

**BOXTED PARISH COUNCIL**

**ANNUAL PARISH COUNCIL MEETING MAY 2015**

The Minutes of the Meeting held on Wednesday 13<sup>TH</sup> May 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                    | Yes                   |
|                       | Councillor Mrs C Damen               | Yes                   |
|                       | Councillor S Lawrence                | No                    |
|                       | Councillor Mrs T Wells               | Yes                   |
|                       | 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

One member of the public

**001/15 APPOINTMENT OF CHAIRMAN FOR THE YEAR MAY 2015 – MAY 2016**

**RESOLVED:** (unanimously) to appoint Hugh Large as Chairman and receive his Declaration of Acceptance of Office

**002/15 APPOINTMENT OF ELECTED COUNCILLORS**

Following an uncontested election on 7<sup>th</sup> May 2015 the following councillors were elected to Boxted Parish Council and the clerk received their Declaration of Acceptance of Office and completed Register of Interests or confirmation that this had been completed online.

Mrs A McLauchlan; Mrs R Cryer; Mr G Pugh; Mrs C Damen; and Mr H Large  
Mr S Lawrence was not present at the meeting and it was **RESOLVED** that the Council would allow him to defer signing his Declaration of Acceptance of Office until the June meeting.

**003/15 APPOINTMENT OF VICE CHAIRMAN FOR THE YEAR MAY 2015 – MAY 2016**

**RESOLVED:** (unanimously) to appoint Councillor Mrs A McLauchlan as Vice Chairman

**004/15 CO-OPTION OF COUNCILLORS TO THREE VACANT SEATS**

**RESOLVED:** (unanimously) to co-opt the following people to the vacant council seats not filled by elected councillors.

Mrs L Carpenter; Mrs T Wells; Mr M Parratt.

The Clerk received their Declaration of Acceptance of Office and completed Register of Interests or confirmation that this had been completed on line.

**005/15 APOLOGIES FOR ABSENCE**

**RESOLVED:** (unanimously) to accept apologies for absence from Mr S Lawrence

**006/15 DECLARATIONS OF INTEREST None**

**007/15 MINUTES OF THE MEETING HELD ON WEDNESDAY 8<sup>TH</sup> APRIL 2015**

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

**008/15 E-MAIL DELIVERY OF SUMMONS, AGENDAS, MEETING PAPERS AND OTHER CORRESPONDENCE**

**RESOLVED:** (unanimously) that all papers could be distributed to councillors via e-mail. Councillors signed individual forms agreeing to this.

**009/15 COMMITTEES MAY 2015 – MAY 2016**

**RESOLVED:** (unanimously) to continue with the Neighbourhood Development Plan Committee and the Sports and Social Club Committee with existing Terms of Reference to continue unchanged. Membership of the Neighbourhood Development Plan Committee consists of all councillors and Colchester Borough Councillor Nigel Chapman and the Sports and Social Club Committee consists of all councillors.

**010/15 PARISH COUNCIL POLICY DOCUMENTS**

Members reviewed the following policy documents and **RESOLVED** (unanimously) to adopt the documents as presented by the Clerk as follows:

Standing Orders - changed to reflect public right to film and record meetings;

Financial Regulations – wording changed to read General Power of Competence rather than Power of Well Being;

Freedom of Information – updated to ensure all possible information on website;

Complaints Procedure - no changes

Retention of Documents Policy – no changes

**011/15 MEETING DATES MAY 2015 – MAY 2015**

**RESOLVED:** (unanimously) to approve meeting dates for the forthcoming year as second Wednesday in each month commencing at 7pm, except August and December and the Annual Parish Meeting to be held in May 2016 – clerk to arrange to place dates on the website.

**012/15 BANKING AND INTERNAL AUDIT ARRANGEMENTS**

**a) RESOLVED:** (unanimously) to approve the transfer of all banking arrangements to Metro Bank;

**b) RESOLVED:** (unanimously) to approve the internal audit procedures relating to transfers and online payments as presented by the Clerk

**c) RESOLVED:** (unanimously) to appoint the following bank signatories: The Chairman Councillor Hugh Large; Vice Chairman Councillor Mrs A McClachlan; Councillor G Pugh and Councillor Mrs R Cryer. Payments to be authorised by two

out of any of the four signatories.

**d) RESOLVED:** (unanimously) to appoint Councillor Mrs T Wells to undertake regular bank statement and bank reconciliation checks and report to the Council accordingly.

**e) RESOLVED:** (unanimously) to confirm current payments made by bank Standing order and Direct Debit as per attached schedule Appendix 'B'.

