

BOXTED PARISH COUNCIL

58 SHAFTESBURY AVENUE

HARWICH CO12 4BT

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THIS MEETING IS OPEN TO THE PUBLIC

To All Councillors:

You are summoned to attend:

THE ANNUAL PARISH COUNCIL MEETING

Of

Boxted Parish Council

Wednesday 14th June 2017

At

Boxted Village Hall Cage Lane Boxted commencing following the end of the Annual Parish Meeting which commences at 7.00pm

For the purposes of transacting the following business.

8th June 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. CO-OPTION OF NEW COUNCILLOR

To consider the co-option of Will Petersen and Receive his Declaration of Acceptance of Office and Register of Interests.

3. DECLARATIONS OF INTEREST– to receive Councillors Declarations of Interest under 2012 regulations on any item which appears on the agenda

4. THE MINUTES OF THE MEETING HELD ON 10th May 2017

To approve the minutes as a true record for signature by the Chairman (previously circulated)

5. 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 may direct that a written or oral response be given.

6. CLERK'S REPORT

To note the Clerk's report on action items since the last meeting.

7. BOROUGH AND COUNTY COUNCIL AFFAIRS

To receive apologies for absence from Councillor Nigel Chapman
To receive reports from Borough and County Councillors

8. POLICY DOCUMENTS

To consider adoption of new policy documents as follows:

- Persistent and vexatious complaints and communications policy.

9. PLANNING

a) To review for comment as a consultee, planning applications for Boxted submitted to the Planning Authority Colchester Borough Council as follows:

170739: 2 Homedale Cottages Dedham Road Boxted CO4 5SJ – Retrospective application for erection of a breeze block shed.

b) To consider any action necessary with regards a complaint from a resident re light pollution at Packwood Church Street Boxted.

10. HIGHWAYS MATTERS

To consider a request from Borough Councillor Nigel Chapman to submit a Local Highways Panel request for help with parking problems on Dedham Road (by White Arch Place) perhaps by installation of laybys.

11. PLAYGROUNDS/RECREATION GROUNDS – INSPECTION REGIMES

a) Clerk and Assistant Clerk inspection qualifications

To note the Clerks' and Assistant Clerk's attendance at RPII training and forthcoming registration as a qualified routine visual inspector and consider any changes needed to regular inspection regimes as recommended by the Clerk (grasscutting/maintenance contract amended)

b) To delegate authority to the Clerk to organise and authorise all play equipment and related benches/bins etc repairs up to a maximum value of £1000 per repair and within agreed budgets.

c) To consider paperless inspection system from PSS Software £3 per inspection.

d) To note emergency operational inspections organised and related costs.

e) To consider quotes for Independent Annual Inspection

c) to consider compliant inspection regimes and related costs for managing necessary inspections and risk assessments for the Recreation ground, playground equipment to include consideration of regular inspection reports and management of ongoing maintenance issues and impact on current maintenance contract(reduced cost contract)

12. TRAINING

a) To give the Clerk delegated authority to book EALC training for staff and councillors within the agreed training budget.

b) To review the training budget

c) To approve new Councillor Saturday morning briefing for Councillors Banwell and Petersen (2 x£45)

d) To approve RPII examinations costs 1 x £190 and 1x £47.50 (1/4 share of total cost)

13. COMMUNITY HUB

a) to receive an update of funds received for goods sold/cleared out

b) To note final costs re new cooker and installation.

c) To consider paperless inspection system from PSS £3 per inspection

d) To receive income/expenditure figures for year ended 31st March 2017 and to consider financial projections for the forthcoming year.

14. BOXTED VILLAGE HALL MANAGEMENT COMMITTEE (CHARITY)

to receive an update and consider approval of:

a) Boxted Parish Council taking over as Trustees w.e.f 1st August 2017 following the resignation of existing trustees.

b) Ongoing management of the facility and related costs (report on meeting with Community Halls in Partnership)

15. CAMPING CLOSE CHARITY

To receive an update with regards progress related to land at Camping Close and potential transfer of charity monies to Essex Community Foundation

16. ANNUAL RETURN FOR THE YEAR 1ST APRIL 2016 – 31ST MARCH 2017

a) To consider and approve signature of Section 1 and Section 2 of the Annual Return, in accordance with year end accounting information provided by the Responsible Finance Officer

17. FINANCIAL AND ACCOUNTING

a) To receive the financial report 1st April 2017 – date

b) To receive councillor confirmation that monthly audit checks have been undertaken

c) To consider approval of the payment of invoices received.

18. 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

Staffing matters (Full details to be circulated)

a) To note NALC pay scale increases effective from 1st April 2017

b) Consideration of NEST pension scheme for staff (1% employer contributions)

c) Overall review of all staff costs and impact on budgets.

d) To review applications received for the Assistant to the Clerk to the Council position and to arrange interview panel and date and venue.

e) To review applications received for the new Handyman contract

f) To undertake annual review Clerk's hours/pay scales

19. TIME AND DATE OF NEXT MEETING

Wednesday 12th July 2017 at Boxted Village Hall Cage Lane Boxted

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