

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING MARCH 2017

The Minutes of the Meeting held on Wednesday 8th March 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	No
	Councillor Mrs L Carpenter	Yes
	Councillor M Parratt	No
	ONE VACANT SEAT	
Staff:	Clerk to the Council Denise Humphris	Yes

Others in attendance at the meeting:

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

102/16 APOLOGIES FOR ABSENCE

RESOLVED: (unanimously) to accept apologies for absence from Councillor M Parratt and Councillor S Lawrence

103/16 DECLARATIONS OF INTEREST None

104/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 11TH January 2017

(No meeting held in February)

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

105/16 BOROUGH AND COUNTY COUNCIL MATTERS

Colchester Borough Councillor Nigel Chapman gave an update with regards the Borough's new waste collection procedures. He also gave an update with regards the Dedham Vale Vineyard taking over operation of the Walnut Orchards.

106/16 CLERK'S REPORT

Colchester Borough Council Customer Digital Access Point

This IPAD hub is now up and running at Boxted Community Hub.

Playground Gates

The Playground gates have been ordered and we have received a quote for £150 to remove the existing gates as opposed to the quote from the gate supplier of £595 for this service. £770 of the total cost of the gates (£1300) has been donated from Councillor Chapman's Locality Budget.

107/16 CLERK'S TRAINING

RESOLVED: to approve a contribution of £300 towards the total cost of £1200 for modules for 2017 towards the Clerk's training for Foundation Degree in Community Governance to be offset by a quarter share of £500 bursary to be received once the qualification is successfully completed.

108/16 PUBLIC PARTICIPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE

MEETING

A query was raised about speaking to the AONB about developing local footpaths. Councillor Chapman advised that the bulk of Boxted footpaths in Boxted did not fall under the AONB area and that these would therefore be the responsibility of Essex County Council PROW. Some talk ensued about promoting the walks with marketing and proposed routes.

PLANNING

- 109/16** Members considered their comments to planning applications submitted to Colchester Borough Council and **RESOLVED** to comment as follows:

None received

- 110/16** **GRANT FUNDING REQUEST – LANGHAM AND BOXTED PCC FOR 2017/2018 VILLAGE DIRECTORY**

RESOLVED: to approve a contribution of £50 maximum

- 111/16** **FINANCIAL POSITION**

The Clerk reported bank balances as follows:

Current account £3319.11

Business Premium account £8008.05

Community Hub account £1668.19

- 112/16** **PAYMENT OF INVOICES**

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

- 113/16** **COUNCILLOR RESIGNATION**

Councillor Mrs Cryer announced her resignation as a councillor. An application to be co-opted to the existing vacant seat, has already been received from Mr James Collitt and members agreed that his potential co-option should be an agenda item for next month.

- 114/16** **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

- 115/16** **Category 1 Staff Matters**

- a) **Appraisal and Consideration of extension of three month Handyman Contract.**

Members noted that the staff appraisal had been undertaken and

RESOLVED: to extend the contract on a Fixed Term basis until 31st January 2017.

This will continued to be funded from the Community Hub income.

- b) **Appointment of Assistant to the Clerk**

The Clerk advised that the day to day workload from the Hub was affecting her ability to undertake usual Parish Council work which was now behind and with the financial year end of 31st March approaching this could only get worse unless some immediate help could be found. After some discussion it was **RESOLVED:** to appoint a Clerk's assistant on a 3 month fixed term contract to undertake all aspects of the Community Hub work. The position to be offered on Local Government scale SCP. The Clerk was delegated full responsibility for appointing this temporary help and it was agreed that in the event the position was to continue beyond three months a full recruitment process would be necessary.

The position is to be funded from the income from the Community Hub.

- 116/16** **Category 3 - Updates relating to occupiers of Community Hub and consideration of lease renewals.**

We have received notification from the Hub lessee Donna Hamblion that she does not intend to continue her business due to family and health reasons. The Clerk advised that

following this announcement she has received several enquiries from other parties interested in taking on this business and she will be meeting with them over coming weeks and will report back accordingly.

117/16 Category 8 – Consideration of future plans including further refurbishments.

RESOLVED: to ask the Clerk to undertake a full report on the operation of the Hub to date and to consult with all users with a view to putting in place strategic plans which would inform future financial decisions such as what refurbishments are needed and when etc. etc. The report would need to establish priorities for the building and help the Council decide whether the priorities of the building are to provide sports facilities or to provide the Community Hub. It was recognised that there is also a need to review all rents paid to ensure as far as possible some equity with regards contributions from user groups. It would also be necessary to establish both from the building users and local villagers the extent of their support for the facilities, both physically and financially to enable future decisions about the Precept, as it was noted that the finances of the Hub are still far from secure with no contingency reserves. The Clerk would plan to have this report ready by the time of the June parish council meeting. In the meantime all planned major works including the new roof would be put on hold until such time as we have a clear idea as to income/expenditure of the Hub and some certainty as to its ongoing operation taking into account the resignation of the existing Hub lessee.

