

BOXTED PARISH COUNCIL

January 2015

The Minutes of the Meeting held on Wednesday 14th January 2015 at Boxted Village Hall, Cage Lane, Boxted Colchester, Essex commencing at 6pm

Present:

Chairman: Councillor T Brentnall

Vice Chairman: Mrs A McLauchlan

Councillors: Councillor Mrs R Cryer; Councillor M Parratt; Councillor G Pugh and Councillor S Lawrence; Councillor T Wells and Councillor H Large
The Clerk to the Council: Mrs D Humphris

Colchester Borough Councillor Nigel Chapman

Six members of the public

<u>090/14</u>	<u>APOLOGIES FOR ABSENCE RESOLVED</u> to accept apologies from Councillor Mrs C Damen.
<u>091/14</u>	<u>DECLARATIONS OF INTEREST</u> None
<u>092/14</u>	<u>THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 12th November 2014</u> <u>RESOLVED: (unanimously)</u> to approve the Minutes (previously circulated) as a true record for signature by the Chairman.
<u>093/14</u>	<u>CLERKS REPORT</u> Members noted the Clerk's report as follows: <u>PLANNING</u> <u>Decision Notices received</u> 145869 – Southdown Langham Road Boxted - Conversion and extension of existing barn and attached yard building to provide a separate dwelling, together with 2 bay detached carport and log store – APPROVED 146156 – Broomfield Farm Chapel Road Boxted - Conversion of outbuilding with addition of external stair – APPROVED 146105 – 2 Rivers Hall Cottages, Cooks Hill Boxted – Proposed detached garage - APPROVED <u>Sports and Social Club.</u> The Clerk attended a meeting at SSC with member club users who have advised that they intend to form themselves into a company limited by guarantee with a view to taking a formal lease of the premises from the Council. They are also planning to submit grant applications to the Sports Foundation for refurbishments and an extension to the building and are hoping to be able to obtain around £75k of funding, with much of the work to be completed by volunteer tradesmen from the clubs to keep the costs down. With Stephen Whybrow having stepped down, the clubs have met with Sue Sheppard the Communities Building adviser from RCCE and are working together to collate all the Health and Safety inspections, fire safety inspections etc. that have been carried out and to look and see what, if anything, needs to be done as a result of those reports as some things have to be attended to annually. They are planning to attend a future meeting of the Council to set out their joint plans for the future of their clubs and improvements to the building, including details of their new company. They requested that the floodlights on the roof of the building be fixed and this has been attended to and they have been advised that any urgent Health and

Safety expenditure needed can be authorised by the Clerk under her delegated authority although to date nothing has been identified or requested.

We do not yet have any updates from Colchester Borough Homes with regards to various reports promised with regards to SSC.

The electrician who deals with electrics at Sports and Social Club has advised that now all the vegetation has been cleared from the back of the building he has been able to identify a problem with the earthing - I have asked for a quote to bring this up to the standard required and will report accordingly.

King George Field

Play area - Play surface has been topped up with recycled rubber loose fill with the total cost much less than agreed at the November meeting as less loose fill was required than first thought. The total cost was £840 against agreed expenditure of £1400 - cheque number 001168 for £912 signed at November meeting was cancelled and with no meeting in December and with expenditure having already been agreed cheques were drawn and signed by bank signatories Angela McClauchlan and Gene Pugh to cover the agreed expenditure in accordance with financial regulations 6.2 and 6.6 which allows this. Cheque number 001169 EWS (for loose fill)£240 and Cheque number 001170 £600 for Mark Dollar contractor collecting and laying loose fill.

The Handyman attended to the removal of the two springy toys which were damaged and beyond economical repair and has repaired/replaced the safety mats and surfacing where necessary around the play equipment. He has also repaired the gates to the play area and effected some repairs to the skatepark surfacing.

The Annual Independent playground inspection is due in February and all works highlighted on last year's report has now been completed apart from signage and replacement rope on the multiplay unit – the manufacturers Lapsett no long supply suitable spares and are investigating what can be done – the clerk will be attending to necessary signage ASAP.

