

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING JANUARY 2016

The Minutes of the Meeting held on Wednesday 11TH November 2015 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	Yes
	Councillor Mrs T Wells	No
	Councillor Mrs L Carpenter	Yes
	Councillor M Parratt	Yes
Staff:	Clerk to the Council Denise Humphris	Yes

Others in attendance at the meeting:

Colchester Borough Councillor Nigel Chapman. Beverley McClean Colchester Borough Council Two members of the public.

107/15 APOLOGIES FOR ABSENCE

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

108/15 COUNCILLOR RESIGNATION

Members noted the resignation of Tracey Wells and expressed their thanks for all her hard work in her time as councillor.

109/15 DECLARATIONS OF INTEREST None

110/15 MINUTES OF THE MEETING HELD ON WEDNESDAY 11TH November 2015

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

111/15 NEIGHBOURHOOD DEVELOPMENT PLAN –HILL FARM SITE

Beverley McClean gave a brief summary as to the current position, particularly in regard to the Inspector's statement following the recent planning appeal and ensuring that the NDP policy had no conflicts with that statement. Discussions about density ensued with the existing policy stating suitability for up to 43 houses although the results from the Village questionnaire had indicated up to 35 to be a more popular choice. Beverley McClean advised that to reflect the local built form density of around 30 should be considered with a mix of sizes to be informed by an appraisal of need. However, revised wording would need another consultation which could be implemented at the end of January ready for an April examination of the NDP prior to referendum. **RESOLVED:** wording to be amended as suggested and new consultation to be undertaken. This would be followed up the Parish Council with a written explanation for the landowner which Councillor Cryer would draft, detailing that changes have been made to reflect the Inspector's comments

and comments from villagers. The final consultation document will also need amending and this will be attended to by Colchester Borough Council. There will be no scope for any further changes after this before the plan goes off to the Inspector for examination.

112/15 CLERK'S REPORT

Members noted the Clerk's report as follows:

Planning Decision Notices received

152129 – Lower Farm House, Lower Farm Road Boxted – Erection of a cartlodge and workshop with studio space above – APPROVED

152292 – The Jays, Straight Road Boxted – Change of use of ancillary accommodation C3 to 1 bedroom dwelling C3 – REFUSED

Planning Appeal Lodged

151321 – Orchard Farm Walnut Barn, Orchard Farm, Wet Lane, Boxted – conversion of barn to residential use and alteration of roof pitch.

Village Post Box

This has been removed by Royal Mail as it was not used a lot. They advised that they do not have to consult on business decisions. There are no plans to replace it. The Clerk has an address to write to complain if required by the Council. Some discussion ensued and Colchester Borough Councillor Nigel Chapman agreed to take this matter up possibly involving the local newspapers.

Village Hall Water Meter

This is being connected up on 18th January with a double meter box so that this is ready for a dedicated connection to the Sports and Social Club when funds are available to do this. This will mean that all bills received by the parish council after that date will relate directly to SSC.

Dog Fouling

We have received a complaint about dog fouling around the Village. A response has been sent asking for details of times/dates so that we can ask for a visit from Colchester Borough Council Community Wardens who will issue penalty notices.

Scattered Orchard Project

We are due to receive our free fruit and nut trees later this month and they will be planted on Recreation Ground by our handyman

Free Daffodil and Crocus bulbs

Colchester Borough Councillor Nigel Chapman donated daffodil and crocus bulbs which have been planted around King George V field by our handyman.

Colchester Borough Council – Free Trees for Years Initiative 2016

Saturday 30th January 2016 10am – 1pm Rowan House Car Park. First come first served. Residents up to three trees. Parish Councils up to 15 trees.

Data Protection – Registration with ICO

To be renewed (by D/D) for another year until January 2017 – cost £35

Correspondence

All general correspondence can now be found stored in the Cloud via One Note – all correspondence will be updated Friday weekly and kept for six months on a rolling basis. Any attachments can be requested from the Clerk. Link to view sent to councillors – if you are unable to read one note the free download will enable you to do this.

<https://www.onenote.com/>

113/15 BOROUGH AND COUNTY COUNCIL AFFAIRS

Colchester Borough Councillor Nigel Chapman advised that the traffic survey results

should be available in around six weeks.

Members noted details of the forthcoming boundary changes and associated Borough Council elections.

