

**BOXTED PARISH COUNCIL**  
**PARISH COUNCIL MEETING OCTOBER 2016**

The Minutes of the Meeting held on Wednesday 12<sup>TH</sup> October 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	Yes
<b>Councillors:</b>		
	Councillor Mrs R Cryer	Yes
	Councillor G Pugh	Yes
	Councillor Mrs C Damen	No
	Councillor S Lawrence	No
	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:**

1 Members of the public and Colchester Borough Councillor Nigel Chapman

**063/16 APOLOGIES FOR ABSENCE**

**RESOLVED:** (unanimously) to accept apologies for absence from Councillor Mrs C Damen, Councillor S Lawrence, Councillor Mrs L Carpenter, Councillor M Parratt and Councillor K Daniels

**064/16 DECLARATIONS OF INTEREST** None

**065/16 MINUTES OF THE MEETING HELD ON WEDNESDAY 14<sup>th</sup> September 2016**

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

**066/16 BOROUGH AND COUNTY COUNCIL MATTERS**

Nothing specific to report.

**067/16 CLERK'S REPORT**

**Highways Matters**

Details received from Essex County Council of a scheme to close roads and divert traffic on roads that regularly have flooding problems.

Overgrown hedges along Straight Road should have been attended to by end of September 2016 and the privately owned hedge adjacent Hobbs Drive Highways have issued a notice to the owner to cut it back and will follow enforcement action if it is not done.

**Buses**

We have received notification that the 7.45am and 5.40pm buses to and from Boxted are under review by Essex County Council who have advised that this is being looked at by the Commissioners at the moment. Ros Freeland has advised that Panther travel intend to submit a bid for the services.

**CONCLUSION OF AUDIT FOR THE FINANCIAL YEAR 1<sup>ST</sup> APRIL 2015 – 31<sup>ST</sup> MARCH 2016**

The Clerk reported that the external auditors have completed their review and we

have a clean audit with no action points or matters of concern raised.

**Financial Report for the year 1<sup>st</sup> April 2016 – 30<sup>th</sup> September 2016.**

Bank Balances current account £25550.22

Deposit account £6.36

Community Hub £2868.02

NDP £11801.03 (to be returned to CBC)

We have now received the second half year precept and parish support grant payment totalling £18062.50 with further funds to be reclaimed from CIF grant totalling £6036.11. Expenditure for the year is £18269 against the full year budgeted spend of £37520 and all costs are operating within budget.

Total expenditure for the Community Hub phase 2 will finish at just over £15k and day to day costs such as electric, heating etc. now stand at £5126 indicating that our original year end estimate of £9000 for outgoings will be broadly correct. With three sports clubs and the Community Hub and after school club, the estimate for income this financial year will be £14600 - however we have a list of maintenance items which need attending to and still some major refurbishment works needed and it would be prudent to consider building a contingency fund for the future for any major unexpected costs. The Clerk will collate a list of remaining necessary works and estimated costs by the time of the November meeting, so that we can review what funds are available for further improvements or maintenance or to be set aside for contingencies. Potentially we may also have to factor in borrowing costs as the need for a new roof has now become urgent.

Depending on the outcome of the forthcoming grasscutting tender process, for which we hope to have received quotes in time for our November meeting, we may also be able to consider selling the tractor and mowing equipment, which will bring in a small sum and alleviate maintenance and insurance costs.

**068/16 PUBLIC PARTICPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING**

Tracey Doolin reported on the progress of the new After School Club running in the Community Hub. She reported things are running successfully although number are still lower than anticipated. Originally she had expected to be able to accommodate 24 children but having operated from the premises it was felt that a maximum of 14 would be more realistic and currently numbers are below this although there are 12 children on a Tuesday. They have had a visit from Colchester Borough Council Community Wardens who have helped with a safe walk to and from school and have cut back overhanging nettles on the paths to assist. The daily handover with the Community Hub café is going well. Mrs Doolin advised that she is in talks with the school to hold he proposed summer schools at the school in order to keep the hub open for the general public full time during the summer holidays. Staff are all in place with 2 fulltime staff, one part time and another interview being held this week for cover staff for illness/holidays etc.

**069/16 BOXTED COMMUNITY HUB**

**a)Sports pitches.**

The Cricketers have complained that a junior pitch has been put in place by the Ladies Football team on the edge of their Cricket Outfield. The Footballers have advised that this is junior pitch and no matches will be played there after Christmas and they will repair any

damage. It was therefore **RESOLVED:** to allow the pitch permission to stay as there will be plenty of time to restore any damage to the ground between Christmas and the start of the Cricket season. This will not set a precedent for the future and this will be reviewed for the future.