#### **013/15 ANNUAL SUBSCRIPTIONS**

**RESOLVED:** (unanimously) to approve the following annual renewal subscriptions.  
For Sports and Social Club:

Rural Community Council of Essex Village Halls and Community Buildings £48

For Parish Council

Essex Association of Local Councils £336.30

Colchester Association of Local Councils £ 35.00

Campaign to Protect Rural England £ 36.00

#### **014/15 CLERKS REPORT**

Members noted the Clerk's report as follows:

##### **Applications dealt with under Clerk's delegated authority**

150619 – 1 Parsonage Cottage Parsonage Hill Boxted – Proposed single storey front porch  
–NO COMMENTS

150547 – 8 Accommodation Road Boxted – Proposed 1 storey side and rear extension. 2 storey side extension and internal alterations – NO COMMENTS

##### **Planning Decision Notices Received**

150357 – 2 Thrift Cottage Straight Road Boxted – Erection of new garage with playroom above – REFUSED

150410 – Boxted Hall Farm Burnt Dick Hill Boxted – Erection of proposed open car port – APPROVED

150361 – Carters Vineyard Green Lane Boxted – Vineyard Estate Manager's House and ancillary accommodation together with access road and ancillary facilities – REFUSED

##### **Planning Enforcement Action**

Complaint received about property Isola, Accommodation Road operating as a children's home without permission with reports of anti-social behaviour. Reported to Colchester Borough Council enforcement officers for investigation.

##### **Highways**

Complaints received about overgrowing hedge at Marlborough House Dedham Road. Clerk has written directly to owners and reported to Essex County Council Highways for action.

##### **Sports and Social Club**

Letter of support for Sports and Social Club facilities received.

##### **Correspondence received and circulated**

Anne Brown Essex County Council – update re proposed traffic survey following opening of NAR

AONB – monthly update

EALC – details of STAR council awards

#### **015/15 BOROUGH AND COUNTY COUNCIL AFFAIRS**

Colchester Borough Councillor Nigel Chapman advised that Boundary Reviews were due to take effect from May 2016 and so a Borough Council election will take place at that time which will reduce the number of Borough Councillors in Colchester and see Boxted in the new Rural North Ward served by three borough councillors.

**016/15 QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING**

None

**017/15 BOXTED VILLAGE HALL LEASE**

Chelmsford Diocese have reported via the Parochial Church Council that matters relating to the new lease are progressing but that they are expecting the Council to pay all legal costs including any costs incurred by the PCC which are expected to be approximately £2000 plus disbursements. The PCC are under the impression that the Council agreed to Heads of Terms agreeing to this but councillors confirmed that they had no recollection of having seen the Heads of Terms. The Clerk was asked to obtain a copy as well as a breakdown of costs and an explanation as to the reasoning behind expecting the Council to pay all costs before considering the matter further.

**018/15 BOXTED AND LANGHAM DIRECTORY - GRANT FUNDING REQUEST**

**RESOLVED:** (unanimously) to grant a maximum of £50 towards the printing of the 2015/2016 Village Directory representing a third of the cost of printing split between this council, the PCC and Langham Parish Council.

**019/15 BOXTED METHODIST CHURCH – GRANT FUNDING REQUEST**

**RESOLVED:** (unanimously) to approve grant funding of £800 to assist with the upkeep and maintenance of the Churchyard.

**020/15 PLANNING**

Members considered their comments on the following planning applications submitted to Colchester Borough Council and **RESOLVED:** to comment as follows:  
No applications received.

**021/15 NEIGHBOURHOOD DEVELOPMENT PLAN**

Amendments to the planned questionnaire relating to the Hill Farm site were agreed and Councillor Mrs Wells was delegated authority to liaise with planning consultants and the clerk to arrange for the questionnaire to go out as soon as possible. The Clerk will obtain quotations from a mailing company for printing and personalised envelopes to be posted to every householder in the Village. It is hoped that results would then be available for the July meeting.

**022/15 ANNUAL RETURN FOR THE YEAR 1<sup>ST</sup> APRIL 2014 – 31<sup>ST</sup> MARCH 2016**

**a) RESOLVED:** (unanimously) to approve signature by the Chairman of Section 1 of the Annual Return and Section 2 The Annual Governance Statement' having reviewed year end accounting information provided by the Responsible Finance Officer. Members noted that the internal audit will take place on 22<sup>nd</sup> May 2015 and the report will be available for the June meeting.

