

**BOXTED PARISH COUNCIL**  
**PARISH COUNCIL MEETING NOVEMBER 2015**

The Minutes of the Meeting held on Wednesday 11<sup>TH</sup> November 2015 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	Yes
<b>Councillors:</b>		
	Councillor Mrs R Cryer	Yes
	Councillor G Pugh	Yes
	Councillor Mrs C Damen	Yes
	Councillor S Lawrence	Yes
	Councillor Mrs T Wells	No
	Councillor Mrs L Carpenter	Yes
	Councillor M Parratt	Yes
<b>Staff:</b>	Clerk to the Council Denise Humphris	Yes

**Others in attendance at the meeting:**

Colchester Borough Councillor Nigel Chapman. Two members of the public.

**094/15 APOLOGIES FOR ABSENCE**

**RESOLVED:** (unanimously) to accept apologies for absence from Councillor Mrs T Wells.

**095/15 DECLARATIONS OF INTEREST** Councillor Mrs Damen declared a personal interest with regards to Agenda item 7 as she is a direct neighbour of the property Orchard Place.

**096/15 MINUTES OF THE MEETING HELD ON WEDNESDAY 14<sup>TH</sup> OCTOBER 2015**

**RESOLVED:** (unanimously) to approve those minutes (previously circulated) as a true record for signature by the Chairman.

**097/15 CLERK'S REPORT**

Members noted the Clerk's report as follows:

**PLANNING DECISION NOTICES RECEIVED**

151747 – Thrift Cottages Straight Road Boxted – Listed building alterations – APPROVED  
151565 – Boxted Farm Lodge, Burnt Dick Hill, Boxted – extension to stable block and new swimming pool - APPROVED

**PLANNING APPEAL**

150361 – Carter's Vineyard Boxted – Vineyard Estate Manager's House and ancillary works - Informal hearing scheduled for 25<sup>th</sup> November

**Planning Application 152231**

Orchard Place – change of use to traveller' pitch – One e-mail raising an objection to this application and asking for PC to support that view.

**Boxted Village Website (.org site)**

A new volunteer has come forward to run the website and she has asked for continued funding from the PC for web hosting. Asked for proposals for consideration at January budget meeting.

### **Village Hall – New Water Meter**

All new pipe work has now been installed and Anglian Water have completed their inspection – we are now awaiting confirmation of a date for connection.

### **Sports and Social Club**

Cricket Club AGM held and new parish liaison officer appointed. Clerk has meeting arranged for Thursday 12<sup>th</sup> November.

Meeting with Boxted Lodgers Monday 9<sup>th</sup> November as they wish to put in a bid to run the bar. Outlined the Council's expectations (i.e rent to be paid and opened and run as Community facility not just for Sports Clubs with appropriate licence)

Ladies Football subs were paid into the wrong account (they are still paying by monthly cheque) and coupled with the fact that we have not been receiving funds from the Cricket Club, two cheques issued last month bounced – one to Artistik Windows for £540 and one to Barry Took for £940. A transfer has been made from the current account to cover this and payments have been authorised and paid by online banking. The Ladies Football team have been asked to confirm that they have now set up a standing order in accordance with the terms of the hire agreement.

### **Online Banking**

This is all up and running. We need to confirm who will have view only access to the accounts to fulfil the audit function. Councillor Wells had previously agreed to do this and the Clerk will check with her to see if she is still willing and able and if so to set this up. Previously agreed audit procedures reviewed, and a new 'pro-forma' for use when authorising online payments was approved.

### **PAYMENTS LIST OCTOBER 2015**

Clerk' monthly salary standing order incorrectly quoted as £682.46 when should have been £663.76.

### **Correspondence received:**

Colchester Borough Council – Planning Training 18<sup>th</sup> January 6pm

BBC – looking for applicants for Great British Bake Off

AONB –October monthly update

### **098/15 BOROUGH AND COUNTY COUNCIL AFFAIRS**

Colchester Borough Councillor Nigel Chapman advised that the traffic survey was ongoing and he would report back results once they are available.

