerk gave a verbal update regarding Rural Exception Site progress which is still waiting on a firm proposal from landowners. Mr Kelly of Bidwells had suggested addressing a future Council meeting. The Council resolved to invite Mr Kelly to the July Boxted Parish Council meeting.

Cllr Seakens updated that no change had been made to the Trinity School Admissions Policy, but the school had said it would review the policy annually. The Council resolved to formally request a change to the policy to include St Peter's School in Boxted as a feeder school and also to write to Essex County Council and Sir Bernard Jenkin, MP pointing out the non-sensical arrangements that are currently in place.

A Council member suggested that the Parochial Church Council should be approached seeking permission for the siting of a drinking water point on the Village Hall as the PCC was due to meet soon. It was resolved to ask the PCC for permission.

21/081.2

**To note the tasks completed by Grounds Person (see attached) and consider replacing the Dedham Road bus shelter.**

The Council resolved to ring fence funds for a Dedham Rd bus shelter replacement in future years.

**21/00103 This item was taken after 21/101.**

**21/00104 Highways**

21/104.1

**To decide any actions that can be taken to campaign for a Langham Road access to the Northern Gateway facility.**

This item taken after 21/101.

21/104.2

**To decide any actions that can be taken to campaign for Langham Road highways improvements.**

This item taken after 21/101.

21/104.3

**To decide any actions that can be taken to investigate a quiet roads scheme.**

This item taken after 21/101.

21/104.4

**To note the change in process for procurement of VAS/Sid speed devices that Lewis Barber (Essex County Councillor) mentions and consider gaining more evidence of usefulness. To also consider conducting a village survey about speeding and potential actions to reduce speed and numbers of people speeding alongside a request (via LHP) a monitoring survey (the wires across the road) to gather evidence. To also note the correspondence received on this topic (see attached).**

This item taken after 21/101.

21/104.5 **To consider a received request to cut back vegetation on some public footpaths and plan to achieve this (see attached).**

The Council resolved to advertise via facebook for local people to form a Boxted Rangers volunteer group to walk the footpaths/bridleways etc and report problems and vegetation requiring cut back which could be undertaken by the landowner or parish council.

**21/00105 Audit**

21/105.1 **To consider the effectiveness of the system of internal control. (See Attached) And to approve the Annual Governance Statement (AGAR Section 1). (See AGAR attached – awaiting signatures)**

The statement of internal control was approved.

It was resolved to approve the Annual Governance Statement was approved.

21/105.2 **To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2020. (See attachment)**

The internal audit report was considered. There were no recommendations requiring action.

21/105.3 **To consider the Accounting Statements (Section 2 of the Annual Return (AGAR)). To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.**

It was resolved to approve and sign the Accounting Statements for 19/20.

21/105.4 **To decide the dates for the exercise of Public Rights of Inspection commencing Monday 14 June to Friday 23 July 2021 and running for a period of 30 working days. And to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the ‘Council Accounts: A Summary of Your Rights’.**

It was resolved to approve the dates for the exercise of Public Rights of Inspection starting on 14<sup>th</sup> June 2020 and running to 23<sup>rd</sup> July 2020 and publish a Notice of this in 11<sup>th</sup> June 2020.

21/105.5 **To appoint Heelis and Lodge as internal auditors for 2021/2022.**

The Council resolved to appoint Heelis and Lodge as internal auditors for 2021/22.

**21/00106 Parish Council Finance**

21/106.1 **To receive the Parish Council Financial Report as at the 31<sup>st</sup> May 2021 (see attachments including bank statements).**

The report was received with the accompanying bank statements. The receipts to date this year (including 50% of precept) is £37,632.33 and spend of £19,243.78. Bank balances were £93,694.70.

21/106.2 **To consider a funding request from the Little Owls Play Group (see attached).**

It was noted that grants can be made from Parish Council finances to groups. This is permitted by Section 137 of the Local Government Act 1972 but should be proportionate to the number of electors that it benefits and the total that can be granted in any one financial year is capped at £8.41 per elector which for Boxted means a total of £9436.

The Council resolved to grant £1000 to the Little Owls project on submission of proof of order.