118/16 Consideration and clarification of expenditure and responsibility for expenditure in respect of damages/repairs/improvements relevant to occupiers' activities.

- a) Door damage – Away changing rooms
Boxted Lodgers have advised that the damaged door was caused by a visiting team. They have offered to repair the door but it was **RESOLVED** that the Hub Handyman could undertake the repairs. Materials to effect the repair have been estimated at around £15 so an invoice of £25 to cover repairs would be issued.
- b) Request from Sports Teams for shower to be installed in referees room.
The sports teams have donated tiles and an electric shower to bring the referees room back in to use. The tiles have been put up by the Hub handyman and a quote has been received from the Hub electrical contractor to install the shower at a cost of £150. **RESOLVED:** that the Parish Council would agree to pay the cost of installing the shower in recognition of the donation of materials made by the teams.
- c) Community Hub Cooker
The Cooker in the Hub kitchen has broken. It was a small domestic cooker which had been installed before we knew about the business that would operate from there and was therefore unfit for the purpose for which it was being used, invalidating the guarantee. The lessee has advised that she will not pay out for the Cooker to be fixed even though it is an integral part of her business and the Council had agreed that this should not be the Council's responsibility. The Clerk had asked the lessee to obtain quotes for a new commercial cooker but we have heard no more on the matter for several weeks and the Hub is continuing to operate so no further action is required at present.
- d) After School Club - request for radiator covers.
Now that the thermostats have been repaired on the radiators it was understood that these are no longer required.
- e) External Door opening
The external handle on the main entrance door has been broken off and this is not

covered by the guarantee as the installer states this has been broken by someone swinging on the door. A new handle costs around £18 and it was agreed that an order should be placed for replacement.

f) Wheelchair Ramps

It was noted that a Colchester organisation who make regular trips to use the Hub with their day centre clients have offered to fund and install wheelchair ramps.

119/16 TRANSPARENCY -PART B MINUTES

RESOLVED: that Part B minutes from this meeting do not need to remain confidential and can be released for public information with publication of these minutes.

There being no further business the Chairman closed the meeting

CHAIRMAN.....

DATE

APPENDIX 'A' BOXTED PARISH COUNCIL – February and March 2017

BOXTED PARISH COUNCIL

PAYMENTS LIST AND PAYMENTS AUDIT FEBRUARY AND MARCH 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 Feb	Mrs D Humphris	877.67		877.67	Monthly salary Feb
s/o	12 th Mar	Mrs D Humphris	877.67		877.67	Monthly salary Mar
S/O	12 TH Feb	Essex Pension Fund	273.23		273.23	Feb pension contributions
s/o	12 th Mar	Essex Pension Fund	273.23		273.23	Mar pension contributions
Online payt	12 th Jan	Mrs D Humphris	8		8	New shared tel line from 1 st Dec (£4 x 2 months Feb and Mar
Online payt	10 th Feb	Marvan Landscape	600	100	500	Grasscutting and maint contract Jan
Online payt	10 th Mar	Marvan Landscapes	600	100	500	Grasscutting and maint contract Feb
Online payt	10 th Feb	Langham and Boxted PCC	38.30		38.30	Directory contribution 2016/2017 – to replace cheque issued July 2016 not received
Online payt	10 th Feb	Hill Farm Landscapes	120	20	100	Bin emptying December 2016
Online payt	10 th Feb	SLCC	150		150	Deposit for Clerk Community Gov course
COMM HUB						
S/O	15 TH Feb	Mrs E McKay	230.31		230.31	Feb salary
	15 th Mar	Mrs E McKay	230.31		230.31	Mar salary
S/O	15 TH Feb	Mr B Took	206.67		206.67	Feb salary
	15 th Mar	Mr B Took	206.67		206.67	Mar salary

d/d	25 th Nov	EON	28.73	1.37	27.36	Electric Feb
Online payt	10 th Feb	Pestforce	70		70	Pest control
Online payt	10 th Feb	Goff Petroleum	1166.56	46	1120.56	Oil
Online payt	10 th Feb	Future electrical	140.40	23.40	117	Cleaning supplies and switch repair
Online payt	10 th Feb	J C Butcher	187.50		187.50	Mr J C Butcher
		TOTAL PAYMENT				