

**BOXTED PARISH COUNCIL**  
**PARISH COUNCIL MEETING JULY 2015**

The Minutes of the Meeting held on Wednesday 8<sup>th</sup> July 2015 at Boxted Village Hall, Cage Lane, Boxted Colchester, Essex commencing at 7pm

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

**Others in attendance at the meeting:**

Colchester Borough Councillor Nigel Chapman and two members of the public

**046/15 APOLOGIES FOR ABSENCE**

**RESOLVED:** (unanimously) to accept apologies for absence from Councillor G Pugh and Councillor Mrs T Wells

**047/15 DECLARATIONS OF INTEREST** None

**048/15 MINUTES OF THE MEETINGS HELD ON WEDNESDAY 10<sup>TH</sup> June 2015**

**RESOLVED:** (unanimously) to approve the minutes (previously circulated) as a true record for signature by the Chairman as follows:

- a) Extra-ordinary meeting of the Council held at 6pm
- b) Parish Council meeting held at 7pm

**049/15 BOROUGH AND COUNTY COUNCIL AFFAIRS**

Nothing specific to report.

**050/15 PUBLIC PARTICPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING**

No matters raised.

**051/15 PLANNING**

Members considered their comments on the following planning applications submitted to Colchester Borough Council and **RESOLVED:** to comment as follows:

151321 – Orchard Farm Walnut Barn Orchard Farm Boxted – Conversion of barn to residential use and conversion of pitched roof. NO OBJECTIONS

**052/15 KING GEORGE V FIELD – DOG WALKING**

The Clerk advised that she had consulted with David Cater Parks and Recreations Officer for Colchester Borough Council who had advised that a specified fenced off area is not a good idea as it then encloses lots of dogs in one small area. All dog owners have a responsibility to clear up and generally most dog owners are responsible and that providing sufficient bins are provided the problem is likely to be minimal. Stopping dogs from using a community space does preclude a large part of the community. With this in mind it was **RESOLVED** that the existing byelaw that allows dogs under proper control should continue and the Clerk was instructed to buy 4 dog bins one for each corner of the playing field and arrange with Colchester Borough Council Community Wardens for these to be installed..

**053/15 NEIGHBOURHOOD DEVELOPMENT PLAN - QUESTIONNAIRE**

Members were advised that the mailing company used have cancelled the invoice of £1800 and all questionnaires are to be hand delivered this week to ensure each household receives one. A new invoice of £500 has been issued to cover the costs of stamps on SAE. The online survey closure date will also be extended.

**054/15 ESSEX AND HERTS AIR AMBULANCE**

**RESOLVED:** to approve the siting of a clothes bank which will be delivered and regularly emptied by this charity to be sited in the Car Park in the bin area.

**055/15 CHAPEL ROAD (NEAR METHODIST CHURCH) POTHoles**

Members considered a request from Borough Councillor Nigel Chapman to provide funding towards repairs to a private road and to support a Local Highways Panel application for funding. It was **RESOLVED:** that the Council would support the LHP request but could not provide funding from its own resources for potholes which are the responsibility of Essex County Council Highways.

**056/15 PAYMENT OF ACCOUNTS**

**RESOLVED:** (unanimously) to authorise payment of the accounts as detailed below cheques signed by Councillors Mrs McClachlan and Councillor Cryer in accordance with the bank mandate.

Payment processed by (method)	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
C.NO.001214	Mr B Took	1716		1716	SSC water tanks/immersion
S/O	Mrs D Humphris	663.76		663.76	July salary
C.NO.001215	Mrs D Humphris	1132.87		1132.87	SSC Hours
S/O	Mrs D Humphris	663.76		663.76	August salary
C.NO.001216	Essex Pension Fund	186.78		186.78	July employer and employee contributions
C.NO.001217	Essex Pension Fund	186.78		186.78	August pension
C.NO.001218	Anglian Water	344.02		344.02	Anglian Water
C.NO.001218	Accent Stationers	41.99	6.99	35	Stationery stamps
C.NO. 001219	Came and Co.	2490.16		2490.16	Annual Insurance
C.NO.001220	Fields in Trust	50		50	Renewal subscription
C.NO.001221	Renegade Publishing	60	10	50	Website hosting .org site
C.NO.001222	Barry Took	737		737	Grasscutting and maintenance