### **099/15 PUBLIC PARTICIPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None**

### **100/15 PLANNING**

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

152342 Lavender House Langham Road Boxted – Detached car port – NO COMMENTS

152321 Cliftonville Mill Road Boxted – Notification of proposed single storey rear extension – NO COMMENTS

152292 The Jays Straight Road Boxted – Change of use of ancillary accommodation C3 to 1bedroom dwelling C3 – NO COMMENTS

152231 Orchard Place Accomodation Road Boxted – Change of use to travellers' pitch. OBJECTION – *due to there being no proven need for a further site in this vicinity and so close to the existing formal site close to the Village.*

### **101/15 NEIGHBOURHOOD DEVELOPMENT PLAN**

Whilst the results of the recent questionnaires are not yet available it was agreed that we should now proceed with this matter with adjustments to be made to the Hill Farm policy

if necessary once the results are known. A meeting will be held in December to discuss this matter only. It was noted that an Inspector had already been appointed and it was **RESOLVED** to ask Colchester Borough Council to arrange the submission inspection ASAP and to try to arrange the referendum for May to tie in with other local government elections, which it was hoped would reduce referendum costs.

**102/15 SPORTS PAVILION UPDATES**

Further to min.no.086/15 whereby it was agreed to issue the clubs with their own keys to the premises the Clerk advised that various problems have been reported in the last month which included evidence of muddy boots being cleaned in the shower areas, mud being left across the footpath leading to the pre-school, 2 new door handles having been broken and a kitchen cupboard door hanging off its hinges. None of these matters had been reported to the Clerk for repair as required by the hiring arrangement and the Clerk has so far been unable to ascertain exactly what has happened. It was **RESOLVED**: that in view of these problems keys would not now be issued and the matter would not be re-considered again until such time as there was some continuous improvement to the way in which the building was being treated, and evidence that all matters in the hire agreement were being adhered to.

**103/15 INTERNAL AUDITOR FOR 2015/2016**

**RESOLVED**: to appoint the existing internal auditor Heather Heelis for a further year.

**104/15 CLERK – ANNUAL SALARY REVIEW**

**RESOLVED**: to formalise the additional hours being worked in respect of management of the Sports and Social Club increasing the weekly contracted hours from 14 per week to 19 per week. It was further **RESOLVED**: that the salary point should be increased from spot point 31 to spot point 32 making annual salary of £ 14339 with changes to take effect with effect from 1<sup>st</sup> December 2015.

**105/15 PAYMENT OF ACCOUNTS**

**RESOLVED**: (unanimously) to authorise payment of the accounts as detailed below for November Appendix 'A' totalling £4343.56

**106/15 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 9<sup>th</sup> December 2015 but this would be a Neighbourhood Development Plan Committee meeting with one agenda item – to discuss any changes to the Hill Farm policy as a result of the questionnaire results.

There being no further business the Chairman closed the meeting.

CHAIRMAN.....

DATE.....

**APPENDIX ' A ' BOXTED PARISH COUNCIL – NOVEMBER 2015**

<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	663.76		663.76	Monthly salary
Online payt	11 <sup>th</sup> Nov	Mrs D Humphris	230.12		230.12	Underpayt re s/o Apr – Nov and SSC work S/O TO BE AMENDED
Online payt	11 <sup>th</sup> Nov	Essex Pension Fund	186.78		186.78	Nov pensions contribution
Online payt		Colchester Borough Council	61		61	Election expenses
Online payt	11 <sup>th</sup> Nov	Mr B Took	767.50		767.50	Handyman tasks
C.NO.001238	11 <sup>th</sup> Nov	Boxted History Group	50.00		50.00	Grant funding approved Oct 2015
<b>SSC</b>						
<b>S/O</b>	15 <sup>TH</sup> Sept	Mrs E McKAY	228.07		228.07	Nov salary
Online payt	11 <sup>th</sup> Nov	Mrs D Humphris	79		79	Duplicate keys SSC
<b>D/D</b>	1 <sup>ST</sup> monthly	Colchester Borough Council	54.42 54.42 54.42		54.42 54.42 54.42	Trade Waste Sept/Oct/Nov £54.42 per month
D/D	21 <sup>st</sup> Aug	EON	61.67	2.94	58.73	Electric Oct
Online payt	Auth AM RC	Artistik	540	90	50	Chq 000120 cancelled – see Clerk's report
Online payt	Auth AM/RC	Mr B Took	980		980	Chq 000121 cancelled – see Clerk's report
Online payt	11 <sup>th</sup> Nov	Future Electrical	182.40	30.40	152	Heating controls repair
<b>NDP</b>						
Online payt	11 <sup>th</sup> Nov	Navigus Planning Ltd	150	25	125	NDP support
		<b>TOTAL PAYMENTS</b>	<b>4343.56</b>			

**CHAIRMAN**

CHAIRMAN.....

DATE.....

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