**b) Sports and Social Club**

Discussion ensued about potential risks relating to the operation of the club since a recommendation was made by the auditor in 2013 that the club should be closed temporarily pending the implementation of necessary management procedures and other works required, to ensure that the club was maintaining the necessary standards required to meet Health and Safety regulations for public buildings. It was noted that closure had been averted then as clubs had promised that they would organise themselves to manage these requirements, but little, if anything has happened since that date. Further to this the Clerk advised that various risk assessments have been undertaken by outside professionals during 2013/2014, and that the full reports and recommendations have been given to the clubs, most recently by the Clerk herself at a meeting in December 2014, but repeated promises to review and undertake even the most basic standard of repairs/maintenance and/or checks have not happened. Concerns were raised about potential liability to the Council and potentially even individual liability of Councillors if matters were not being attended to correctly and it was **RESOLVED:** (unanimously) that we should await the view of the internal auditor but that if her opinion was that the Council were still at risk of being accused of negligence, and if the Council could not be assured that the building was safe for public use, then the building should be shut whilst matters are resolved and until the Council could be assured that the minimum legal and statutory requirements for keeping this building open to the public were being met. It was further noted that no progress has been made by the clubs to follow up their promises in December 2014 to form themselves into a suitable constitution to take over a formal lease of the premises, despite regular reminders for updates/action plans on this matter. It was further agreed that the clubs aspirations for extensions and refurbishment were unsustainable without proper management in place and that whilst the Council were keen to support such plans, nothing could be considered until ongoing management responsibilities have been attended to. The Clerk advised that the Sports and Social Club bank account, maintained to pay day to day bills, once again has severe cash flow problems with a balance of less than £1000, which is insufficient to cover coming months regular bills, such as electricity, cleaner's wages etc. Promises from the clubs to 'donate' some bar profits each year to the Council to put toward necessary repairs and improvement have never been fulfilled and no such funds have ever been received. The clubs are not currently paying any subscriptions for the use of the building and have been invoiced on the basis of ensuring sufficient monies are available for utility bills etc. for the coming year. Whilst two of the three clubs had agreed to pay monthly, so far only one monthly payment has been received, and having been alerted to the situation Boxted Lodgers have forwarded a payment of £300 to be deducted from their annual invoice. The Cricket Club have advised that they would pay quarterly but the Clerk has no information as to exact dates. It was **RESOLVED:** (unanimously) to advise the clubs that they must set up standing orders to pay these funds regularly which were needed to cover their day to day bills incurred from their use of the club building, so that cash flow could be properly managed. In the meantime it was **RESOLVED** that funds from the parish council account can be transferred as a temporary measure if needed but, as in previous years, this must be repaid to the Council as soon as the club bank account has sufficient funding to do this.

**023/15 PAYMENT OF ACCOUNTS**

**RESOLVED:** (unanimously) to authorise payment of the accounts as detailed below

totalling £ 2858.39 cheques signed by Councillors Mrs McClauchlan and Councillor G Pugh 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>  |
|-------------------------------|--|--------------|------------|------------|---|
| S/O                           | Mrs D Humphris                           | 663.76       |            | 663.76     | May salary  |
| C.NO.001196                   | Essex Pension Fund                       | 186.78       |            | 186.78     | May employer and employee contributions                             |
| C.NO.001197                   | Accent Stationers                        | 49.17        | 8.19       | 40.98      | Stationery  |
| C.NO.001198                   | McLauchlans                              | 71.82        | 3.42       | 68.40      | Diesel for tractor  |
| C.NO.001199                   | David Isted                              | 120          | 20         | 100        | Village Hall Hedge Cutting  |
| C.NO.001200                   | Colchester Association of Local Councils | 35.00        |            | 35.00      | Annual subscription   |
| C.NO.001201                   | EALC                                     | 336.30       |            | 336.30     | Annual subscription   |
| C.NO.001202                   | CPRE                                     | 36.00        |            | 36.00      | Annual subscription   |
| C.NO.001203                   | BNL/James and Lindsay Ltd                | 346.79       |            | 346.79     | Tractor Insurance   |
| C.NO.001204                   | Barry Took                               | 525.00       |            | 525.00     | Grasscutting and maint.   |
| C.NO.001205                   | Barry Took                               | 80.00        |            | 80.00      | Camping Close Maint   |
| SSC                           |  |              |            |            |   |
| S/O                           | Mrs E McKay                              | 91.23        |            | 91.23      | May salary  |
| D/D                           | Colchester Borough Council               | 54.44        |            | 54.44      | Trade Waste   |
| D/D                           | EON                                      | 185.10       | 8.81       | 176.29     | Electric  |
| D/D                           | EON                                      | 77.67        |            | 77.67      | Electric  |
| D/D                           | British Telecom                          | 51.24        |            | 51.24      | Telephone   |
| C.NO.000100                   | Walter McGregor                          | 70           |            | 70         | Annual premises licence Renewal (paid to CBC by football treasurer) |
| C.NO.000101                   | RCCE                                     | 48           | 8          | 40         | Annual subscriptions  |

There being no further business the Chairman closed the meeting at 8.20pm

CHAIRMAN .....

DATE.....,