

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING APRIL 2016

The Minutes of the Meeting held on Wednesday 13TH April 2016 at Boxted Village Hall, Cage Lane, Boxted Colchester, Essex commencing at 7pm

		<u>Present</u>
Chairman:	Councillor H Large	Yes
Vice Chairman:	Mrs A McLauchlan	Yes
Councillors:		
	Councillor Mrs R Cryer	Yes
	Councillor G Pugh	Yes
	Councillor Mrs C Damen	Yes
	Councillor S Lawrence	Yes
	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:

One member of the public.

143/15 APOLOGIES FOR ABSENCE

RESOLVED: (unanimously) to accept apologies for absence from Councillor M Parratt.

144/15 DECLARATIONS OF INTEREST None

145/15 MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH MARCH 2016 RESOLVED: (unanimously) to approve those minutes (previously circulated) as a true record for signature by the Chairman, apart from a typing error under minute number which states payments for November and should in fact read payments for March.

146/15 CO-OPTION OF NEW COUNCILLOR – Deferred to next meeting

147/15 CLERK'S REPORT

Members noted the Clerk's report as follows:

Letter of complaint about recent Council Tax increase received and responded to. Langham with Boxted PCC advised that they are now dealing with Boxted Charities and will be considering how funds may best be managed in the future.

A Village Hall hirer has knocked down the unused spotlight and some work has been required to make this safe. The hirer will be contacted with regards covering costs which are expected to be less than £100 as the spotlight will not be replaced having been out of use for many years.

148/15 BOROUGH AND COUNTY COUNCIL AFFAIRS

Colchester Borough Councillor Nigel Chapman gave a brief report covering the following points:

Forthcoming Northern Gateway development meeting;

Community Infrastructure Levy consultation showing the postcode area CO4 as brownfield site is incorrect;

Traffic survey is still awaited;

Problems with potholes continue

149/15 PUBLIC PARTICIPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None

150/15 PLANNING Members considered comments to the following applications submitted to Colchester Borough Council:

160773 – Packwood Church Street Boxted – Proposed alterations and single storey extension, demolition of existing poor quality outbuildings new garage and store and external pool.

160748 – 4 Greenfield Cottages Wet Lane Boxted- Proposed single storey/two storey side/rear extensions together with associated alterations.

160688 – Broomfield Cage Lane Boxted – Proposed single storey free standing garden room.

160639 – Medlars Straight Road Boxted – Proposed replacement of garage following removal of existing garage and shed.

It was agreed that councillors would review these applications and pass comments to Councillor Mrs Carpenter who would liaise with the Clerk to provide responses under her delegated authority.

151/15 NEIGHBOURHOOD PLAN

The Plan is currently with the Inspector who has advised that he does not anticipate the need for a hearing. The Clerk was asked to liaise with Colchester Borough Council to see if the referendum could be held at the same time as the national Brexit referendum.

152/15 ANNUAL SUBSCRIPTIONS

RESOLVED: to approve payment of the following Annual Subscriptions

- a) Essex Playing Fields Association £30
- b) Campaign to Protect Rural England £30
- c) Essex Association of Local Councils £351.78

153/15 GRANT REQUEST LANGHAM AND BOXTED DIRECTORY

RESOLVED: to approve a payment of £50 maximum, to Langham and Boxted PCC as a contribution towards the printing costs of the 2016 Boxted and Langham Directory

154/15 FINANCIAL REPORT

The Clerk reported as follows:

End of year PAYE and RTI reporting all completed.

Year-end reconciliation has shown the Clerk's salary has been overpaid by 40p and this will be rectified.

Q4 PAYE for 2015/2016 was wrongly reported last month as £1799.08 when it should have been £1056.07 (on this month's payment list for approval)

Local Government Pension Scheme contributions for employers have increased from 15.9% to 16.7% causing an increase of approximately £10 per month.

Abolition of S2P and subsequent changes in National Insurance contributions have increased employer contributions by 3.4% and employees' contributions by 1.4% as lower rates were previously applicable due to the LGPS contracted out pension scheme.

Bank balances as at 31st March 2015 were:

155/15 PAYMENT OF ACCOUNTS

RESOLVED: (unanimously) to authorise payment of the accounts as detailed below for April Appendix 'A' totalling £4538.98.

