

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING MAY 2016

The Minutes of the Meeting held on Wednesday 11th May 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	No
	Councillor Mrs L Carpenter	Yes
	Councillor M Parratt	Yes
	Councillor K Daniels	Yes
Staff:	Clerk to the Council Denise Humphris	Yes

Others in attendance at the meeting:

Colchester Borough Councillor Nigel Chapman and two members of the public.

001/16 APPOINTMENT OF CHAIRMAN

RESOLVED (unanimously) : to appoint Hugh Large as Chairman for the Municipal year May 2016 – April 2017.

002/16 APOLOGIES FOR ABSENCE

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

003/16 CO-OPTION OF NEW COUNCILLOR

RESOLVED: (unanimously) to co-opt Mr K Daniels to the vacant councillor seat. His signed Declaration of Acceptance of Office and completed Register of Interests was passed to the Clerk.

004/16 DECLARATIONS OF INTEREST Councillor Mrs Damen declared an interest

005/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 13TH April 2016

Councillors had not received the draft minutes and it was agreed to hold these over to the next meeting for approval.

006/16 OFFICERS AND COMMITTEES FOR THE YEAR MAY 2016 – APRIL 2017

VICE CHAIRMAN: RESOLVED (unanimously): to appoint Councillor Mrs McLauchlan as Vice Chairman for the forthcoming year.

NEIGHBOURHOOD DEVELOPMENT PLAN WORKING GROUP.

It was confirmed that all councillors are members of the group and the Terms of Reference from last year were reviewed and approved with no amendments.

007/16 BOROUGH AND COUNTY COUNCIL MATTERS

Colchester Borough Councillor Nigel Chapman congratulated the Council on it works at the Sports Pavilion and efforts to bring it back into community use. He advised that following the recent elections and ward boundary changes there are now 3 Borough Councillors for the new larger Rural North Ward, which now covers 11 villages. At this stage he was not sure how this would work but he would

still be providing support for Boxted.

The figures from the speed survey and due by the end of the month and he acknowledged a comment that traffic was still a problem.

008/16 CLERK'S REPORT

Members noted the Clerk's report as follows:

Planning Decision Notices Received:

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

152410 – Wingham Mill Road Boxted Colchester – extension of the upper floor creating a new roof an additional bedroom and expanding the existing bedrooms. APPROVED

After school Club

The club due to open in September operating from the sports pavilion premises has now been named following a competition at the school. It will be called Rainbow Rangers and Councillors were shown a poster with the new logo.

Sports Pavilion

The Annual fire inspection has been completed including certification of fire extinguishers which necessitated the purchase of a Fire Blanket and fire extinguisher for the new kitchen.

Key holding – Sports Pavilion

Due to safeguarding issues around the after school club key holding must be kept to a minimum. There had been some isolated issues with the caretaker being later that requested to open the building for the Football team but with the new hirer for the bar/lounge area likely to be available seven days per week and open when the sports teams are at the building a few more weeks should see a solution to these problems.

009/16 PUBLIC PARTICPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None

010/16 POLICY DOCUMENTS

The following documents were reviewed and updated where necessary and it was **RESOLVED:** that these should be adopted for use by the Council:

Financial Regulations

Standing Orders

Freedom of Information

Complaints Procedure

Retention of Records

The following new policy documents were reviewed and it was **RESOLVED:** that these should be adopted for use by the Council

Co-option of councillors policy

Grievance policy

Disciplinary Policy

Equal Opportunities Policy.

011/16 COUNCIL MEETING DATES TIMES AND VENUE MAY 2016 – APRIL 2017

Meeting dates were confirmed as the second Wednesday of each month except August and December starting at 7.00pm at Boxted Village Hall Cage Lane Boxted.

012/16 BANKING AND AUDIT ARRANGEMENTS

Bank signatories

RESOLVED: Signing and payment authorisation arrangements - two out of any four signatories: Hugh Large, Ros Cryer, Angela McLauchlan and Gene Pugh

Audit Function

RESOLVED: to appoint Councillor Mrs L Carpenter to undertake the audit function and to have view only access of bank accounts for that purpose.

It was **RESOLVED:** to approve the new internal audit policy for all payments including online payments.

Online Banking

RESOLVED: the Clerk has access to the bank accounts to view accounts and is the sole person responsible for making all online transactions. Payments must be authorised in line with the internal audit policy detailed above and regular audits undertaken as detailed above.

Regular payments made by Standing Order and Direct Debit.