C.NO.001223	BT	15.45		15.45	1/4Ly tel 1/3 share
SSC					
SSC					
S/O	Mrs E McKay	91.23		91.23	July salary
C.NO.000107	Mrs E mCkay	263.16		263.16	SSC deep clean
S/O	Mrs E Mckay	91.23		91.23	August salary
D/D	Colchester Borough Council	54.44		54.44	Trade Waste July
D/D	EON	195.89	32.65	163.24	Electric
C.NO.000108	Boxted Village Hall	21		21	SSC MEETING 1/7/15
C.NO.000109	Pestforce	120		120	Pest control
C.NO.000110	Future Electrical	4800	800	4000	SSC -Electrics
C.NO.000111	Artistik				Awaiting invoice
C.NO.000112	Mr B Took	6435.52		6435.52	SSC -bldg works
NDP					
C.NO.000029					CANCELLED
C.NO.000030	Direct Solutions	624	104	520	Hill Farm survey

## **057/15 SPORTS AND SOCIAL CLUB**

### **a) Works to the Pavilion Building**

**RESOLVED:** that it was not necessary to discuss these matters in private session.

The Clerk provided a full report as per attached Appendix 'a'. and it was **RESOLVED to** ratify all expenditure to date which is within the previously approved budget of £20,000 for works to the Sports Pavilion. In accordance with financial regulations the original contracts awarded were below £3,000 and three quotes were not required although alternative quotes for some aspects were sought where it proved practicable to do so. Due to the urgency of getting works done and the additional necessary works uncovered as works progressed, in accordance with Financial Regulation 11.1 (a) (iv) initial contracts were extended to fulfil all necessary work in the quickest time possible.

### **b) Opening Date**

Due to the substantial amount of work still to be completed it was agreed that the clubs should be advised that we are now aiming for 12<sup>th</sup> August for the date when all works will be completed.

### **c) Hiring Arrangements and Fees**

**RESOLVED:** that the proposed hiring arrangements should be circulated to the sports clubs ASAP to be followed up by a meeting with the Clerk and the Chairman to ensure there are no problems or queries. All sports teams will need to sign a hiring agreement and have all fees paid up to date in order to be able to access the building and all associated facilities.

### **d) Bar and Lounge Area**

Members noted that the bar and lounge area could not be expected to be made available for some months due to a lack of funds available to complete works in these areas. Further work was needed to the cellar area to enable the fire exit door there to be used by kitchen users without allowing them access to the store area. The Clerk advised that she was currently seeking funding for this purpose. The Bar does not currently have a licence and the clubs are not able to have a licence to operate the bar independently club by club as they have done in the past as there is no licence that would allow this facility. It was agreed that the Clerk would investigate what is necessary for the Council to be granted a licence to run the bar and it was agreed that it may be necessary to employ a bar manager but these things would be given further thought at a later date as this may

be a way of generating income to help keep costs down for the sports clubs.

**e) Ongoing Management**

**RESOLVED:** existing handyman to be asked to take on caretaking duties expected to be around 5 hours per week which would include opening and closing the building before and after each use. Discussion ensued about whether or not this should be made into a permanent staff position to include the handyman’s existing duties, on PAYE terms and this would be considered at a later date.

**RESOLVED:** The existing cleaning hours would be increased from 2 hours per week to 5 hours per week with the cleaner to undertake all weekly/monthly health and safety checks required and be responsible for keeping necessary log books up to date overseen by the Clerk.

