

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 8 SEPTEMBER 2021 BOXTED VILLAGE HALL AT 7.30PM

PRESENT: Members - Cllr Seakens (Vice-chair), Brentnall, Collitt, Hunt and Mclauchlan
Clerk – Karen Thompson

ALSO IN ATTENDANCE: Several members of the public were present along with Cllr Chapman (Colchester Borough Council) and Cllr Barber (Essex County Council).

21/00132 Welcome

Cllr Seakens had agreed to chair the meeting and welcomed those in attendance.

21/00133 Apologies and reasons for absence

Cllrs Damen, Chaplin and Pugh had conveyed apologies. Cllr Oxford was also absent.

21/00134 Declaration of Interests - to receive any interests relating to items on the agenda.

There were no declarations of interest declared.

21/00135 Public participation session (There will be 15 minutes available for this item, if required)

The issues raised were, firstly, the plan to site a 16m high 5G telecoms mast on the Essex County Council verge on the edge of the Village Green. Most people understood the need for better mobile communications but felt the site proposed was a poor choice. The Council decided to lodge an objection based on the location and look of the proposed mast being at odds with the landscape character of the rural setting in Boxted (see 21/139.1).

The second issue concerning those residents present was the notification that has been received by some stating Colchester Homes intention to develop the site, known locally as the Garage site for social housing. The Parish Council has no information on this yet and resolved to invite Colchester Amphora Homes to a Parish meeting.

Thirdly, was the issue of congestion and parking at school drop off and pick up times. Cllr Barber is organising a meeting of the Travel Planning Officer at Highways, North Essex Parking Partnership, Boxted School, and the Parish Council so see what options we have available that are likely to work. This issue is common to a lot of villages and is very difficult to solve but we anticipate making some headway. The Council's planned all-weather route to grassed parking on the Recreation Ground might help.

21/00136 Update regarding potential Rural Exception Scheme site in Boxted – Mr Kelly (Bidwells)

Mr Kelly was not able to attend the meeting and it was resolved to defer this item to the next Parish Council meeting. In the meantime, the Council would ask what information he could share ahead of meeting.

21/00137 Minutes of the last meetings of the Council held on 20 July 2021.

Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings.

Councillors agreed the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting.

21/00138 Borough and County Council

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

Cllr Barber added to what had already been said and confirmed that nothing was available yet from Essex Highways regarding their proposals for Boxted Bridge. When plans are available a public meeting can be held.

The Local Highways Panel for Colchester has been made aware of some additional funding for improved access to the Northern Gateway and will be looking at cycling and pedestrian options.

Cllr Collitt raised the problem of current congestion at Axial Way and Via Urbis Romanae which will get significantly worse with the planned cinema and Northern Gateway. He asked if it was possible to add a dedicated filter lane to aid traffic travelling from Axial Way towards Colchester as a way of improving traffic flow.

Cllr Barber said he was still waiting for a date for a meeting with Trinity School and Boxted Parish Council to discuss the school admissions policy.

21/00139 Planning Applications

21/139.1 The following applications were considered, and no submission comments were raised:

| | | | |
|------------------------|------------|---------------------------------|---|
| 212314 | 18/08/2021 | Carters Hill, Boxted Colchester | Application for prior notification of proposed development by telecommunications code systems operators - 16m high monopole supporting 6 no. antennas and 2 no. transmission dishes, 4 no. equipment cabinets and development works ancillary thereto |
|------------------------|------------|---------------------------------|---|

The Parish Council was concerned about the proposed mast being planned for a location being completely out of keeping with the landscape character of Boxted Village as described in the Neighbourhood Plan and that it would create noise pollution in an area that was planned as a quiet village green. It was suggested that there were more suitable locations along Straight Road that would provide the necessary coverage and be less out of character. It was also resolved to write to the MP making him aware of the conflict between permitted rights of telecoms companies in rural locations such as Boxted.

| | | | |
|------------------------|------------|--|--|
| 212303 | 27/08/2021 | Lions Farm, Langham Lane, Boxted Colchester CO4 5HY | Outline application with some matters reserved for erection of 450 sq.m storage barn for farm equipment and machinery. 30m x 15m with eaves height of 5.4m |
| 212361 | 17/08/2021 | 5 Hill Farm Way, Boxted Colchester Essex CO4 5RD | New fence line including new fence panels and posts |
| 212282 | 16/08/2021 | Klosters, Boxted Road, Colchester CO4 5HF | Loft conversion with rear dormer with pitch roof profile and skylights. |
| 212116 | 03/08/2021 | Classic Pot Emporium, 30A Straight Road, Boxted Colchester CO4 5HN | Application to discharge conditions 29, 30, 31 and 32 of planning permission 170247 |

The Council considered applications 212303, 212361, 212116 but decided not to comment. Application 212282 was not a Boxted site.

The recent decisions and appeal were also noted.

21/139.2 To note the letter sent by Colchester Borough Homes to Boxted residents stating their intention to build social housing on the garage site between Cross Cottages and the School and decide if any action should be taken ahead of consultation.

As noted in the Public Participation Item the Council resolved to invite Amphora Homes to a Parish Council meeting to describe the planned development.

21/00140 Parish Council Finance

21/140.1 To receive the Parish Council Financial Report as at the 31st August 2021 (see attachments including bank statements).

The Financial Report was received. It reported a spend to date of £43,719 and receipts to date of £40,188. The forecast end of year position is estimating a surplus of £3470 but with uncertainty about the income that might be received from the Community Hub this may well reduce. The bank holding as at the end of August were £71,774.

