

BOXTED PARISH COUNCIL
58 SHAFTESBURY AVENUE
HARWICH CO12 4BT
Tel 01206 329019
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THIS MEETING IS OPEN TO THE PUBLIC

To All Councillors:
You are summoned to attend:
THE PARISH COUNCIL MEETING
Of
Boxted Parish Council
Wednesday 12th April 2017

At
Boxted Village Hall Cage Lane Boxted Colchester Essex
starting at 7pm

For the purposes of transacting the following business.

5th April 2017

Denise Humphris
Mrs D Humphris
Clerk to the Council

A G E N D A

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
To consider apologies for absence given and confirm acceptance of those apologies.
2. **DECLARATIONS OF INTEREST**– to receive Councillors Declarations of Interest under 2012 regulations on any item which appears on the agenda
3. **CO-OPTION OF NEW COUNCILLOR**
To consider the co-option of James Collitt to one of the vacant Council seats and to receive his Declaration of Acceptance of Office and Completed Register of Interests.
4. **THE MINUTES OF THE MEETING HELD ON 8th March 2017**
To approve the minutes as a true record for signature by the Chairman (previously circulated)
5. **BOROUGH AND COUNTY COUNCIL MATTERS**
To receive reports from Borough and/or County Councillors present
6. **CLERK'S REPORT**
To note the Clerk's report on action items since the last meeting.
7. **PUBLIC PARTICIPATION**
(Maximum 15 minutes unless otherwise directed by the Chairman)
To receive questions/comments/queries from members of the public present at the meeting.
In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting
8. **PLANNING**
To consider this Council's comments to planning applications submitted to Colchester Borough Council.
170665 – Pippins Green Lane Boxted – Single storey rear extension to north elevation.
9. **BOXTED COMMUNITY HUB**
 - a) To receive a report from The Assistant to the Clerk to the Council relating to Community Hub procedures/actions taken for the last month.
 - b) To receive a report from the Clerk relating to VAT implications (on notice awaiting further HMRC and EALC advice)

10. **NEW CAR PARK SIGNS**

To consider a quote from a local sign writer for a new 'Welcome' sign at the entrance to the Car Park.(details to be circulated)

11. **TRAINING**

To ratify the following:

- Assistant to the Clerk to the Council Health and Safety relating to Community Buildings 30th March Cost £90

To consider the following:

- Community Hub/ Handyman - Routine Playground Inspection Course 25th May Cost £120.

12. **INTERNAL AUDIT FOR THE FINANCIAL YEAR ENDING 31ST MARCH 2017**

- a) To consider the appointment of Heather Heelis of Heelis and Lodge as the internal auditor for 2016/2017 financial year
- b) To approve the internal audit schedule of works.

13. **FINANCIAL AND ACCOUNTING**

a) Financial report

To note the Clerk's report on the current financial situation of the Council 1st April 2016 - date

b) To approve the payment of invoices received.

14. **TIME AND DATE OF NEXT MEETING**

The next meeting will be Wednesday 10th May 2017 at Boxted Village Hall Cage Lane Boxted commencing at 7pm.This will be the Annual Statutory Parish Council Meeting and will be preceded by the Annual Parish Meeting.

15. **EXCLUSION OF THE PRESS AND PUBLIC**

To consider the exclusion of the press and public from discussion of the following items because of the likelihood that confidential information could be disclosed.

Category 1 –Update re staffing contracts and advice from RCCE re staffing levels for Community Hub.

- To consider increasing Handyman contract to 6.5 hours per week to incorporate daily opening/closing of Car Park Gates.

Category 3

To note confirmation that existing tenant will vacate on 3rd June 2017.

Consideration of proposal for new occupancy of the Community Hub and consideration of lease renewals and any amendments needed. Includes an application for a new sign on the Car Park facing wall of the building.

Consideration of updated hiring agreements for Sports Clubs

Category 8 – Consideration and clarification of expenditure and responsibility for expenditure in respect of repairs/improvements relevant to occupiers' activities

- a) Community Hub – Kitchen Cooker (Advice received from RCCE)
- b) Community Hub – Request from lessee to use Sports kitchen and cooker.
(details to be circulated)

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