

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING JANUARY 2017

The Minutes of the Meeting held on Wednesday 11th January 2017 at Boxted Village Hall, Cage Lane, Boxted Colchester, Essex commencing at 7pm

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

Others in attendance at the meeting:

4 Members of the public, and Colchester Borough Councillor Nigel Chapman

091/16 APOLOGIES FOR ABSENCE

RESOLVED: (unanimously) to accept apologies for absence from Councillor Mrs R Cryer.

092/16 DECLARATIONS OF INTEREST Councillor Mrs Damen declared a personal and prejudicial interest in planning application 163204 as this relates to her home property.

093/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH November 2016

RESOLVED: to approve the minutes of the meeting (previously circulated) as a true record for signature by the Chairman.

094/16 BOROUGH AND COUNTY COUNCIL MATTERS

Colchester Borough Councillor Nigel Chapman reported he is donating funds from his Locality Budget towards the new gates required for the children's play area and that refuse collection arrangements in Boxted will not be changing following a consultation about the use of wheelie bins.

095/16 CLERK'S REPORT

Camping Close Charity - Transfer to Essex Community Foundation.

The Clerk reported that solicitors have been appointed to deal with this matter and they have advised that the Church should not be using the Car Park as it is outside of the charities aims and objectives as set down in the governing deed. He has advised that we should write to the Church to advise that there is no formal agreement in place and to emphasise that the current practise does not give them any rights to use the land or claim use as a Car Park. Further to this the Council as trustees have an obligation to maximise income from the Charity assets for the Charity and allowing the Church free use of the Car Park does not achieve this. The Chairman has had conversations with members of the PCC and it seems that it would be almost impossible given the complex hierarchy of the Diocese for a deal to be done whereby the land on which the Village Hall stands could be

exchanged for the Camping Close land. There was much discussion amongst members who agreed that they did not wish to deprive the Church of the use of the land as a Car Park but that it must be made clear that the land must be disposed of in order to ensure that substantial cash funds held can be transferred to Essex Community Foundation and then used for the good of Boxted residents – until this can happen the funds are lying dormant. It was **RESOLVED:** to ask the Clerk to write to

- a) Organise a valuation of the land;
- b) To write to the Church to put them on notice as detailed previously (no lease held etc.) and to advise that we plan to have the land valued and would like the Diocese to consider buying it.

Parish Council Contact details and Boxted and Langham Newsletter

The Clerk has received a complaint that the Council's contact details are not readily available even though these are posted on all local notice boards and our website and are on the noticeboard in the Village Hall and the Community Hub. The complainant requested that contact details should be included in the Boxted and Langham newsletter. This newsletter is produced by Boxted PCC and the editor has advised that there is not always room to do this but she will try to include whenever possible.

Dog Bins

The Clerk advised that there had been some confusion over start dates for the new contractor which had resulted in the bins not being emptied. This has now been resolved.

096/16 PUBLIC PARTICIPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None
PLANNING

097/16 Members considered their comments to planning applications submitted to Colchester Borough Council and **RESOLVED** to comment as follows:
163204 – 2 Horkesley Road Boxted- Replacement garage. Councillor Mrs Damen declared a prejudicial interest but without discussion it was proposed, seconded and voted unanimously that this council had NO OBJECTIONS
163149 – Enfield Farm Queens Head Road Boxted – To site 2 no. static caravans for the purpose of housing 10 seasonal workers for 6 months of the year. NO OBJECTIONS

098/16 BOXTED COMMUNITY HUB

a) Caretaker/ Handyman

Further to minute no. 084/16 no applications have been received for the post of Handyman/Caretaker and it was **RESOLVED** to offer the existing handyman a 12-month fixed term contract for 5 hours per week as per terms and conditions of current contract which is due to end on 1st February.

b) Community Hub Roof

In accordance with requirements for taking out a PWLB loan the Council's intention to take this action has been reported in the Boxted and Langham Newsletter and on local Noticeboards.

c) Sale of Tractor/Mower

RESOLVED: that the tractor and mower should be sold. Councillor Parratt advised that he would organise a valuation.

d) Colchester Borough Council – Community iPad hub for accessing Borough services

A request has been received from Colchester Borough Council to site a stand with iPad at the hub to assist villagers in accessing Borough Services. It was **RESOLVED** that providing the daytime tenants were happy with the equipment and the siting

of it then this would be allowed.