RESOLVED: that the following payments are to be made by Standing Order or Direct Debit: Parish Council current account:

Standing Order 12th monthly Clerk's salary; Standing Order Essex Pension Fund 15th monthly – employee and employer pension fund contributions; Direct Debit January annually Information Commissioners Office – Data Protection Licence Annual Renewal. Direct Debit July and January Anglian Water (to be reviewed with new water meter having been installed for Village Hall.)

Sports and Social Club Account

Standing Order 15th monthly – Cleaner's salary; Direct Debit Colchester Borough Council, last day monthly re Trade Waste bins (to be reviewed once new bar/lounge area running)

Direct Debit EON 29th monthly - Sports Pavilion electric.

013/16 NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillor Mrs Cryer talked through all the recommendations for modification from the examiner relating to the proposed final Neighbourhood Plan Document. Most of the suggested modifications had no significant impact other than to amend words or phrases to ensure that the final policy fits with National and Local Policies. More significant changes were as follows:

Policy SB1 Village Settlement Boundaries

Councillor Mrs Carpenter declared a personal interest relating to this matter as she is an acquaintance of the landowner.

Settlement Boundary to be extended to include the small strip of land between Crossfield Way and the school.

Settlement Boundary to include the Hill Farm site.

Policy SM1 Loss of Visual Amenity. Unacceptable Noise impact from Commercial activity.

The examiner identified contradiction between the policy stating that it applied to all commercial activity in the parish but then later stating it to applies to any smallholding. Concerns were expressed about not specifically including the word 'smallholding' as the intent was to protect the character of Straight Road but it was agreed that the wording should state 'small holdings and enterprise'. It was agreed to refer the matter to our planning consultant Chris Bowden for his recommendations.

Policy HF1 Hill Farm site – wording modifications suggested that do not implement any significant changes to the existing policy

Paragraph 75 of the examiner's report – it was agreed to consider changing the wording to

‘where appropriate developments will be expected to contribute a commensurate or appropriate amount.....’ But to look for guidance from our planning consultant on this matter.

RESOLVED: to forward the Examiner’s report to Chris Bowden of Navigus Planning for his comments and recommendations, asking him to provide a written summary for consideration at the June parish council meeting. Providing all amendments/modifications were then accepted and approved by this Council, Colchester Borough Council could then pursue matters towards a referendum possibly in July.

014/16 SPORTS AND SOCIAL CLUB

a) **RESOLVED:** to approve changing the name to Boxted Community Hub with immediate effect.

b) The Clerk advised that quotes were currently being sought for the necessary works to the lounge/bar area. A contractor had been identified to undertake some works but this had not gone ahead as there had been problems with obtaining detailed quotes or invoices for works and labour, and as funding of this project is subject to grant funding we could not proceed on this basis which has held things up. Due to limited funds current works will be restricted to only essential works to enable the facility to function for the after school club and the community hub bar/lounge hirer. This would mean the lounge area would be painted and the carpets cleaned, new kitchen and necessary dividing walls in the cellar area to isolate the electric circuit boards and a new cupboard installed for the after school club. New windows for the kitchen, toilets and bar. Grant funders have agreed to release funds as we go along providing all claims are supported by detailed invoices for audit purposes, which will help this Council’s cash flow as we do not have sufficient reserves to pay for all the works and then claim this back. We are working towards an opening date for the bar of 1st July 2016. There are some electrical works needed but most of these had been included in the electrician’s original ‘first phase’ payments and no funds are needed for this at the moment. The electrician has been advised to proceed but not to incur any additional costs without prior authorisation. The Clerk advised that all costs will be tightly controlled in this second phase and that valuable lessons had been learnt from the first phase in terms of project and budget management.

015/16 PLANNING Members considered comments to the following applications submitted to Colchester Borough Council AND **RESOLVED** to comment as follows:

160905 – 20 Straight Road Boxted – retrospective application for a proposed field shelter to house horses.

Councillor Mrs Damen declared a personal interest as a neighbour of the property.

This is a large building which is visually and aesthetically not in keeping with its rural surroundings and other nearby buildings and constitutes overdevelopment of the site.

161060 – Holly Cottage Straight Road Boxted – Proposed replacement of three window frames (listed building consent) NO OBJECTIONS

161159 – 12 Hobbs Drive Boxted – Single storey front extension – NO OBJECTIONS

160856 – 2Thrift Cottages Straight Road Boxted – new garage with storeroom above. NO OBJECTIONS

016/16 ANNUAL SUBSCRIPTIONS

RESOLVED: to approve payment of the following annual subscriptions
Colchester Association of Local Councils £35

017/16 FINANCIAL REPORT

The Clerk reported that the internal auditor will be undertaking the internal audit on 3rd June 2016.

