

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING
APRIL 2017

The Minutes of the Meeting held on Tuesday 12TH April 2017 at Boxted Village Hall, Cage Lane, Boxted Colchester, commencing at 7.00pm/

		<u>Present</u>
Chairman:	Councillor H Large	Yes
Vice Chairman:	Councillor Mrs C Damen	Yes
Councillors:		
	Councillor G Pugh	No
	Councillor Mrs A McLauchlan	Yes
	Councillor S Lawrence	Yes
	Councillor Mrs L Carpenter	No
	Councillor M Parratt	No
	Councillor J Collitt	Yes
	ONE VACANT SEAT	
Staff:	Clerk to the Council Denise Humphris	Yes

Essex County Councillor Anne Brown, and one member of the public

- 120/16** **APOLOGIES FOR ABSENCE RESOLVED:** to accept apologies for absence from Councillor Mrs L Carpenter
- 121/16** **DECLARATIONS OF INTEREST** None
- 122/16** **CO-OPTION OF NEW COUNCILLOR**
RESOLVED: to co-opt James Collitt to one of the vacant seats. The Clerk received his Declaration of Acceptance of Office.
- 123/16** **THE MINUTES OF THE MEETING HELD ON WEDNESDAY 8TH MARCH 2017**
RESOLVED: to approve the minutes (previously circulated) as a true record for signature by the Chairman.
- 124/16** **BOROUGH AND COUNTY COUNCIL MATTERS**
Borough Councillor Nigel Chapman sent his apologies for absence
Essex County Councillor Anne Brown reported as follows:
- She has received a request to look at Highways Improvements at Langham/Lane Rankins Corner. **RESOLVED:** this Council would submit a request to the Local Highways Panel asking them to review for safety issues.
 - Problems relating to parking on verges have been highlighted as an issue in the Village.
 - A parish councillor asked about clearing of drainage gullies down Straight Road to avoid flooding problems. Councillor Brown agreed to ask the flooding team to review this.

125/16 **CLERK’S REPORT**

The Clerk reported as follows:

Community Hub

Legionnaires checks. We need to order a water testing kit to enable regular testing cost £140.94 **RESOLVED** to approve purchase.

We also need to purchase isolating valves for the showers – cost will be less than £450 **RESOLVED:** to approve purchase

Grant Funding RCCE have provided details of European Agricultural Fund for Rural Development and advised that the Hub project would be eligible to apply for funding which support rural projects that provide additional employment.

Star Council Awards It was agreed that the Clerk should submit an application for this Council to be considered for this award due to the success of the Community Hub project

126/16 **PUBLIC PARTICIPATION** The member of the public present expressed an interest in being co-opted to Boxted Parish Council and this application will be considered at the May meeting.

127/17 **PLANNING**

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

APPLICATION NUMBER	ADDRESS	DETAILS OF APPLICATION	PARISH COUNCIL COMMENTS
170665	Pippins Green Lane Boxted	Single storey rear extension to North elevation	NO OBJECTIONS

128/17 **BOXTED COMMUNITY HUB**

Members noted actions of the Assistant to the Clerk to the Council this month in respect of statutory duties required and noted that fire inspections etc. are now being undertaken regularly and appropriate records kept. It was **RESOLVED:** that 2 x four drawer fireproof filing cabinet could be purchased to be kept on site (in the locked boiler room) for all_Hub records and documents and which would enable some parish council office files to be stored back in Boxted as well.

VAT Regulations It was noted that due to the commercial nature of operations at the Hub it was unlikely that the Council would be able to reclaim VAT for any Hub expenditure moving forward. The Clerk is awaiting confirmation of the position from EALC and HM Customs and Excise. The implications for this are that outgoings will increase with immediate effect by 20% and it was agreed that we would not be able to pass this cost on to hirers as this would likely make their operations too expensive to enable them to continue. Further consideration will be given to this matter once definitive advice has been received.

Storage Space It was agreed that the corner of the lounge area abutting the existing after school club storage cupboard can be utilised to build extend the

storage cupboard. The Clerk will obtain quotations for materials and the Handyman can be asked to complete this work to keep costs down.

Rear Courtyard Area It was agreed that the After-School Club could have this area added to their renewal lease as they wish to use this for fruit and vegetable planting for the children. They have also donated a shed which can be installed in the courtyard area and which will be used for After School Club to store their outside toys.

129/16 **NEW CAR PARK SIGNS** A local sign write has been found who could organise a new 'Welcome' sign for the Car Park and designs and costs will be investigated.

130/16 **TRAINING**

RESOLVED: to ratify the approval for the Assistant to the Clerk to the Council to attend Health and Safety relating to Community Buildings Course at a cost of £90.

RESOLVED: to approve attendance at the Routine Playground Inspection Course 25th May cost £120

131/16 **INTERNAL AUDIT FOR THE YEAR ENDED 31ST MARCH 2017**

a) **Appointment of Internal Auditor** **RESOLVED:** to appoint Heather Heelis of Heelis and Lodge

b) **Internal Audit Schedule of works** **RESOLVED:** to approve the schedule of works as suggested by Heelis and Lodge which follows all requirements of Annual Return in satisfying the Council that it may sign Section 1 of the Return Annual Governance Statement.

