

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING
JUNE 2017

The Minutes of the Meeting held on Wednesday 14TH June 2017 at Boxted Village Hall, Cage Lane, Boxted Colchester, commencing at 7.00pm

	<u>Present</u>
Chairman: Councillor H Large	Yes
Vice Chairman: Councillor Mrs C Damen	Yes
Councillors:	
Councillor G Pugh	Yes
Councillor Mrs A McLauchlan	Yes
Councillor Mrs L Carpenter	No
Councillor M Parratt	No
Councillor J Collitt	Yes
Councillor Mrs V Banwell	Yes
Councillor W Petersen	Yes
 Staff: Clerk to the Council Denise Humphris	Yes

One member of the public

- 022/17** **APOLOGIES FOR ABSENCE RESOLVED:** to accept apologies for absence from Councillor Mrs Carpenter.
- 023/17** **CO-OPTION OF NEW COUNCILLOR**
RESOLVED: (unanimously) to appoint Mr W Petersen to the vacant position and to Receive his Declaration of Acceptance of Office and completed Register of Interests.
- 024/17** **DECLARATIONS OF INTEREST** None
- 025/17** **THE MINUTES OF THE MEETING HELD ON WEDNESDAY 4TH MAY 2017**
RESOLVED: to approve the minutes (previously circulated) as a true record for signature by the Chairman.
- 026/17** **PUBLIC PARTICIPATION**
The member of the public present explained some details about a planning application he had submitted and left the meeting.
- 027/17** **CLERK'S REPORT** Nothing to report
- 028/17** **BOROUGH AND COUNTY COUNCIL MATTERS**
Colchester Borough Councillor Nigel Chapman sent his apologies for absence
- 029/17** **POLICY DOCUMENTS**
RESOLVED: to adopt policy documents for use by the Council, as presented by the Clerk as follows:
Persistent and vexatious complaints and communications policy.

030/17 PLANNING

PLANNING Members considered the following planning application submitted to Colchester Borough Council and **RESOLVED:** to comment as follows:

APPLICATION NUMBER	ADDRESS	DETAILS OF APPLICATION	PARISH COUNCIL COMMENTS
170739	2 Homedale Cottages Dedham Road Boxted	Retrospective application for erection of a breeze block shed	NO OBJECTIONS
171412	Poplars, Cage Lane Boxted	Replacement of a former B8 storage building with a dwelling	FOR REVIEW

031/17 HIGHWAYS MATTERS

RESOLVED: To support a request from Borough Councillor Chapman to submit a Local Highways Panel request for help with parking problems on Dedham Road (by White Arch Place) perhaps by installation of laybys.

032/17 PLAYGROUNDS/RECREATION GROUNDS/INSPECTION REGIMES

a) RPII visual inspections – Following recent training both the Clerk and Assistant Clerk are qualified to undertake the weekly play inspections. It was agreed to liaise with the grass cutting contractor to ask them to stop their inspections i.e. 1st August with a pro rata reduction in their monthly contract fee. The Clerk will set up a new system with effect from 1st August using PSS software at a cost of £3 per inspection **RESOLVED:** to approve this cost.

b) RESOLVED: to delegate authority to the Clerk to organise all necessary playground repairs up to a maximum of £1000 per repair and providing costs can be covered within agreed budgets.

c) Independent Inspections. The Annual Independent Inspection has not yet been undertaken so an interim Operational Inspection has been undertaken as an emergency measure at a cost of £250. The Clerk will obtain quotes for the necessary Annual Inspection.

033/17 TRAINING

a) RESOLVED: to give the Clerk delegated authority to book training course with EALC for staff and members providing the costs can be covered within the agreed budget.

b) RESOLVED: that the training budget for this year should be increased to £ 1500 - funding for this to come from reserves or savings on other budgets which can be reviewed later in the year.

c) New Councillor Training RESOLVED: to approve training for Councillors Banwell and Petersen cost 2 x £45.

d) RPII examinations RESOLVED: to approve the costs as follows: Assistant Clerk £190 Clerk £47.50 (1/4 share of cost shared with other councils)

e) EALC Annual Police Conference – to approve attendance at this conference for Council Mrs V Banwell.

BOXTED VILLAGE HALL MANAGEMENT COMMITTEE

034/17

The Clerk reported on her meeting with Community Halls in Partnership who are willing to take on day to day management of the Village Hall – costs will be around £650 per month and will include all bookings, invoicing and banking as well as Health and Safety statutory checks and management of necessary repairs and maintenance. Overall control of the bank accounts remains with the Parish Council and so regular liaison with the Clerk will be necessary. The Clerk will liaise with both the existing Village Hall trustees and Community Halls in Partnership to ensure a smooth transition on 1st August.

035/17

CAMPING CLOSE CHARITY

The Clerk reported that no progress has been made. We are currently awaiting a valuation and once this is available this will be presented to the Council for a further decision on the way forward. Funds from the Charity accounts cannot be released to Essex Community Foundation until the land has been disposed of.

