

**BOXTED PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
**SEPTEMBER 2017**

The Minutes of the Meeting held on Wednesday 13<sup>th</sup> September 2017 at Boxted Village Hall, Cage Lane, Boxted Colchester, commencing at 7.00pm

		<b><u>Present</u></b>
<b>Chairman:</b>	Councillor H Large	Yes
<b>Vice Chairman:</b>	Councillor Mrs C Damen	Yes
<b>Councillors:</b>		
	Councillor G Pugh	Yes
	Councillor Mrs A McLauchlan	Yes
	Councillor Mrs L Carpenter	No
	Councillor M Parratt	Yes
	Councillor J Collitt	Yes
	Councillor Mrs V Banwell	Yes
	Councillor W Petersen	Yes
<b>Staff:</b>		
	Clerk to the Council Denise Humphris	Yes
	Assistant to the Clerk to the Council Natalie Smith	Yes

Essex County Councillor Anne Brown and Colchester Borough Councillor Nigel Chapman and two members of the public

- 057/17**    **APOLOGIES FOR ABSENCE RESOLVED:** to accept apologies for absence from Councillor L Carpenter
- 058/17**    **DECLARATIONS OF INTEREST** None
- 059/17**    **THE MINUTES OF THE MEETING HELD ON WEDNESDAY 12<sup>TH</sup> July 2017**  
**RESOLVED:** to approve the minutes (previously circulated) as a true record for signature by the Chairman.
- 060/17**    **PUBLIC PARTICIPATION**  
A member of the public raised the matter of the current consultation relating to the possible removal of Boxted Community Bus which serves students/commuters/shoppers in the morning and returning to Boxted at the end of each day. If this bus is lost the first bus into town would be at 9am and the last returning at 3.15pm each day. Essex County Councillor Anne Brown advised that she had talked to the portfolio holder about this matter and she had been asked to feedback ideas perhaps for re-routing other services to compensate. Councillor Brown advised that she felt it would be good for someone from Boxted to attend County Hall with her to discuss this further and Ros Freeland

volunteered and handed over more accurate figures relating to usage of the bus to Councillor Brown.

The Chairman brought forward the Council's agenda item relating to this matter and it was **RESOLVED**: to respond that this Council are concerned that school children using public transport (due to the change in secondary schools for the Village and subsequent transport arrangements ) would have no way to return to Boxted if this change is implemented.

061/17

**CLERK'S REPORT** the Clerk reported as follows:

**Planning applications dealt with under Clerk's delegated authority:**

Application No: ESS/15/17/COL/PRE

Proposal: Improvement and extension of an existing site. To resite the transfer station area further away from neighbour's boundary which would include site enlargement. Location: Tin Bins Skip Hire, 63 Straight Road, Boxted, Colchester, Essex. CO4

The information provided is not in sufficient detail to pass specific comments. However, the Parish Council would be concerned that the waste transfer area was not extended from its current and authorised size, so that it would not impact any further upon the rural character of the area, highway safety or the amenity of neighbours. Growth of the business in this rural location would result in an adverse impact in all these areas, as it is a village location, not an urban area where such uses would be more appropriate.

There is concern generally that the existing conifer screen whilst providing a valuable visual barrier meets an important purpose, however, in an area characterised by native species hedgerows, it is recommended that native species hedgerows be planted/supplemented along all boundaries, facilitating the removal of the conifers in due course.

Finally, should days and hours of operation not be in situ under the current planning permissions, it is recommended that this be imposed on any planning permission granted in order to protect residential amenity, it is located in a residential area, and also the rural character of the area.

It is assumed that normal conditions would be imposed concerning pollution control, control of bonfires, noise protection, height of storage etc.

**Highways Matters**

Complaint received re Farm Traffic in Village and poor driver behaviour – complainant advised to contact the farm concerned as this is not a matter that the parish council can deal with.

**Public Rights of Way**

Complaint received re overgrown footpath and advised to refer matter to Essex County Council via the online reporting system.

062/17

**BOROUGH AND COUNTY COUNCIL MATTERS**

Colchester Borough Councillor Nigel Chapman reported that he had been advised that security concerns around reservoirs were causing concerns for the aesthetic

scenery, particularly in rural areas. This is a matter for information only at this stage.

County Councillor Anne Brown advised that Highways are meeting on site at Boxted Bridge to address concerns over safety of the bridge.

**063/17**

**NORTH ESSEX GARDEN COMMUNITIES LTD.** An invitation to the forthcoming question and answer event on 28<sup>th</sup> September was noted.

**064/17**

**PLANNING**

**Decision Notices Received:**

APPLICATION NUMBER	PROPERTY DETAILS	APPLICATION DETAILS	DECISION
171761	2 Horkesley Road Boxted	Erection of replacement garage	APPROVED
171637	1 Line Cottages Straight Road Boxted	Single storey rear extension	APPROVED

**PLANNING** Members considered the following planning application submitted to Colchester Borough Council and **RESOLVED:** to comment as follows:

APPLICATION NUMBER	PROPERTY DETAILS	APPLICATION DETAILS	COMMENTS
172234 LBC	Holly Cottage Straight Road Boxted	Raising of existing chimney stack to 1.8 meters above the thatch. Replacement of casement window.	No Objections
172341	Silverni Mill Road Boxted	Single storey front extension	No Objections
172336	Adjacent Walnut Tree Cottage Straight Road Boxted	Conversion of existing garage/gym/study into 1 bedroom dwelling	No comments

**065/17**

**COMMUNITY HUB**

a) Report from Assistant to the Clerk to the Council

Members noted the report on actions this month.

b) New Roof

Members noted that a grant application to Essex County Council Community Initiatives Fund is being prepared for £15 towards the roof. Essex County Councillor Anne Brown confirmed that she supported this application. It was agreed that a Just Giving online campaign could be started to try to raise the further £5k needed.