132/16 **PAYMENT OF ACCOUNTS**

Payment of invoices – RESOLVED: to approve the payment of invoices as per attached Appendix 'a' totalling £ 3327.04, including a payment to David Isted (£168) added to the payments list at the meeting.

133/16 **TIME AND DATE OF NEXT MEETING**

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

134/16 **EXCUSION OF THE PRESS AND PUBLIC – PART B MINUTES**

RESOLVED: to exclude the press and public from the discussion of the following items because of the likelihood that confidential information could be disclosed

Category 1 Update re staffing contracts

135/16 **Community Hub Staffing** Following the recent meeting with RCCE Community Buildings Adviser they have advised that they would consider 10 hours per week to be the minimum requirement needed for staff to run and oversee a Community Building such as this. The Clerk advised that the new Assistant to the Clerk to the Council is proving to be very effective.

Handyman contract: **RESOLVED:** to approve an increase in hours from 5hours per week to 6.5 hours per week to incorporate daily opening and closing of the Car Park gates.

136/16 Category 3 – Update re renewal leases.

a) The Council have now received formal notice that the existing Hub tenant Donna Hamblion will vacate on 31st May 2017. A new tenant who has catering experience Bonny Chaplin will take over with effect from 3rd June 2017 and a new lease is being drawn up. It was **RESOLVED:** that the Council are happy to proceed with the new tenant.

b) Community Hub Sign The new tenants requested permission to install a new sign ‘community Hub’ on the wall above the main entrance door and it was **RESOLVED:** to approve this.

137/16 Sports Clubs Updated hiring agreements **RESOLVED:** to update the wording of the Sports’ Clubs hiring agreements to follow similar lines to those of the lease agreements for the After-School Club and Hub tenants.

138/16 Community Hub – Cooker

The RCCE Communities Building Adviser has advised that the cooker would normally be considered as ‘fixtures and fittings’ and therefore it is the responsibility of the Council as landlords to replace this. It was agreed that this should be replaced with a commercial cooker to cope with the daily use required by the Hub. **RESOLVED:** to obtain quotes for a new cooker.

139/16 Request for shared use of facilities

Members considered a request from the existing Hub tenant to use the cooker in the Sports Team’s kitchen. After some consideration, it was agreed that the lease documents were clear that the Hub tenant had no rights to use this part of the building and that there may be Health and Safety implications for transporting cooked food from one side of the building to another. As well as this, such action could set a precedent for the future and given that the Cooker in the Sports’ teams kitchen is not a commercial cooker could lead to this cooker being damaged, leaving the Council with a further repair or replacement bill. There being no further business the Chairman closed the meeting at 8.00pm.

It was **RESOLVED:** that these minutes may be released to the public and do not need to remain confidential.

Signed Councillor H Large.....Date 10TH May 2017

APPENDIX ‘A’ BOXTED PARISH COUNCIL

PAYMENTS APPROVED APRIL 2017 min no.132/16

<u>Payment Method</u>	<u>Payee</u>	<u>Gross £</u>	<u>VAT£</u>	<u>Net £</u>	<u>DESCRIPTION</u>
<u>Standing Order</u>	<u>Mrs D Humphris</u>	<u>893.23</u>		<u>893.23</u>	<u>Salary April</u>

<u>OP1 - 17</u>	<u>SLCC</u>		<u>240</u>		<u>240</u>		<u>Clerk training Min. No.</u>
<u>OP2-17</u>	<u>SLCC</u>		<u>78.5</u>		<u>78.5</u>		<u>Annual subscription</u>
<u>OP3-17</u>	<u>Copford/Easthorpe PC</u>		<u>32.50</u>		<u>32.50</u>		<u>Annual Payroll software</u>
<u>OP4-17</u>	<u>Accent Stationers</u>		<u>79.46</u>	<u>13.24</u>	<u>66.22</u>		<u>Stationery</u>
<u>OP5-17</u>	<u>D Marvan</u>		<u>600</u>	<u>100</u>	<u>500</u>		<u>Grasscutting</u>
<u>OP6-17</u>	<u>Pale September</u>		<u>36</u>		<u>36</u>		<u>Website costs</u>
<u>OP7-17</u>	<u>David Isted</u>		<u>168</u>	<u>28</u>	<u>140</u>		<u>Hedge cutting</u>
<u>COMMUNITY HUB</u>							
<u>Standing Order</u>	<u>Mrs E Mckay</u>		<u>230.31</u>		<u>230.31</u>		<u>Salary</u>
<u>Standing Order</u>	<u>Mr B Took</u>		<u>263.99</u>		<u>263.99</u>		<u>Salary</u>
<u>Standing Order</u>	<u>Mrs N Smith</u>		<u>317.47</u>		<u>317.47</u>		<u>March salary</u>
<u>Standing Order</u>	<u>Mrs N Smith</u>		<u>317.47</u>		<u>317.47</u>		<u>April salary</u>
<u>OPCH1-17</u>	<u>Mrs N Smith</u>		<u>91.54</u>		<u>91.54</u>		<u>Hub Expenditure</u>
<u>OPCH2-17</u>	<u>Mrs N Smith</u>		<u>22.79</u>		<u>22.79</u>		<u>Hub expenditure</u>
<u>Direct Debit</u>	<u>EON</u>		<u>7.52</u>		<u>7.52</u>		<u>Electric March</u>

CHAIRMAN SIGNATURE

DATE