The Handyman has continued with his programme of works and all the remaining brambles behind the BMX Track/playground have now been removed leaving a lovely open rural amenity space. He has planted daffodils along the boundary fence of the playground and plans to plant one area with wild flowers for the summer as well as re-position two walnut trees which are situated at the front of the BMX Track and not in a suitable position taking into account the surrounding play area. Over the Christmas holidays a skip was delivered and all the remaining rubbish around the field has been disposed of (old fence posts, concrete lumps etc.) and the council garage cleared out and all rubbish removed leaving a well organised work space with no trip hazards etc. A small store of grit for the pre-school to use on the path is stored in the garage along with a push along grit spreader. Also there had been some fly tipping around the rear of SSC and in the hedging which has been cleared and the hedges and other vegetation which had been allowed to get out of hand, almost completely covering the oil tank and encroaching across the roof of the club have been removed/cut back. The patio areas to the front and rear of the building are also being cleared of weeds/rubbish etc.

Offensive graffiti on the skatepark was quickly removed for us by Colchester Borough Council Community Wardens.

The handyman now also has bin bags, gloves and a litter picker for his regular litter picking duties.

New Water Meters

It is proving difficult to obtain quotes for the pipework needed from SSC to the new water meter. With six meetings having been made with various contractors only one

	<p>quote has been forthcoming so far totalling £8,000 and he has already been advised that this is too high and won't be considered.</p> <p>The Village Hall pipework is relatively straightforward and we may have to pursue a new meter just for the Village Hall if no other reasonable quotes are forthcoming.</p> <p><u>Winter Gritting volunteers</u></p> <p>All volunteers around the village have a supply of grit and it has now been established that they are allowed to spread this on the road if needed. Risk assessments are being collated by the clerk in accordance with ECC and insurance company instructions to ensure the volunteers can be included as PC volunteers for the purposes of insurance.</p> <p>We have further spare supplies stored in the storage container on King George Field. We have been advised that requests for new winter gritting bins to be supplied and filled by Essex County Council can now be submitted via the LHP scheme with strict criteria (details previously circulated). It has been suggested that the junction of Queen's Head Road/Ellis Road may fit the criteria so the Clerk will submit a request.</p> <p><u>Village Hall</u></p> <p>The Village Hall have advised that they are having six new doors - all to be paid for from their own funds.</p> <p>We continue to chase for updates with regards to the new Village Hall Lease.</p> <p><u>Banking Arrangements</u></p> <p>With no Lloyds Bank now situated near to Clerk's home and with structural changes in the Bank meaning we now have no dedicated account manager and with the need to explore online banking and payment methods, the Clerk has an appointment with a relationship manager from Metro Bank this month, who have a bespoke package for parish councils promising a dedicated account manager, and easy procedures for managing accounts, making payments and bank mandates - all things we have had trouble with in the past. Full report will follow after meeting.</p> <p><u>Data Protection Registration.</u></p> <p>In accordance with recommendation from last annual internal audit report the necessary forms have now been submitted to the Information Commissioner's Office – cost is £35 p.a and a direct debit mandate is available for signature at January meeting.</p> <p><u>Correspondence received and circulated:</u></p> <p>Villager query re Colchester Borough Council Local Plan – dealt with by Nigel Chapman.</p> <p>Colchester Association of Local Councils – details of changes to Neighbourhood Policing.</p> <p>Colchester Borough Council – Plain English Guide to the Planning system</p>
094/14	<p><u>BOROUGH AND COUNTY COUNCIL AFFAIRS</u></p> <p>Colchester Borough Councillor Nigel Chapman advised that the appeal re Hill Farm had been dismissed. It was agreed that the impact of this on the Neighbourhood Development Plan would be looked at more fully at the March meeting and that objectors to development of this site who had responded to the consultation and made representations at the inquiry should be invited to the meeting.</p>
095/14	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> None</p>
096/14	<p><u>NEIGHBOURHOOD DEVELOPMENT PLAN</u></p>

