

**BOXTED PARISH COUNCIL**  
**PARISH COUNCIL MEETING JUNE 2016**

The Minutes of the Meeting held on Wednesday 11<sup>th</sup> May 2016 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	No
<b>Councillors:</b>		
	Councillor Mrs R Cryer	Yes
	Councillor G Pugh	Yes
	Councillor Mrs C Damen	No
	Councillor S Lawrence	Yes
	Councillor Mrs L Carpenter	No
	Councillor M Parratt	No
	Councillor K Daniels	No
<b>Staff:</b>	Clerk to the Council Denise Humphris	Yes

**Others in attendance at the meeting:**

Beverley McClean from Colchester Borough Council; Caroline Taylor and Jo Murphy of Essex Community Foundation and one member of the public.

**022/16 APOLOGIES FOR ABSENCE**

**RESOLVED:** (unanimously) to accept apologies for absence from Councillor Mrs L Carpenter, Councillor Mrs C Damen, Councillor Mrs A McLauchlan and Councillor M Parratt.

**023/16 DECLARATIONS OF INTEREST** None

**024/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 13<sup>TH</sup> APRIL 2016 AND WEDNESDAY 11<sup>TH</sup> May 2016**

**RESOLVED:** to approve the minutes of the two meetings as a true record for signature by the Chairman.

**025/16 CAMPING CLOSE CHARITY**

The representatives of the Essex Community Foundation gave some background information as follows:

They currently manage around 120 charitable funds and have an endowment fund of approximately £32m which generates around £2m - £3m of grants each year. ECF could take on all compliance and fund management for Camping Close if the Council as Trustees of the Charity decided to transfer the charities to them. It would be expected that the PC would have an annual distribution of around 5% for local community grants which would equal around £2k - £3k based on the current value of the charity of around £55k.

ECF would manage all grant applications – and they only fund organisations that are not for profit, volunteer led and with good governance and financial management structures in place.

If the Council were minded to transfer the Charity the Council as Trustees would have to minute their agreement and thereafter the process would be relatively simple.

A question was asked about ECF's investment policies and whether there were any policies to invest ethically. Members were advised that around 80% of all funds are invested in equities which are spread across many sectors with no particular policy with regards ethical investment.

The Council discussed the benefits which would include seeing the money invested and providing much needed funding for local organisations as opposed to the current situation where the funds were sitting dormant.

**RESOLVED:** that this Council as Trustees of Camping Close Charity are happy to pursue a transfer of all assets of the Charity to ECF to manage.

**026/16 BOROUGH AND COUNTY COUNCIL MATTERS**

Colchester Borough Councillor Nigel Chapman sent his apologies for absence.

**027/16 CLERK'S REPORT**

Nothing to report

**028/16 PUBLIC PARTICPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING** None

**029/16 NEIGHBOURHOOD DEVELOPMENT PLAN.**

Councillor Mrs Cryer talked through Chris Bowden's comments to the final report from the examiner and it was **RESOLVED** to accept all the suggested amendments put forward by the examiner. However, one point was of concern which related to the affordable housing at to be provided at the Hill Farm site in the event of development of the site, and the fact that it cannot be held 'in perpetuity' solely for residents of those with work or familial links to Boxted as had been hoped. Beverley McClean advised that there were some new regulations that had been used in other parishes which went some way towards ensuring that any affordable housing provision went to those local to Boxted in the first instance but that she would need to do some fact finding to establish just how watertight this was and would provide a written confirmation of the position. It was agreed that the provision of affordable housing had always been a high priority when preparing the plan. It was therefore **RESOLVED** that subject to receiving written confirmation from Colchester Borough Council via Beverley McClean that affordable housing could in the main part be for local people then this Council would approve the plan with the examiners recommendations for changes in order to make ready for the referendum. Beverley McClean advised that the target date for the referendum would now be September.

**030/16 BOXTED COMMUNITY HUB**

**Refurbishment** The Clerk advised that the second phase of the refurbishment to get the bar and lounge area open is progressing well. Enquiries had been made with Colchester Borough Council to try to register both kitchens to be able to sell food and whilst the matter was complicated due to the fact that there are several groups sharing the facilities at different times, Colchester Borough Council are being helpful in helping to find a resolution.

An all day site visit is planned for 28<sup>th</sup> June when the Clerk will be meeting with Colchester Borough Council refuse team to discuss bins and recycling; the Annual Fire Risk Assessment will also be done that day and it is hoped that much of the internal work will also be complete by then allowing a full assessment of the budget before ordering the kitchen and related works.

