

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING NOVEMBER 2016

The Minutes of the Meeting held on Wednesday 12TH October 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 | No |
| | Councillor G Pugh | No |
| | Councillor Mrs C Damen | Yes |
| | Councillor S Lawrence | No |
| | Councillor Mrs L Carpenter | Yes |
| | Councillor M Parratt | Yes |
| | ONE VACANT SEAT | |
| Staff: | Clerk to the Council Denise Humphris | Yes |

Others in attendance at the meeting:

2 Members of the public, Colchester Borough Councillor Nigel Chapman and Essex County Councillor Anne Brown.

076/16 APOLOGIES FOR ABSENCE

RESOLVED: (unanimously) to accept apologies for absence from Councillor Mrs R Cryer, Councillor S Lawrence and Councillor G Pugh.

077/16 VICE CHAIRMAN

RESOLVED: to appoint Cheryl Damen as Vice Chairman for the remainder of the municipal year.

078/16 DECLARATIONS OF INTEREST None

079/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 12TH October 2016

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

080/16 BOROUGH AND COUNTY COUNCIL MATTERS

Colchester Borough Councillor Nigel Chapman reported that our Neighbourhood Plan will be going to the Borough Full Council in December as part of the Local Plan process, and then will become part of the Local Plan.

Essex County Councillor Anne Brown gave a brief outline of the reasons behind the recent withdrawal of the morning and evening buses from Boxted to Colchester and was pleased to report that from 1st December these essential routes will be running again but will be costing the County Council between £30000 and £40000 per annum.

Councillor Brown gave some brief details on plans for Highway Repairs on Boxted Bridge.

Councillor Brown advised that she will ask ECC to attend to the hedge bordering the Hill Farm site.

Councillor Brown advised that matters relating to the possibility of a school crossing or new signage should be referred to the Local Highways Panel to

investigate potential solutions and funding.

081/16 CLERK'S REPORT

Councillor Resignation

The Clerk reported that Keith Daniels has resigned. The vacancy will be advertised.

Dedham VALE Pollenating Plants Project

Barry Took has managed the free planting as a volunteer and has involved the local school children in the project.

We have received notification that the Cricketers are unhappy that part of the Cricket outfield is being used for an additional junior football pitch.

082/16 PUBLIC PARTICPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None

PLANNING

083/16 Members considered their comments to planning applications submitted to Colchester Borough Council and **RESOLVED** to comment as follows: None received

084/16 BOXTED COMMUNITY HUB

a) Shared space – Café and After School Club

The Clerk reported that the hiring of the shared lounge space and kitchen was going well but storage is an issue and it is evident that if these two ventures are to survive long term they really need their own space. Potentially if the tractor and mower are sold the garage area may be able to be re-furbished to provide another usable area and this is something that could possibly be considered at a later date.

b) Caretaker/ Handyman

With the building being regularly used by 5 different hiring organisations as well as the public who use the Café and shop facility it has become evident that a handyman is needed for small day to day issues such as broken door handles, stuck radiator valves etc. that need small repairs on a regular basis. The Clerk also needs some assistance with the statutory checks on fire alarms/fire doors/water checks etc. that are necessary and which have fallen behind. After much discussion, it was **RESOLVED:** that a Handyman should be employed for five hours per week to be spread out over one fixed afternoon and one fixed morning period per week. A fixed term contract can be issued to Barry Took for the period 1st December 2016 – 30th January 2017 to allow the Council to advertise the new position locally and undertake interviews with a view to a more permanent appointment from 1st February. Rates of pay should be aligned to the Local Government Pay Scale at between £11 and £12 per hour. The funding for the position is to come from the income of the Community Hub which currently stands at around £18000 per annum with expenses including proposed loan repayments expected to be around £12000. This five-hour contract will take total annual expenses to around £15000 per annum.

085/16 WITHDRAWAL OF MORNING AND EVENING BUS SERVICE BETWEEN BOXTED AND COLCHESTER

As detailed under the Clerk's report this matter has now been resolved.

086/16 BOROUGH COUNCILLOR LOCALITY FUNDING – PLAY AREA GATES.

RESOLVED: that £770 offered by Borough Councillors for a small community project should be requested for use towards the new play area gates costing around £2000 which were identified on the last annual play inspection report as needing to be replaced. The Council considered three quotes received for the gates and **RESOLVED:** to accept the

quote from Playdale Playgrounds for £1323 which includes 2 self-closing gates and delivery and installation.

087/16 FINANCIAL REPORT

The Clerk reported bank balances as follows:

Current account £1881.41

Savings account £20006.36

Community Hub account £942.12

There is further grant funding to be claimed relating to works carried out to the Community Hub totalling £6036.11.

088/16 PAYMENT OF ACCOUNTS

RESOLVED: (unanimously) to authorise payment of the accounts for November totalling £4962.46 as detailed in Appendix 'A'.

089/16 DATE OF NEXT MEETING

There is no meeting in December. The next meeting will be held on Wednesday 11th January 2017 at 7pm at Boxted Village Hall Cage Lane. This will be the Annual Budget/Precept setting meeting.

090/16 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: PURSUANT TO Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the Press and Public for the following item of business:

To discuss commercially sensitive information – quotes for Boxted Grasscutting and Maintenance contract.

The Council considered the total costs for grasscutting, maintenance and play inspections for 2015/2016 which included owning and maintaining the parish council tractor and mower - these totalled £6689. Seven quotes were received ranging from £5358 per annum to £13500 per annum and subsequently it was **RESOLVED:** The contract would be given to Marvan's Landscape Services at a cost of £6000 per annum. The contract is to start on 1st December 2016 and run for a six month trial period after which the Council may consider extending the contract to a three year contract subject to being satisfied with the work in the probationary period.

RESOLVED: that this minute does not need to remain confidential and should be included in the public minutes.

There being no further business the Chairman closed the meeting.

There being no further business the Chairman closed the meeting

CHAIRMAN.....

DATE

APPENDIX ' A '
BOXTED PARISH COUNCIL – November 2016
PAYMENTS LIST AND PAYMENTS AUDIT NOVEMBER 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 Nov | Mrs D Humphris | 877.67 | | 877.67 | Monthly salary |
| S/O | 12 TH Nov | Essex Pension Fund | 273.23 | | 273.23 | Nov pension contributions |
| Online payt | 12 th Nov | Inland Revenue | 2474.18 | | 2474.18 | Q1 & Q2 PAYE |
| Online payt | 21 Oct | PFK Littlejohn | 360 | 60 | 300 | External audit fee |
| Online payt | 12 th nOV | Hill Farm Landscapes | 600 | 100 | 500 | Grasscutting, bin emptying, litter pick |
| Online payt | 12 th Nov | Fordham Parsh Council | 14.96 | | 14.96 | ¼ share of tel bill |
| SSC | | | | | | |
| S/O | 15 TH Nov | Mrs E MckAY | 230.31 | | 230.31 | Oct salary |
| Online payment | 15 th Oct | Future Electrical | 954 | 159 | 795 | Community Hub Lighting for after school club |
| D/D | 1 ST monthly | Colchester Borough Council | 54.44 | | 54.44 | Trade Waste |
| D/D | 28 Oct | EON | 28.42 | 1.35 | 27.07 | Electric |
| | | TOTAL PAYMENTS | | | | |