21/140.2 To approve the invoices presented for August and September 2021.

The following invoices were approved for payment:

| | |
|---------------------------------------|----------|
| Clerk Pay net | £ 569.93 |
| Groundsman Pay | £ 291.73 |
| HMRC | £ 338.95 |
| Pensions | £ 220.47 |
| clerk expenses (mileage and new keys) | £ 106.93 |
| Green bins | £ 35.38 |
| Hall Hire | £ 15.00 |
| Cleaner Pay | £ 249.17 |

21/00141 Highways

21/141.1 To note the roundabout alterations at Boxted Road and Wildeve Avenue.

This was noted. Cllr Barber reported that the more sensible use of United Way was not possible because United Way does not conform to Highway's standards for road traffic.

21/141.2 To consider commissioning verge improvements to land not owned by Essex County Council – Cllr Collitt.

It has been previously agreed to support any work that would see a safer verge that could be walked over along Straight Road. Cllr Hunt and Collitt agreed to walk the road identifying verge and hedgerow work would achieve this identifying which properties would need to be informed of work.

21/141.3 To note the further delays in Essex Highways production of a Boxted Bridge plan.

This was noted.

21/00142 S106 Committee

21/142.1 To receive the minutes of the S106 Committee meeting on 11th August 2021 (see attached).

These were received.

21/142.2 To note the proposed location for excavated soil into seeded mounds but the removal of a mound slide and climbing net (see attached).

This was noted.

21/142.3 To decide to commission and fund a drains survey for the Hub.

It was resolved to commission the surveys needed to assess the Hub building that are necessary before a work plan can be established.

21/00143 Village Green

21/143.1 To consider village green maintenance (see attached).

21/143.2 To receive a verbal report of the Hill Farm Management Company – Cllr Collitt.

The Hill Farm Management Company (MC), made up of the residents of the Hill Farm estate, have some good ideas of wildflower planting plans with a desire to see the grassed areas cut regularly. The Council resolved that the chair of the Hill Farm MC would work with the Boxted bio-diversity group on the maintenance plan for the Village Green.

21/143.3 To consider siting a Christmas Tree on the Village Green.

It was decided that the Council would not have a Christmas Tree on the Village Green this year.

21/143.4 To consider replacing the current round seat with a memorial bench - Cllr Brentnall.

The company that might be commissioned to design and make a commemorative circular bench in memory of the Carters is not yet available and this agenda item will be rescheduled for a later meeting.

21/00144 Community Hub

To note the ending of the Hub café by the current lessee on 3rd September and decide to:

- **Purchase the café equipment from the outgoing lessee**
- **advertise the tenant vacancy (one year lease with break point at 6 months)**
- **include the following in a new lease:**
 - **minimum hours of opening (8:45 – 16:30 6 days per week and possibly one evening each week)**
 - **accommodation of matches (Boxted Lodgers, Colchester Ladies and Boxted Cricket Club)**
 - **take card payments**
 - **minimum advertising**
 - **business plan**
 - **food hygiene and alcohol licenses required**

The Council agreed to pay for the café equipment.

The Council resolved to advertise via facebook, village e-newsletter and gumtree for a short-term tenant making it clear that the refurbishment would mean closure and if the tenant was successful the lease would be extended by mutual agreement.

21/00145 Recreation Ground

To note the following:

- **Installation of water dispenser**

- **Planning application to agree that the Recreation Ground has been used for overflow parking for at least 10 years which if secured will give permitted rights (still to be applied for) to change the surface to access the overflow parking area.**
- **Intended application for lawful use certificate for new play area equipment**

It was noted that the water dispenser will be installed on 21st September.

It was noted that the Lawful Use certificate was being issued and would confirm the right to have overflow parking and therefore changing the access to overflow parking would be permitted.

It was resolved to submit a planning application for lawful use for the additional play equipment and also to write to Perrymans informing them of Recreation Ground plans.

21/00146 Insurance

To consider commissioning a review of land and surfacing values to ensure insurance is sufficient

The Council resolved to get a more accurate valuation for insurance purposes after all the recreation ground works are complete.

21/00147 Policies for Review

To approve the policies below:

- **Complaints Policy**
- **Persistent and Vexatious Complaints or Correspondence Policy**
- **Press and Media Policy**

It was noted that the policies were unchanged. They were all approved.

21/00148 Clerk's Report

21/148.1

To receive the clerks report including a list of resolutions agreed at earlier Parish Council meetings and note progress to date.

The Clerk reported that the Council had received notification that Fisher Jones Greenwood would now be charging for legal advice and work. It was resolved to seek 3 quotes for legal advice and work and to see if a legal company would be willing to undertake such work as part of its community contribution.

The Council noted that the ability to have individual councillor email addresses was now working and that councillors would be issued with their email address.

21/148.2

To note the tasks completed by Grounds Person

These were received.

21/148.3

To consider the purchase of a gazebo for Parish Council events – Cllr Collitt

The Council agreed to purchase a gazebo and the chosen gazebo description would be circulated to Councillors before purchasing.

21/00149 Items for the next meeting agenda

To note or propose items for the next agenda:

The following were proposed:

1. Rural Exception Scheme update – Mr Neil Kelly
2. Commemorative circular bench on the Village Green
3. Boxtoberfest plan
4. Colchester Homes plans to develop the Garage Site

21/00150

To consider the proposed date of the next meeting planned for 13th October 2021 at 730pm.

This was agreed.

Signed by Meeting Chair on