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 11th May 2016 which will be preceded by the Annual Parish Meeting commencing at 7pm at Boxted Village Hall Cage Lane.

156/15 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: that the press and public be excluded from discussion of the following items because of the likelihood that confidential information could be disclosed.

157/15 **BOXTED SPORTS PAVILION**

a) Cricket Club – The Cricket Club had reported to their league that they did not have suitable facilities to enable them to play Cricket. Subsequent investigations and liaison with the Cricket Board confirmed that this was not the case. The Cricketers would like somewhere to serve teas/food and it is accepted that this is difficult at present whilst the lounge area is being refurbished. The Clerk has investigated the possibility of a sliding screen to partition the rear end of the lounge area off for the Sports Clubs use whilst the rest is being re-furbished. However, the costs for this would be around £3500 and with only £15000 available to complete the refurbishment of the lounge and kitchen area it was considered that the cost was too great. Also there were concerns about the clubs assuming this to be their area moving forward and this has to be a shared facility and concerns about where the cupboard for the after school club could be put – as the existing plan is to use this area for a large cupboard. It was therefore **RESOLVED** that the lounge area would remain out of use until it was fully refurbished.

b) Keys for Sports Clubs – The Sports Clubs have made it clear that they would like their own keys to the premises but following a meeting with the after school club it seemed that there could be safeguarding issues around the fact that children will be using the building each day unless we could guarantee that keys were not being duplicated and passed around.

c) Shared use of the building

There were no issues about junior matches or training starting before the after school club ends. The times of operation would be term time Monday – Friday 2.30 – 6.30pm and the doors to the lounge area will be locked so there is no access to the after school club premises for anyone using the Sports facilities. Whilst it is intended for staff members to use the sports toilets the Council felt it was important to ensure that the sports clubs had access to those toilets whilst they were in the building so if a crossover occurs the after school club would only have access to the lounge area toilets in the main reception area.

d) Fees – After school club Much discussion ensued about the appropriate level of fees to be charged for use of the facility and members were keen to ensure a broadly equitable charge across all users to try to ensure that one group is not subsidising another. It was considered that existing users pay around £5 per hour and so it was **RESOLVED:** to advise the after school club that fees would be set at £100 per week and that providing this was agreeable we could move towards putting in place correct hire agreements for the start date which is expected to be September 2016.

e) Sports Pavilion – Patio Area

With two openings either side of the patio area this ‘step up’ is frequently used by Little Owls parents and visitors as a short cut, which has resulted in someone being injured after tripping on the sports mat. We have attempted to ‘chain’ the area off to make it clear that this is not a suitable walkway and all steps have been edged yellow to make it clear there is a step there. The after school club plan to use this area as a secure outside space and following discussions with them it was suggested that the existing walls should be repaired and bricked up at each side to ensure this was not used as a walkway and then low level metal railings can sit on top of the wall, and a gate which can be secured could be installed in the middle opening area – as this would ensure security for the after school

children and could still be used as a patio area looking over the sports field at other times. The Clerk was asked to get some quotes for this work.

f) Sports Pavilion – External Works. There are still considerable external works needed to weatherproof the building before the winter sets in. The roof is leaking which has caused a hole in the ceiling on the Sports side of the building and the drainage, guttering fascias and soffits need repairing and/or renewing as does the external render. Whilst there are no funds to do this work at present it was agreed that quotes must be obtained urgently and if attempts to obtain grant funding fail then it may be necessary to borrow funds for this purpose. In the past the Sports Clubs have advised that they have members who are tradesmen so it was agreed to put out a request for any volunteer labour that may be available as well.