**RESOLVED:** Clerk to oversee all staff and management aspects expected to be around 5 hours per week on a temporary basis for up to 6 months pending a decision as to how the building would be used and who would manage it moving forward. It was discussed that it may be necessary to recruit a buildings/facilities manager.

**e) Clerk’s project management overtime.**

**RESOLVED:** to approve the Clerk’s overtime claim of 117 hours for July

**f) Additional cleaning**

**RESOLVED:** to approve cleaner’s overtime costs of 25 additional hours in respect of a deep clean of the building.

**058/15 DATE OF NEXT MEETING**

Whilst the Council do not usually meet in August it was agreed that an August meeting this year was necessary due to the ongoing matter of the current Village Questionnaire in respect of the Neighbourhood Development Plan and the Sports Pavilion matters. Some councillors expressed an interest in viewing the completed works at the Sports Pavilion before the meeting.

The next meeting will be held on Wednesday 12<sup>th</sup> August 2015 at Boxted Village Hall at 7pm.

There being no further business the Chairman closed the meeting at 7.40pm

CHAIRMAN .....

DATE.....,

## APPENDIX 'A' BOXTED PARISH COUNCIL JULY 2015

### SPORTS PAVILION – CLERK'S REPORT

#### Building Works

New doors and one window £5450

Boiler service £75

Rat boxes and ongoing pest control £120

Electrics - all new fuse boards to building and storage garage; repair or replace where repair impossible all lighting, lights switches, plug sockets, remove dangerous electric shower in referees room (not being replaced) testing and repair of all emergency lighting/smoke detectors; wiring for new kitchen area; new lighting in corridors/showers to be compliant with all H&S; attend to wired fire warning system to ensure in good working order; new lighting for toilet areas. Repair lighting in changing rooms Total quote £5000

Electrician has advised that he is expecting final costs to be less than £5k as he has recycled/re-used and repaired where possible to keep costs down.

Immersion heater remove and dispose of old tank; supply and installation of new tank; and supply installation of 3 new water tanks and dispose of old tanks Total cost £1800

#### General works

New kitchen - supply and fit basic units, kitchen sink and handwashing sink/drainage and work surfaces/wall cupboards

Internal doors - repair/recycle and fit with new door furniture/locks

External doors to cellar and boiler room - fit with panic bars for fire regs.

Make good ceilings due to no loft access cover and holes where dangerous light fittings removed

Clear cellar - re route toilet overflow (currently runs directly into the cellar)

Toilets - privacy screen installed to men's urinals (open and visible from men's/ladies toilet cubicles and corridor) - hand washing basin installed in toilet cubicle. Box in and re-route poorly fitted waste pipe. Make good area where old immersion heater sited (in men's toilets)

Corridor - hang door to provide privacy from open showers for building users, particularly non players/children entering to use kitchen and toilets.

Changing rooms - repair all bench seating/hooks - remove and dispose of all carpet tiles/mats - paint concrete floors and walls. Clean and repair existing windows. Remove broken and dangerous mirrors - repaired and re-used.

Corridors - paint walls/doors skirting/make good where absolutely necessary. Making good steps from main building toilet area, outside step and shower room (trip hazards leading in to corridor)

All freestanding cupboards empty and remove - built in cupboards emptied.

Entrance lobby and two toilet cubicles - remove old unused alarm panels; remove all flooring and paint floors; fix toilets and hand basins; paint walls, move telephone point.

Bar area - remove door and window grilles

Boiler copper pipes from tank to boiler replaced as had been hammered nearly flat causing boiler to be inefficient. Protect air flue, external pipes and external boiler fitting from damage re-using grilles removed from bar doors.

Materials Total cost £1800

Labour £1800

Cleaning - Deep clean of whole building including descaling of all taps/shower heads £350

Clerk project management time £1600 (see separate breakdown)

Total project cost to date £18000

Funded by : PC funds set aside	£15000		
Funds from SSC account	£ 3000	(2014/2015 budget re building repairs etc)	
	VAT refund		£ 535
	Savings on trade waste/tel bills		£ 350