099/16 FINANCIAL POSITION

The Clerk reported bank balances as follows:

Current account £3319.11

Business Premium account £8008.05

Community Hub account £1668.19

Further funds of around £6k are due from the final tranche of grant funding re works carried out at the Hub but other than that no more funds are due to the Council until April 2016. The Council will need to be exceptionally careful with funds over the coming months to ensure it can meet all of its necessary commitments both for the Council and the hub.

100/16 PAYMENT OF INVOICES

RESOLVED: to approve the payment of invoices received for December and January as per Appendix 'a' totalling £

101/16 BUDGET/PRECEPT 2017/2018

Members considered draft budgets for 2017/2018 and were pleased to note planned savings with regards to maintenance of the old tractor and mower were now being achieved. However, even taking into account those savings, planned expenditure for the year is £35000 which does not allow any parish funds for the Community Hub and will also leave the Council with no reserves at all. Much discussion ensued about what amount of reserves should be held and why these would be needed but it was agreed that as an employer with three members of staff, a landowner and property owner it was not prudent to continue indefinitely with no reserves at all. It was therefore **RESOLVED** unanimously to approve the budgets as detailed in Appendix 'B' with the precept to be set at £43555 for 2017/2018 resulting in the cost to a Band 'D' taxpayer of £75.41 per annum an increase of 3p per week, which represents a 27% increase from 2016/2017.

Community Hub

It was noted that the above budget does not include any expenditure for the Community Hub (apart from 5 hours per week management time for the Clerk). However, the Clerk explained that 5 hours per week was insufficient for a building that is open 7 days per week as something such as the boiler breaking down could easily take many more hours than 5 to resolve and left no time for day to day issues to be looked at, and that she had been working many more hours than this over the past year without asking for payment but that this was not sustainable for her to continue to do personally moving forward. The Clerk advised that things such as the paperwork relating to fire safety folders is currently behind, just because of the volume of work generated in managing the facility on a day to day basis. It was hoped that some of this can be relieved by the appointment of the caretaker and the Clerk will be looking at whether this could include some of the essential weekly/monthly checks and paperwork.

Projected income for a full year is £16100 based on the payments currently made by all the hirers.

Projected outgoings for a full year are as follows:

Bills (electric/oil etc.) (includes cleaner's salary)	£10000
Caretaker salary	£ 3120
Total	£13120

A recent exceptionally high quarterly electric bill of £1700 was thought to be down to the fact that the immersion heater had been left on all the time and this will be looked at,

including using the central heating system for hot water to make sure this is not repeated. Adding the proposed loan repayments for the roof on to this (£2162 annually) would leave very little for contingencies and added to this the Clerk's basic 5 hours per week for management time £3900 the hub would not be self-financing with a shortfall of around £3000 per annum.

The hub also has no reserves for contingencies which is particularly worrying given the age of things like the central heating boiler which has already had several repair call outs this year – if this were to need replacing there are no funds to do this. It was noted that the Council have been paying for small day to day repairs that should rightfully be the responsibility of the tenants under the terms of their lease and it was agreed that the Council should not be paying for things like replacement door locks or broken toilet seats as this was down to the tenants and they would be advised of this accordingly.

After much discussion about the need to keep costs down and to build up funds for contingencies and repairs, whilst still keeping the facilities affordable for the users it was **RESOLVED:** as follows:

- a) The Clerk will keep a detailed record of the management time worked and would be paid overtime accordingly – although she will attempt to re-organise the work to keep this to a minimum. For this year, this cost will not be passed to the Hub accounts and the Council will continue to cover this cost from its own budget;
- b) to attempt to find grant funding or other funding sources before taking out the loan for the roof as this additional expense will put strain on the Community Hub's financial position.
- c) That hirers must understand that the building has to become self-financing and as current income does not cover all related costs they should therefore expect annual increases to their payments at least aligned to inflation until such time as the Hub is on a better financial footing. It was **RESOLVED that** rent for 2017/2018 will increase by the rate of inflation of 1.6% for all hirers. This will increase annual income by £257 in total and it was hoped that moving forward small annual increases and strict control of costs could enable some reserves to be put aside for necessary repairs and contingencies.