c) External Repair and Decoration

It was noted that having investigated costs of sub-contracting this work it would be cheaper to use our Handyman to undertake this work during working hours, which could be extended to cover this on a short-term basis if needed.

d) Purchase of sundry items

**RESOLVED:** to approve expenditure up to £2000 for chairs for outdoor use; chairs for indoor use; purchase of coffee machine and purchase of a larger fridge/freezer.

e) Broadband wi-fi

**RESOLVED:** agreement in principle to install broadband/wi-fi in the Community Hub. Clerk to ascertain full details of costs.

f) Waste from Village Hall Cleaning

**RESOLVED:** to approve a request from the Village Hall and allow the cleaners rubbish to be placed in the Hub trade waste bins.

g) Next Stage Re-furbishment

**RESOLVED:** agreement in principle to the following plans:

- (i) re-furbishment of old tractor shed to provide accessible toilet/changing facilities and a small/meeting/conference room;
- (ii) demolition of the old 'sub-aqua' storage garage to provide space for additional sports changing facilities to accommodate ladies' teams and additional referee facilities and toilets for match days.
- (iii) New storage facilities to be put in place for the three sports clubs near the existing Council storage container – to include electricity/lighting etc. Cost for 4x metal sheds approximately £3000 plus the cost of installing electric. It was **RESOLVED:** to apply to Councillor Chapman's locality budget fund for help towards these costs.
- (iv) Car Park Gates and overflow Car Park Barrier. It was noted that the Hub Caretaker has agreed to shut these gates each evening and that the additional hour's paid time be re-instated for this. The gates are in good repair and require painting which will be undertaken by the Handyman. The overflow Car Park Barrier will also be painted and re-balanced to make it easy to open. **RESOLVED:** that a sign should be put in place advising Hub and Village Hall users to make use of the overflow facility when necessary.

h) Community Hub Coffee Mornings

**RESOLVED:** to approve the cost of a hot drink and a biscuit for invited guests to Coffee mornings to encourage more people to use the Hub. Councillors would attend to make this a 'meet your councillor' event as well.

i) Summer 2018 – Community Event. Plans are being progressed between the Clerk, Assistant Clerk, Community Halls in Partnership and Colchester Borough Council Community Wardens.

066/17

**POLICY FINANCE AND RESOURCES COMMITTEE**

**RESOLVED:** to appoint a new Council Committee as detailed above. The Committee to meet at least bi-monthly to deal with the following matters:

Finances: Review Budgets; ensure councillor audits undertake  
Community Hub: Review and decide all matters relating to the Hub  
Village Hall: Review and make recommendations to the Boxted Village Hall  
Charity Trustees on matters relating to the Village Hall.

Staffing: Oversee annual appraisals and reviews and all staff matters.

**RESOLVED:** The following Councillors to be appointed to the Committee  
Councillor Mrs C Damen; Councillor G Pugh; Councillor M Parratt, Councillor J  
Collitt; Councillor V Banwell.

**RESOLVED:** Clerk to provide suggested Terms of Reference and delegated powers  
for approval by Full Council at October meeting.

**067/17 ANNUAL SUBSCRIPTIONS**

**RESOLVED:** to approve annual subscriptions as follows:

Essex Playing Field Association £30

Rural Community Council of Essex £60.50 plus VAT

**068/17 FINANCIAL AND ACCOUNTING**

**a) Financial Report 1<sup>st</sup> April – 30<sup>th</sup> August 2017**

The Clerk reported bank balances as follows:

Current Account £18428.80

Reserve account £2008.92

Community Hub £981.24

This includes the final tranche of CIF grant funding relating to the Hub totalling  
£6036.11, and second tranche of precept is due early in September.

**b) Councillors Regular Audit. RESOLVED:** The Clerk will liaise with Councillor Mrs  
Damen for her to do a regular audit.

**c) Payment of invoices – RESOLVED:** to approve the payment of invoices as per  
attached Appendix 'a' for August 2017 (£8075.81) and September 2017  
(£4076.46)

**069/17 COMMUNITY HUB – tenancy and financial reviews.**

**RESOLVED:** to defer this matter until the October meeting.

**070/17 TIME AND DATE OF NEXT MEETING**

The next meeting will be Wednesday 11<sup>th</sup> October 2017 at Boxted Village Hall  
Cage Lane Boxted.

**071/17 COUNCILLOR RESIGNATION**

The Chairman Hugh Large advised that this would be his last meeting as he had  
sold his house and would be moving away from Boxted. **RESOLVED:** to record a  
vote of thanks to Hugh for all of his hard work over his many years as councillor  
and Chairman.

**APPENDIX 'A' BOXTED PARISH COUNCIL**

**August 2017**

Staff costs	2839.08		2839.08	AUG
D	528	100	500	Grasscutting
Marvan				

Catering Appliance Superstore	2425.14		2425.14	Hub Cooker
EON	211.17		211.17	Hub Electric
E&J Fire and Security	199.9		199.9	Annual Fire Ext checks and service
Anglian Water	591.96		591.96	Water (6 months)
Dovercourt D.I.Y	4.99		4.99	Maintenance

**September 2017**

Staff costs	2962.96		2962.96	Staff costs
D Marvan	528	100	500	Grasscutting
RCCE	72.6		60.5	Annual subs
Boxted and Langham Directory	36.33		36.33	Grant Funding
Fields in Trust	50		50	Annual Subs
EON	252.18		252.18	Monthly electric
EALC	90		90	CLLr training day

**CHAIRMAN SIGNATURE**

**Signed by Cheryl Damen**

**DATE 11<sup>th</sup> October 2017**