	<p>Members noted that the recent appeal re Hill Farm site has been rejected by the Inspector and that there had been a local petition appealing against any development at Hill Farm site, which the parish council had not previously been made aware of when preparing the NDP. It was agreed that this matter and its impact on the NDP document would be considered in detail at the March council meeting and that local people who had lodged an objection during the recent consultation phase of the NDP, or who had lodged objections with the Planning Inquiry should be personally invited to that meeting.</p>										
098/14	<p><u>LOCAL GOVERNMENT BOUNDARY COMMISSION – consultation on draft recommendations on the new electoral arrangements for Colchester Borough Council</u> RESOLVED to ratify the council response sent by consultation closing date of 12th January as follows: ‘Boxted Parish Council fully support the alternative proposals submitted by West Bergholt Parish Council suggesting changes to proposed boundaries to reflect the community identities of urban and rural communities, separately and equitably, thus creating a Rural North and Rural West Colchester Ward.’</p>										
099/14	<p><u>MEMORIAL BENCH – SCATTERING OF ASHES</u> RESOLVED: to approve a request for a memorial bench to be supplied by the relatives of a deceased well known member of Boxted Lodgers Football Club and to approve the scattering of his ashes discreetly on King George Field</p>										
100/14	<p><u>LOCAL GOVERNMENT LOCAL PAY REVIEW/ANNUAL REVIEW</u> Members noted the nationally agreed pay increase effective from 1st January 2015 and noted that increased pay and pension costs can be accommodated within existing budget. After review it was RESOLVED: that SCP point 31 and 14 hours per week remained appropriate.</p>										
101/14	<p><u>GRANT FUNDING REQUEST – DEDHAM VALE AONB</u> Councillor T Brentnall and Councillor Mrs Cryer declared a personal interest. RESOLVED: to approve a payment of £500 <i>Spending Power: Open Spaces Act 1906 ss 9 & 10.</i></p>										
102/14	<p><u>FINANCIAL ANALYSIS 1ST APRIL 2014 – 31ST DECEMBER 2014</u> The Clerk provided the following details in conjunction with the Annual Budget/Precept papers.</p> <table border="0"> <tr> <td colspan="2"><u>Bank Balances as at Dec. 2014</u></td> </tr> <tr> <td>Current Account Dec. 2014</td> <td style="text-align: right;">12,580.75</td> </tr> <tr> <td>Less transfer to SSC re Vat refund y.e 31/3/14</td> <td style="text-align: right;">1112.52</td> </tr> <tr> <td>Business Premium 31/08/2014</td> <td style="text-align: right;">41,741.87</td> </tr> <tr> <td>Less SSC funds paid to this ac in error</td> <td style="text-align: right;">1,365.00</td> </tr> </table>	<u>Bank Balances as at Dec. 2014</u>		Current Account Dec. 2014	12,580.75	Less transfer to SSC re Vat refund y.e 31/3/14	1112.52	Business Premium 31/08/2014	41,741.87	Less SSC funds paid to this ac in error	1,365.00
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TOTAL PC FUNDS **£51845.10**

(not including ring fenced NDP funds see below)

The circulated budget analysis shows that everything is within budget taking into account budget adjustments made during the year with additional funding for these budget increases funded from reserves – amendments made to original budgets as follows:

Training Budget – increased from £350 to £1000 -	£650 increase
Budget for new water meters	£6000
	£6000 (less £1k contr VH and SSC)
Village Maintenance	£4400 to £10,000
	£5600 increase
Playground repairs/maintenance	£3500
	£3500 increase to cover cost of new fencing.

Total additional funds taken from reserves for 2014/2015

£15400

The increase to the Village Maintenance budget has been placed against grasscutting as we did not have sufficient information to provide detailed breakdowns of all cost codes when setting last year's budgets and the increase has been down to repairs and maintenance which have not been attended to for many years and includes ongoing improvements to the play area with the removal of the wire fencing and cutting back of brambles etc. around the car park and skatepark area and also repainting of lines and clearing back of overgrowth in the Car Park. The garage where the tractor is kept has also been cleared out and a suitable box purchased to keep oil and other tools locked up and in accordance with Health and Safety regulations. The tractor has needed urgent repairs and maintenance after many years of neglect. The floodlights have been moved to ensure the footballers do not train on the Cricket outfield and new loose fill play surface has been purchased.

Overall this Village Maintenance budget shows total expenditure to date of £12289/budget of £13500 and we can expect this to be fully utilised by year end, even taking into account a payment due from Camping Close charity of approximately £1000 in respect of maintenance work undertaken at the Camping Close Car Park.

Year end total expenditure excluding SSC (reported separately) and excluding NDP funds (currently ring fenced solely for NDP) is projected at approximately £40k against adjusted budgets (as detailed above) of £48987 with the main difference being the allocated but unspent funds in respect of the SSC which are being carried forward for use in the next financial year and all other budgets being spent up to budget predictions.

This demonstrates spending at approximately twice as much as the precept (precept £20743) as the precept has been kept low in previous years by use of PC reserves – the net effect this year will leave the parish council with reserves of approximately £30k taking into account earmarks proposed on 2015/2016 budgets of £11200, not including any surplus funds from NDP account, compared to reserves at year end last year of £52k. Consideration may need to be given to increasing the precept for 2015/2016 as continued use of reserves for revenue purposes is clearly not sustainable for a long period of time.