21/106.3 **To consider the flowing ring fencing of Parish Council reserve funds:**

- **£15,000 Community Hub café and Sports Side**
- **£15,000 Children’s Play Improvements (which could be combined with S106 funds specially for this purpose)**

**The end of year (2020/21) reserve was standing at £75,306.**

The Council resolved to ringfence part of the reserves carried forward at 31 March 2021 as detailed above.

**21/00107 Planning Applications**

21/107.1 **To consider commenting on the following applications and noting the decisions made:**

<a href="#">211492</a>	25/05/2021	High Gables, Straight Road, Boxted Colchester CO4 5QN	Replace existing French Doors on rear elevation with new 3 part bifold doors. Removal of window at rear-side elevation.
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			Remove wall beneath and widen opening by approx. 800mm and install new beam. Install new 3part bifold patio doors. Rear-side elevation r
<a href="#">211364</a>	13/05/2021	4 Windmill Close, Boxted Colchester CO4 5SA	Single storey rear extension
<a href="#">211338</a>	11/05/2021	Poplars, Cage Lane, Boxted Colchester CO4 5RT	Temporary Stationing of a Residential Mobile Home
<a href="#">211244</a>	10/05/2021	Boxted St Peters CE Primary School, Boxted St Peters CE Primary Sc, Carters Hill, Boxted Colchester CO4 5YN	Application for a lawful development certificate for proposed installation of canopy outside Year 1 classroom on existing hard playground (as per specification attached). Steel goalposts, polycarbonate roof, standard foundations. Integral guttering a
<a href="#">211213</a>	10/05/2021	Pen Y Fan, Mill Road, Boxted Colchester CO4 5RW	Proposed Single Storey Rear Extension
<a href="#">211185</a>	29/04/2021	Jasmine, Boxted Road, Colchester CO4 5HF	Outline Application, all matters reserved: Existing Dwelling House retained and refurbished with smaller Garden. 3No. new detached 3- bedroom Dwelling Houses.
<a href="#">211053</a>	28/04/2021	Annexe, Lions Farm, Langham Lane, Boxted Colchester CO4 5HY	Continued use as a separate dwelling of existing s/c Two bedroom annexe, complete with bathroom, kitchen / lounge
<a href="#">211170</a>	26/04/2021	Rose Cottage, Cooks Hill, Boxted Colchester CO4 5SS	Three bay cart lodge.
<a href="#">211169</a>	26/04/2021	Rose Cottage, Cooks Hill, Boxted Colchester CO4 5SS	Front extension and rear covered patio

The Council noted that 211185 was not in Boxted.

The Council noted the objections already made on 211169 and 211170.

The Council did not have any objections to make on the remaining applications.

The recent decisions were also noted.

**21/107.2 To consider the draft terms of Reference for the Planning Working Group (see attached).**

The Council resolved to amend the suggested Terms of Reference to include the right to submit a comment, subsequent to agreement by email, if a Parish Council meeting could not consider the application and suggested response in time to meet the planning timetable.

It was also resolved to invite Christina Watling to join the working group.

**21/00108 King George Playing Field and Car park**

**21/108.1 To note the reseeding of damaged areas of the field has been requested via Vertas.**

This was noted.

**21/108.2 To note the completed installation of outdoor gym equipment.**

This was noted.

**21/108.3 To note a 6-month recycling contract for plastic bottles and cans as a trial has been initiated.**

This was noted.

**21/00109 Play Area Annual Rospa Inspection reports**

**To note the three inspection reports and note the actions planned (see attached).**

The reports were noted, and the Clerk advised that those recommendations that could be actioned would be discussed with the Groundsman.

**21/00110 Policies for Review**

**To approve the policies below:**

- Code of Conduct
- Financial Regulations
- Standing Orders

The policies were approved without change.

**21/00111 Items for the next meeting agenda**

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

The following were suggested for the next meeting agenda:

- Approximate costs for the Dedham Road bus shelter and plan to ring fence funds to replace the shelter in future years.
- Village Green maintenance specification
- To consider installing a circular memorial bench and ground slabs in memory of the Carter family associated with Hill Farm.

**21/00112 To consider the next council meeting.**

**The next meeting is proposed as 14<sup>th</sup> July at 730pm in the Village Hall.**

This was agreed.

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