There being no further business the Chairman closed the meeting

CHAIRMAN.....

DATE

APPENDIX 'A' BOXTED PARISH COUNCIL – January 2017

<u>Payment processed by (method)</u>	<u>Date paid</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
S/O	12 TH Dec	Mrs D Humphris	877.67		877.67	Monthly salary
S/O	12 TH Dec	Essex Pension Fund	273.23		273.23	Dec pension contributions
s/o	12 th Jan	Mrs D Humphris	1163.27		1163.27	Jan monthly salary including annual working from home allowance
s/o	12 th Jan	Essex Pension Fund	273.23		273.23	Jan pensions
Online payt	12 th Jan	Mrs D Humphris	24		24	New shared tel line from 1 st Dec (£4 x 2 months) plus £16 cont to new phone.
Online payt	12 th Jan	Inland Revenue	1101.29		1101.29	Q3 PAYE
Online payt	12 TH Jan	Fordham Parish Council	3.82		3.82	Final Bill re old shared tel line
D/D	25th Jan	ICO	35		35	Data Protection Registration renewal
	11 th Jan	David Isted	168	20	140	Hedge cutting
COMM HUB						
S/O	15 TH Dec	Mrs E MckAY	230.31		230.31	Dec salary
S/O	15 TH Dec	Mr B Took	373.70		373.70	Dec salary
s/o	15 th Jan	Mrs E mCkay	230.31		230.32	Jan salary
s/o	15 th Jan	Mr B Took	264.05		264.05	Jan salary
d/d	25 th Nov	EON	25.22	1.20	24.02	Electric Nov
d/d	19 Dec	EON	1743.26	290.54	1452.72	Electric Dec
d/d	3 Dec	Anglian Water	320.59		320.59	HALF YEAR Water Bill
Online payt	1 st Dec	Artistik	1270.80	282.40	988.40	Remaining doors windows
Online payt	25 Nov	Michael Byles	36	6	30	Boiler repairs
Online payt	12 th Jan	Pestforce	140		140	Pest control
NDP						
Online payt	23 rd Dec	Colchester Borough Council	11801.03		11801.03	Grant funds returned

APPENDIX 'B

BUDGET/PRECEPT 2017/2018

Budget/Precept for April 2017– March 2018

EXPENDITURE	Budget 2016/2017	Precept/ Budget 2017/2018
<u>ADMINISTRATION</u>		
Audit Fees	500	510
Meeting Fees	210	215
Insurance	3200	3200
Stationery printing office admin postage	300	300
Subscriptions	565	575
Telephone	30	30
Training	500	500
Travel	150	nil
Computer Software/Website	525	450
Election Costs	650	50
<u>GRANTS AND DONATIONS</u>		
Village Directory	50	50
Churchyard	800	800
Other grants	100	0
Employment costs (incl pension)	16700	16700
Working from home allowance	420	420
Water Bills	nil	nil
<u>VILLAGE MAINTENANCE</u>		
Trees	500	500
Hedges and grasscutting	3000	6000
Playsafety checks and litter picks	1220	Nil Included above
Playgrounds repairs/parts and maintenance	1000	1200
Tractor repairs/parts and maintenance (incl. oil/fuel)	1500	nil
Lawnmower repairs/parts and maintenance	1100	nil
Repairs and General Maintenance	2000	2000
COMMUNITY HUB	2500	nil
FOR ESSENTIAL RESERVES		10000
<u>TOTAL EXPENDITURE</u>	<u>37520</u>	<u>43905</u>

INCOME		
Revenue Support Grant and LCTS Grant	1753	1540
Bank Interest	20	10
<u>TOTAL INCOME</u>	1773	1550

<u>PRECEPT 2016/2017</u>	
EXPENDITURE	37520
LESS INCOME	1753
TOTAL PRECEPT REQUIREMENT	34372
TAX BASE 577.8	
ANNUAL COST TO BAND D TAXPAYER	£59.48
% INCREASE FROM PREVIOUS YEAR	47%

<u>PRECEPT 2017/2018</u>	
EXPENDITURE	43905
LESS INCOME	1550
TOTAL PRECEPT REQUIREMENT	42355
TAX BASE 577.5	
ANNUAL COST TO BAND D TAXPAYER	£73.34
% INCREASE FROM PREVIOUS YEAR	26%