g) Sports Pavilion – Bar – Following our advertising towards the end of 2015 we have had several applications to run the bar and associated community facilities. Plans were put forward by the sports club but this did not include any real ideas for enabling community use of the facility, nor any offer of a realistic monthly rental, and another independent proposition had some value in this respect of the desired community aspect, but was unable to offer any monthly rental. However, one of the applications offered a realistic monthly rental, backed up by a Business Plan showing how the premises would be turned into a facility that could be utilised by the whole community. The plan included using the facility as a Community Hub with plans for a small village shop, a 50/50 clothes recycling facility, a coffee shop and IT lessons for elderly residents including help with things like filling out forms and online shopping, as well as plant sales and providing a pub that everyone can use, which would also be open for all sports events. The Business Plan also showed substantial investment by the hirer in terms of providing a coffee machine, broadband and wi-fi and a television. After some discussion the Council agreed that it should try this plan, which if successful would bring this Council building back into full community use and provide additional income to make the facility self-sustaining. The rental would be set at £400 per month, which taking into account other expenses such as trade waste/telephone and broadband would equate to around £5 per hour of use. It was agreed that utility costs would need to be carefully monitored as it is not clear what effect this additional use will have on electric and heating costs and therefore a 6 monthly review would be undertaken to ensure that rental is set at the correct level. The conditions would be that the hirer cannot use the lounge/bar/cellar area whilst the after school club is on the premises Monday – Friday 2.30pm – 6.30pm term times and for two weeks during the summer holidays and that the lounge and bar area must be open for use by the Sports clubs for training and matches and that although they will need to book use of the lounge area this would be free for them to use for committee meetings/fund raising events. It was agreed to liaise with a solicitor to ensure we have correct agreements in place, which will initially be for one year only, with an option to continue if all parties concerned are happy at that time, and that we should make every attempt to get the refurbishments complete and allow the bar to be opened by 1st July 2016. It was **RESOLVED** to delegate responsibility for obtaining quotes and issuing contracts to the Clerk in order to help to achieve this tight deadline but all payments will still need to be authorised by the Council and full reports submitted to each meeting with regards costs etc. It would be expected that due

to the limited funds available 'fixed price' quotes should be obtained for all work.

h) Handyman Contract the Clerk reported that currently we are paying Barry Took between £500 and £700 each month for the following services: Weekly Play safety inspections; Litter Pick; General Maintenance on the Sports Pavilion; Hedge cutting; Gritting paths in winter; Opening and closing doors for sports clubs at Sports Pavilion; grass cutting. It was agreed that in order to control costs more tightly we should issue a fixed price contract for the work that needed doing and anything outside this should be subject to a written fixed price quote. Members agreed that they were happy with the work Barry Took carries out with regards grass cutting and maintaining the playing field and so at this stage they did not want to 'tender' for the grass cutting – however, the Clerk was asked to liaise with Mr Took to establish realistic proposals for a grass cutting and handyman contract, which would require any additional works to be approved beforehand, and report back to the next meeting. This would then give the Council certainty with regards regular work to be undertaken and costs and control over any additional costs. The key holding/opening duties may be able to be passed to the Bar Manager who would usually be on the premises when the sports clubs need to open and this will be discussed separately with the Bar Manager to see if an agreement can be reached.

It was **RESOLVED:** that there was no need to keep these conversations confidential and that therefore these can be included in the minutes which will be made publically available.

There being no further business the Chairman closed the meeting

CHAIRMAN.....**SIGNED BY CHAIRMAN COUNCILLOR H LARGE**

DATE 13TH APRIL 2016

APPENDIX ' A ' BOXTED PARISH COUNCIL – April 2016

Payment processed by (method)	<u>Date paid</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
S/O	12 TH APR	Mrs D Humphris	881.59		881.59	Monthly salary
S/O	12 TH APR	Essex Pension Fund	270.52		270.52	Apr pension contributions
Online payt	12 TH APR	Inland Revenue	1056.07		1056.07	Q4 PAYE
Online payt	12 TH APR	Accent Stationers	9.09	1.51	7.58	Stationery/ink/ stamps
Online payt	12 TH Apr	Barry Took	520		520	Handyman jobs
c.no.001239	12 th Apr	David Isted	120	20	100	Hedge cutting
Online payt	12 th Apr	Pale September	36		36	Boxted Village Website
c.no.001240	12 th Apr	Boxted Methodist Church	800		800	Grant funding approved March 2016
Online payt	12 th Apr	EALC	351.78		351.78	Annual Subs – On agenda for approval
Cno.001241	12 th Apr	EPFA	30		30	Annual subs on agenda for approval
Cno. 001242	12 th Apr	CPRE	36		36	Annual subs on agenda for approval
SSC						
d/d	23 Mar	EON	85.44	4.07	81.37	SSC Electric
S/O	15 TH Apr	Mrs E MckAY	228.07		228.07	Apr salary
D/D	1 ST monthly	Colchester Borough Council	54.42		54.42	Trade Waste Apr
Onlinepayt	9 th Mar	Pestforce	60		60	Pest control
		TOTALS	4538.98	25.58	4513.40	