036/17

ANNUAL RETURN FOR THE YEAR 1ST APRIL 2016 – 31ST MARCH 2017

With all financial information having been previously circulated including the current Audit Regulations setting out the standards required for the Council to sign Section 1 of the Annual Return – Annual Governance Statement:

a) Section 1 Annual Governance Statement RESOLVED: to answer yes to statements 1-9 and approve the statement for signature by the Chairman.

b) Section 2 Accounting Statements RESOLVED to approve the Accounting Statements as presented by the Responsible Finance Officer for signature by the Chairman.

037/17

FINANCIAL AND ACCOUNTING

b) Financial Report 1st April -Date.

The Clerk reported bank balances as follows:

Current Account £21408.04

Reserve account £2008.92

Community Hub £1183.92

Grants funds of £6k are still to be re-claimed and there is a VAT refund of £1000 due. £2100 of rental payments are due to the Hub this week. All expenditure is running within budget. It was reported that at the year-end 31st March the Clerk had been overpaid £22.44 salary (due to being paid by S/O) but this year due to the increase implemented on 1st April and underpayment of £30.92 had occurred making £8.48 owing to the Clerk. The Clerk advised that the Assistant to the Clerk had been underpaid in her first two month's salary due to a calculation error but this had now been corrected. Some monthly direct debits to EON and to Colchester Borough Council for the trade waste bins had not been reported to the Council previously - hence the list on this month's payments schedule.

c) Payment of invoices – RESOLVED: to approve the payment of invoices as per attached Appendix 'a' totalling £5944.22

038/17 **TIME AND DATE OF NEXT MEETING**

The next meeting will be Wednesday 12TH July 2017 at Boxted Village Hall Cage Lane Boxted.

039/16 **EXCUSION OF THE PRESS AND PUBLIC**

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

040/16 **Category 1 Staffing Matters**

a) NALC annual pay increases effective 1st April 2017

Members noted the nationally agreed pay increases for all staff of 1% effective from 1st April 2017.

b) Overall review of staff costs

Further to minute number 021/16 it was **RESOLVED:** that the Assistant to the Clerk to the Council position would be set at 12.5 hours per week. This would maintain staff costs relating to the hub at around £11500 and ensure that regular Hub costs of around £7800 per annum could be covered by the projected income of £17880 with only a small reliance on the £6k grant funds to be returned. This would free up more money for ongoing projects costs such as the roof and exterior of the building and additionally the Council wish to consider providing a pension for these staff.

c) **RESOLVED:** to approve the NEST pension scheme for Hub related staff which requires a 1% minimum contribution from staff with a 1% contribution from the Council with no set up fees or annual charges to the Council. If all staff were to take this the cost would be approximately £400 per annum.

d) **RESOLVED:** to delegate the Chairman and the Clerk responsibility for undertaking interviews for the Assistant to the Clerk to the Council

e) Handyman role – It was noted that no applications have been received for the new Handyman role and **RESOLVED:** that no further action would be taken on this at the present time.

f) Annual Review of Clerk's Hours.

RESOLVED: taking in to account increased work load from the Hub, the need for additional time to obtain grant funding and manage various improvements for the Hub and management of three staff and from the Council's newly acquired management of the Village Hall (which will involve at least bi-monthly meetings for the Village Hall charity) it was **RESOLVED:** to increase the Clerk's hours from 19 hours per week to 26 hours per week and to approve an upwards increase on the NALC salary scales to SCP point 35 to recognise additional responsibilities commencing on 1st August 2017. The additional cost of £5600 for this financial year will be funded by the £800 reduction in the grass cutting contract (for removal of play inspections) and the remainder will be funded from reserves or savings in other budgets. It was recognised that this may require an increase to the Precept next year but was considered necessary in order to enable the

Council to maintain these Village services. It makes total staff hours of 38 hours per week - equivalent to one full time member of staff to run the Parish Council, the Community Hub and the Village Hall Charity and it was agreed that this was not unreasonable given that the Clerk's original contract just for looking after the Parish Council was 14 hours per week.

It was **RESOLVED:** that these minutes may be released to the public and do not need to remain confidential.

Signed.....Date.....

APPENDIX 'A' BOXTED PARISH COUNCIL

STAFF COSTS	3226.35	3226.35	STAFF COSTS
Mrs D Humphris	12	12	APR May jun tel costs
D Marvan	600	100 500	Grasscutting
Boxted Village Hall	162	162	Meeting Fees
CPRE	36	36	Annual Subs
Tin Bins	420	70 350	Skip Hire
COPFORD WITH EASTHORPE PC	86	86	Accounts software
Future Electrical	864	864	Cooker install and new electric
Future Electrical	447	447	Shower install
Natalie Smith	44	44	Key cutting
Dovercourt DIY	46.87	46.87	Handyman
EON	520.6	520.6	Materials
EON	-16.26	-16.26	Electric
EON	7.52	7.52	Electric
EON	25.08	25.08	Electric
EON	643.09	643.09	Electric
Colchester Borough Council	98.27	98.27	Trade Waste
	98.27	98.27	Trade Waste
	98.27	98.27	Trade Waste

Birkett Long

576

96

480

Sols fees re land -
Camping Close

CHAIRMAN SIGNATURE

DATE