NEIGHBOURHOOD DEVELOPMENT PLAN

Balance at December 2014 **£15969.93**

With this project nearing conclusion spending has slowed leaving a healthy balance form the

	<p>NDP Grant funding received. However, we do not yet have full details of any costs associated with the Public Inquiry or final referendum.</p> <p><u>SPORTS AND SOCIAL CLUB</u></p> <p>Balance at December 2014</p> <table border="0"> <tr> <td>Sports and Social Club</td> <td style="text-align: right;">1036.15</td> </tr> <tr> <td>Plus funds paid to pc account in error</td> <td style="text-align: right;">1365.00</td> </tr> <tr> <td>Plus VAT refund from y.e 31/3/14</td> <td style="text-align: right;">1112.52</td> </tr> <tr> <td>Less repayment of cash flow loan y.e 31/3/14</td> <td style="text-align: right;">2000.00</td> </tr> <tr> <td>TOTAL SSC FUNDS</td> <td style="text-align: right;">£ 1513.67</td> </tr> </table> <p>The budget analysis attached shows expenditure to date at £5905 against budget of £4920. The water rates payment of £1068 is an exceptional payment as detailed on the September clerk's report and water rates would normally be around £500 per annum. With club subscriptions totalling only £5040 and projected year end total expenditure of £8144 even taking into account the one off exceptional payment in respect of water rates, consideration may need to be given to increasing these club subscription payments for 2015/2016 year to cover outgoings. Taking all this into account the year end bank balance is projected to be approximately £400. All subscriptions have now been received apart from one final payment from the Cricket Club of £406.87.</p> <p>The highest expenditure cost so far this year relates to Building and Maintenance works totalling £1176 with a further £1000 of work paid for by the Parish Council from its own funds not reflected in these figures. – the main costs being payments for necessary health and safety and fire checks</p> <p><u>CAMPING CLOSE</u></p> <p>Balance at Dec. 2014.</p> <table border="0"> <tr> <td>Camping Close</td> <td style="text-align: right;">£52419</td> </tr> <tr> <td>COIF Estimated value</td> <td style="text-align: right;">£ 2200</td> </tr> </table> <p>Up to date information re these Charity funds is included in September 2014 minutes. It is yet to be established whether any of these funds can be released to the Parish Council.</p>	Sports and Social Club	1036.15	Plus funds paid to pc account in error	1365.00	Plus VAT refund from y.e 31/3/14	1112.52	Less repayment of cash flow loan y.e 31/3/14	2000.00	TOTAL SSC FUNDS	£ 1513.67	Camping Close	£52419	COIF Estimated value	£ 2200
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<p><u>103/14</u></p>	<p><u>ANNUAL BUDGET/PRECEPT 2015/2016</u></p> <p>Members considered annual budgets and associated matters</p> <p><u>Earmark funds</u></p> <p><u>RESOLVED:</u> to approve the following earmarked and ring fenced funds totalling £11100</p> <p>£400 election costs</p> <p>£100 grants</p> <p>£600 Business Rates</p> <p>£10,000 Sports and Social Club</p> <p><u>RESOLVED</u> to approve the expenditure and income budgets for 2015/2016 as per attached appendix 'A', resulting in a precept on Colchester Borough Council of £23125 and cost to a band 'D' taxpayer in the village of £40.41 per annum which represents 10% increase to taxpayers from last year equivalent to 7p per week per household and is the first increase for three years. It was agreed that the Clerk would produce information detailing why this rise has been necessary for inclusion on the website and the next Langham</p>														