Balances of bank accounts currently stand as follows:

Boxted Community Hub £3163.15

Boxted Current account £19332.43

Neighbourhood Development Plan account £13033.65

Boxted Deposit account £2732.05

018/16 PAYMENT OF ACCOUNTS

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

019/16 BRIEF REPORTS OF MEMBERS

Councillor Mrs Carpenter had reported that she had recently attended the Northern Gateway meeting but had felt that it was mainly aimed at local sports clubs and in getting them involved with the proposals for sports facilities. There are not yet any plans with regards landscaping.

Councillor Mr Daniels expressed concern about the provision of TV facilities at the Community Hub and the selling of alcohol with reference to abiding to the licensing requirements and ensuring that, for example, sports matches weren't screened without correct licences. However, members confirmed that as these facilities would be provided by the hirer of the bar/lounge area as part of her own business and that she would be the named licensee this would be her own responsibility to ensure all these rules would be complied with.

020/16 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 8th June 2016 at 7pm at Boxted Village Hall Cage Lane.

021/16 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.

Consideration of draft contract for grass cutting and handyman

In accordance with minute number 157/15 (h) the Clerk had met with the current grass cutter/handyman to establish realistic proposals for formalising a grass cutting/handyman contract to give the council some certainty over monthly outgoings in this respect.

The handyman had reported that grass cutting takes around 9 hours per time to cut the King George V field and with additional cuts undertaken for sports teams as required this could be as much as three times per month. At the current rate of £15 per hour this could equate to up to £405 per month. Councillors considered the matter and agreed that they felt that it should not take 9 hours per cut and that considering that the Council provided all equipment to do the grass cutting and paid for maintenance and insurance of that equipment £15 per hour seemed a high rate for labour – although all agreed that the standard of the work is excellent, costs have to be a consideration.

The current handyman also charges 1.5 hours per week for safety inspections of all play equipment, skate park and BMX track. The Clerk advised that it was an insurance requirement that we were able to provide proof that these weekly visual inspections were being done but that currently the tick sheets were not provided on a regular basis and had to be chased putting us in a difficult predicament in the event of an insurance claim.

Other costs included emptying litter and dog bins and litter picking.

There was some discussion about whether or not this contract should be offered on an

employed basis considering that the Council provide most of the equipment to do the job but it was agreed that keeping costs low had to be a critical consideration and that employment costs which would potentially include pension costs would be higher than offering this as a tender contract. With that in mind it was **RESOLVED:** to prepare a tender document for grass cutting, litter picking, bin emptying and weekly visual play checks and minor maintenance. Quotes could be submitted for labour only i.e. using the Council tractor and mower and from contractors using their own equipment so that these could be looked at objectively to compare the costs of maintaining the existing equipment (or selling it) and using an independent contractor with his own equipment.

As this is all now to be put out to tender it was **RESOLVED:** that the planned Play Safety Inspection Course for late May for the current handyman be cancelled.

With regards small 'day to day' maintenance tasks for the Community Hub, it was agreed that it was important to have someone on hand to undertake these jobs quickly and that the current handyman had always done a good job – however it was important to have certainty over costs in the future and so any jobs would need to be subject to a fixed price quote before being undertaken.

It was **RESOLVED:** that this minute does not need to remain confidential.

There being no further business the Chairman closed the meeting

CHAIRMAN SIGNED BY CHAIRMAN COUNCILLOR HUGH LARGE

DATE 11TH MAY 2016

APPENDIX ' A '
BOXTED PARISH COUNCIL – May 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 TH May	Mrs D Humphris	881.59		881.59	Monthly salary
S/O	12 TH May	Essex Pension Fund	270.52		270.52	May pension contributions
Online payt	12 TH May	Barry Took	600		600	Handyman jobs and grasscutting
Online payt	12 th May	Mrs D Humphris	9.16		9.16	BT - ¼ SHARE
Online payt	12 th May	Mrs A McLauchlan	83.16	3.96	79.20	Diesel
Community Hub						
S/O	15 TH May	Mrs E McKAY	228.07		228.07	Apr salary
D/D	1 ST monthly	Colchester Borough Council	54.42		54.42	Trade Waste May
Online payment	12 th May	E&J Fire and Security Ltd	219.75	36.63	183.12	Annual Fire inspection
		TOTAL PAYMENTS	2346.67	40.59	2306.08	