New windows have been ordered for the kitchen toilets and lounge area and should be in situ by 1<sup>st</sup> July.

**Accounts** The accounts for the Community Hub for 2015 – 2016 have not yet been prepared as there is a query over the subs for the Ladies Football Team which look to be

around £500 short over the course of the year.

**031/16** **PLANNING** None received

**032/16** **BROADBAND CHAMPION**

A volunteer has come forward who would like to be the Broadband Champion for Boxted and it was **RESOLVED** to appoint Mally Stearn and ask him to come to the next parish council meeting to talk about the role.

**033/16** **STAFF SALARY SCALES FOR 2016 – 2018**

- a) Members noted the NALC agreements on salary scales for the period April 2016 – Mar 2018 with a 1% increase for 2016 – 2017 backdated to 1<sup>st</sup> April and a 1% increase for 2017- 2018. The Clerk advised that this was a gross monthly increase of approximately £6 per month. Council pension contributions would increase by £1.28 per month. It was noted that as the Cleaner is also on Local Government payscale she would also receive the 1% increase.

Monthly standing order payments have been amended as follows to accommodate the increase and take account of 40P salary overpayment from 2015- 2016 year and underpayment from April 2016 – date of £10.71 in respect of backdated pay rise as detailed above. June Standing order amended to £892.30 and then monthly payments of £877.67.

**ANNUAL RETURN FOR THE YEAR 1<sup>ST</sup> APRIL 2015 – 31<sup>ST</sup> MARCH 2016**

- a) Internal Audit Report for the year 1<sup>st</sup> April 2015 -31<sup>st</sup> March 2016.

Members reviewed the internal audit report and noted the following recommendations:

*To update Standing Order no.18 to incorporate reference to the Public Works Contracts Regulations 2015 (to be placed on July agenda for approval)*

*The Council own the King George V Field playing field which is not a registered charity therefore the land should be included in our asset register at community value of £1* **RESOLVED:** to review this fully prior to the next Annual Insurance renewal.

- b) Review of the Effectiveness of Internal Audit.

Members reviewed the document produced by the Clerk and agreed that correct audit procedures were in place and that internal audit functions were well managed and **RESOLVED** to approve this document.

- c) Annual Return for the year 1<sup>st</sup> April 2015 – 31<sup>st</sup> March 2016

(i) Statements 1-9 on Section 1 Annual Governance Statement were reviewed and it was **RESOLVED:** to approve signature of this section.

(ii) Section 2 - Accounting Statements for 2015/2016. Members reviewed the Receipts and Payments Account for the year ended 31<sup>st</sup> March 2016 which had been previously circulated and

**RESOLVED** to approve the statement for signature.

**034/16 FINANCIAL REPORT**

Balances of bank accounts currently stand as follows:

Boxted Community Hub     £3015.85

Boxted Current account   £17580.32

Neighbourhood Development Plan account   £13033.65

Boxted Deposit account   £2732.05

**035/16 PAYMENT OF ACCOUNTS**

**RESOLVED:** (unanimously) to authorise payment of the accounts as detailed below for June Appendix 'A' totalling £2346.67

**036/16 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 13<sup>th</sup> July 2016 at 7pm at Boxted Village Hall Cage Lane

There being no further business the Chairman closed the meeting

CHAIRMAN.....

DATE.....

**APPENDIX ' A '**  
**BOXTED PARISH COUNCIL – June 2016**

<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 <sup>TH</sup> June	Mrs D Humphris	892.30		892.30	Monthly salary
S/O	12 <sup>TH</sup> June	Essex Pension Fund	277.90		277.90	June pension contributions
Online payt	8 <sup>TH</sup> June	Barry Took	613.50		613.50	Handyman jobs and grasscutting
Online payt	8 <sup>th</sup> June	BNL/James & Lindsay Ltd	360.88		360.88	Tractor and Mower Insurance
C.NO.	8 <sup>TH</sup> June	Heelis and Lodge	160		160	Internal audit fee
Online payt	3 <sup>rd</sup> June	Artistik	453		453	Deposit re new windows Community Hub
<b>SSC</b>						
<b>S/O</b>	15 <sup>TH</sup> June	Mrs E McKAY	234.79		234.79	June salary
<b>Online payment</b>	8 <sup>th</sup> June	Pestforce	60		60	Pest Control
<b>D/D</b>	1 <sup>ST</sup> monthly	Colchester Borough Council	54.42		54.42	Trade Waste June
		<b>TOTAL PAYMENTS</b>	<b>3106.79</b>		<b>3106.79</b>	