	and Boxted newsletter.					
104/14	<p>PAYMENT OF ACCOUNTS RESOLVED to approve payment of accounts presented by the clerk incorporating (Parish Council) cheque number 001168 - 001180, cheque numbers 001178 being pension payment for January and Clerk's salary (001171) and standing orders for the Clerk's salary (January) (Sports and Social Club) standing orders for the Sports and Social Club for the cleaner's salary (January) and cheque number 000090 plus direct debits as detailed below and cheque numbers 000091 – 000094.</p> <p>All payments signed by Councillor Mrs McLauchlan and Councillor G Pugh in accordance with the bank mandate.</p>					
	PAYEE		VAT	NET	DETAILS	
001168	Eastern Waste Disposal	912			CANCELLED- see clerks report	
001169	Eastern Waste Disposal	240	40	200	Top up loose fill for playground – chq issued Dec - see clerks report	
001170	Mark Dollar	600		600	Loose fill – chq approved Nov – issued Dec – see clerks report	
S/O	Mrs D Humphris	635.81		635.81	January salary standing order	
001171	Mrs D Humphris	5.60		5.60	January salary s/o Shortfall.	
001172	Mrs D Humphris	415		415	Annual working from home allowance	
001173	Barry Took	830		830	Nov/Dec works including weekly play inspections	
001174	Copford with Easthorpe Parish Council	65		65	1/3 share accounts software annual renewal fee	
001175	SLCC	70		70	Annual subs 1/3 share	
001176	Accent stationers	75.60	12.61	62.99	Nov/Dec stationery	
001177	Fenland Leisure Products Ltd	201.60	33.60	168.00	Play equipment spare parts	
001178	Essex Pension Fund	179.94		179.94	Jan pension payment	
001179	Anglia Landscapes	202	40.40	242.40	Skip Hire	
001180	Suffolk County Council	500		500	Grant funding re Dedham Vale AONB Min no.101/14	
SPORTS AND SOCIAL CLUB						
	CHEQUE NO	PAYEE		Vat	NET	DETAILS

	D/D	Colchester Borough Council	54.44		54.44	December direct debit –trade waste
	D/D	Colchester Borough Council	54.44		54.44	January direct debit – trade waste
	D/D	EON	187.75	31.29	156.46	Monthly electric December
	D/D	EON	129.75	6.18	123.57	Monthly electric January
	D/D	British Telecom	48.21		48.21	Debited 22/10/14 1/4ly telephone
	D/D	NTVLRO	145.50		145.50	Debited 24/11/14 Annual TV Licence
	S/O	Emma McKay	89.19		89.19	January salary
	000090	Emma McKay	7.44		7.44	January salary s/o shortfall
	000091	Boxted Parish Council	252.45		252.45	Water charges May - November 2014
	000092	Goff Petroleum	270.82	12.42	258.40	Oil
	000093	Future Electrical	412.80	68.80	344.00	Fix floodlights on roof of building and replace lights in store garage.
	000094	Future Electrical	50.40	8.40	42.00	Repairs mobile floodlights
	000095	Jim Brown	71	59.17	71.00	Annual Boiler Service

105/14

TIME AND DATE OF NEXT MEETING

Wednesday 11th February 2015 at Boxted Village Hall Cage Lane Boxted commencing at 7pm. There is no meeting in December.

There being no further business the Chairman closed the meeting at 6.40pm

CHAIRMAN

DATE

APPENDIX 'A' ANNUAL BUDGET/PRECEPT FOR FINANCIAL YEAR 1ST
 APRIL 2015 – 31ST MARCH 2016

EXPENDITURE	Earmarks (unspent funds cfwd)	Budget	Precept 2015/ 2016
ADMINISTRATION			
Audit Fees		500	500
Meeting Fees		210	210
Insurance		3200	3200
Stationery printing office admin postage		350	350
Subscriptions		550	550
Telephone		50	50
Training		1000	1000
Travel		150	150
Working from home allowance		415	415
Computer Software/Website		475	475
Election Costs	400	600	200
GRANTS AND DONATIONS			
Village Directory		50	50
Churchyard		800	800
Other grants	200	200	
Employment costs		11900	11900
Water Bills		0	0
VILLAGE MAINTENANCE			
Rates	600	600	0
Trees		500	500
Hedges and grasscutting		2500	2500
Playsafety checks and litter picks		1220	1220
Playgrounds repairs/parts and maintenance		1000	1000
Tractor repairs/parts and maintenance (incl. oil/fuel)		1500	1500
Lawnmower repairs/parts and maintenance		1100	1100
Repairs and General Maintenance		2000	2000
SPORTS AND SOCIAL CLUB	10000	15000	5000
TOTAL EXPENDITURE		45870	34670
earmarks	11200	(11200)	
BUDGET REQUIREMENT		34670	
INCOME			
Revenue Support Grant and LCTS Grant		1940	
Water		0	0

Bank Interest		20	20
TOTAL INCOME		1962	
PRECEPT (expenditure less income) *45870 – 1962		43908	
Less earmarked funds		11200	
Less use of council reserves		9583	
Total Precept requirement		23125	
Tax Base 572.20			
Cost to band D Taxpayer £40.41			