**c)Community Hub Roof – Quotations for works**

The Council considered two quotations and **RESOLVED** to accept the quotation from Exterior Care based in Boxted for £18780 with the option of fibre cement slates which we were advised would be more durable if hit with a Cricket ball.

**d)After School Club**

**RESOLVED:** to agree to change the terms of the hiring agreement as follows:

Payments to be £100 per week term time only.

Payments to be reduced to £75 per week for the Autumn term September 2016 to December 2016 to give short term cash flow assistance to this new venture.

It was noted that a summer club is no longer required as this will now be held at the Primary school premises.

**070/16 CAMPING CLOSE CHARITY – TRANSFER TO ESSEX COMMUNITY FOUNDATION**

**RESOLVED as Trustees of the Camping Close Charity :** that estimated solicitor's fees of £2000 plus VAT for dealing with the Charity Commission were acceptable, plus further fees of £875 plus VAT for transfer of the land and the solicitors should be instructed to commence work on these matters. Funds held in the Charity accounts will be used to cover these costs.

**071/16 PLANNING**

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

162535 – Change of Use – Walnut Barn Orchard Farm Wet Lane Boxted – Prior notification for the conversion of a barn to a dwelling house. NO COMMENTS

**072/16 GOVERNMENT PROPOSALS TO CAP PARISH COUNCIL PRECEPT**

Members considered this government proposal which set out that increases to the precept in excess of a pre-determined level would be subject to a local referendum before they could be implemented. It was agreed that this contradicted ideas of Localism and devolving responsibilities to local councils and that this idea was unworkable at parish council level given that many small councils such as this had precepts of less than £30,000 – meaning that a referendum potentially costing £6000 would be needed to raise just another £600 for local needs and facilities. **RESOLVED:** that the Clerk should submit an objection to this proposal in line with the draft response previously circulated by the Clerk.

**073/16 GRANT FUNDING REQUEST**

Members considered a request from Langham and Boxted PCC for financial assistance with tree works required in the cemetery expected to cost around £1000. **RESOLVED:** to advise the Church that we are unable to assist on this occasion as the Council are having to borrow funds to fulfil their own commitments in respect of the Community Hub.

**074/16 PAYMENT OF ACCOUNTS**

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

**075/16 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 9<sup>th</sup> November 2016 at 7pm at Boxted Village Hall Cage Lane

There being no further business the Chairman closed the meeting

CHAIRMAN.....*Signed by Hugh Large*

DATE 9<sup>TH</sup> November 2016

**APPENDIX ' A '**

**BOXTED PARISH COUNCIL – October 2016**

**PAYMENTS LIST AND PAYMENTS AUDIT OCTOBER 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> Oct	Mrs D Humphris	877.67		877.67	Monthly salary
S/O	12 <sup>TH</sup> Oct	Essex Pension Fund	273.23		273.23	Oct pension contributions
Online payt	12 <sup>th</sup> Oct	Hill Farm Landscapes	600	100	500	Grasscutting, bin emptying, litter pick
Online payt	12 <sup>th</sup> Oct	Hill Farm Landscapes	60	10	50	Play equipt temp repair picket fence
Online payment	12 <sup>th</sup> Oct	Accent Stationers	97.91	16.32	81.59	Stamps stationery ink
<b>COMMUNITY HUB</b>						
<b>S/O</b>	15 <sup>TH</sup> Oct	Mrs E MckAY	230.31		230.31	Oct salary
<b>Online payment</b>	15 <sup>th</sup> Oct	Mark Graves	409	68.16	340.84	Community Hub refurb project
<b>Online payment</b>	15 <sup>th</sup> Oct	Future Electrical	350.40	58.40	292	Community Hub Fit cooker and supply and fit cooker hood.
<b>Online payment</b>	15 <sup>th</sup> Oct	C&W Fencing	1890	315	1575	Patio fencing for after school club
<b>Online payment</b>	15 <sup>th</sup> Oct	Barry Took	119.50		119.50	Supply and fit doorbell - repair toilet lock.

<b>D/D</b>	1 <sup>ST</sup> monthly	Colchester Borough Council	54.44		54.44	Trade Waste Sept
		<b>TOTAL PAYMENTS</b>	<b>4962.46</b>	<b>567.88</b>	<b>4394.58</b>	