114/15 PUBLIC PARTICIPATION - QUESTIONS FROM MEMBERS OF THE PUBLIC PRESENT AT THE MEETING None

115/15 PLANNING

Members considered the following planning applications submitted to Colchester Borough Council and agreed to circulate the details for further review:

152721 11 Cross Cottages Dedham Road Boxted – Proposed rear and side single storey extension

152630 Earlswood House Chapel Road Boxted – Proposed extension and alterations to existing house. Existing redundant barns replaced with new cart lodge and new pool building. New solar panel array

152617 4 Straight Road Boxted – Two storey side extension

116/15 VILLAGE HALL LEASE

Members considered a response from PCC setting out the following information:

- Purchase of the land. *The Church do not wish to sell the land*
- Costs. *Will not excess £2000 +VAT*
- Term – *7 years from March 2016*
- Reason for 7 year lease rather than longer term – *Charity Commission rules make longer leases more complicated and costly*

Members considered that the Village Hall Committee have already agreed to pay half of the costs and it was therefore **RESOLVED:** to advise the PCC that we are happy to proceed on this basis.

117/15 BOXTED VILLAGE WEBSITE

Members considered details for a new re-vamped website which will be updated and maintained by a volunteer web designer. **RESOLVED:** to agree costs for a premium website retaining the boxted.org email address at an annual cost of £80.

118/15 PAYMENT OF ACCOUNTS

RESOLVED: (unanimously) to authorise payment of the accounts as detailed below for November Appendix 'A' totalling £4668.89

119/15 BUDGET/PRECEPT 2016/2017

The Council considered the proposed budget which showed expected expenditure for 2016/2017 financial year at £37520. Last year this Council used £20k of reserves to keep increases to a Band D taxpayer down to 10% and it was noted then that budgeted spend each year exceeded regular income meaning future increases may be unavoidable. At that time the Council did not realise that it would also have to take on the additional burden of the Sports and Social Club, which has depleted parish council reserves to £15k and increased employments costs due to now having to manage this facility. Further to this the annual support grant from Colchester Borough Council has been reduced by a further 10% this year, and therefore there is a gap of around £15k between expenditure and income which cannot now be filled by reserves. It was therefore **RESOLVED (unanimously)** to approve the budget as per Appendix 'B' which would include use of council year end reserves totalling £1375 resulting in a precept on Colchester Borough Council of £34372 and a cost to a Band D taxpayer of £59.48 per annum an increase of approximately £1.59 per month representing a 47% increase.

Councillors agreed that it would be important over coming months to review all operations with a view to reducing costs as much as possible to ensure large future

increases to the precept are not necessary. Things such as grasscutting could be considered to see if a contractor may be cheaper than paying someone to cut the grass and all the associated costs with running and maintaining machinery and lawnmowers owned by the Council. Income streams from the Sports and Social Club continue to be explored with the aim of making this building self financing. It was further **RESOLVED (unanimously)** that the annual payments from the three sports clubs using the Sports and Social club should be increased by 2.5% for April 2016 – April 2017 increasing their monthly payments from £244 per month to £250 per month an increase of £6 per month.

120/15 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 10th February 2016

There being no further business the Chairman closed the meeting.

CHAIRMAN.....

DATE.....

APPENDIX ' A ' BOXTED PARISH COUNCIL – January 2016

Payment processed by (method)	Date paid	PAYEE	GROSS	VAT	NET	DETAILS
S/O	12 th Dec	Mrs D Humphris	663.76		663.76	Monthly salary
Online payt	18 th Dec	Mrs D Humphris	217.83		217.83	Underpayt re s/o Dec
S/O	12 TH Dec	Essex Pension Fund	186.78		186.78	Dec pensions contribution
Online payt	18 th Dec	Essex Pension Fund	74.19		74.19	Underpayt re dec contributions
Online payt	18 TH Dec	Mr B Took	430		430	Handyman tasks
Online payt	18 th Dec	Accent Stationers	88.36		88.36	Stationery
Online payt	18 th Dec	Fordham Parish Council	7.12		7.12	Share of tel. bill
S/O	12 TH Jan	Mrs D Humphris	881.59		881.59	Monthly salary
Online payt	12 th Jan	Mrs D Humphris	288.01		288.01	Annual working from home allowance net of tax
S/O	12 TH Jan	Essex Pension Fund	260.97		260.97	Jan pension contributions
Online payt	12 th Jan	Inland Revenue	743.31		743.31	Q3 PAYE
Online payt	12 th Jan	Anglian Water	327.71		327.71	Half yearly water
D/D	25 Jan	I C O	35		35	Data Protection Registration renewal
SSC						
S/O	15 TH Jan	Mrs E McKAY	228.07		228.07	Jan salary

D/D	1 ST monthly	Colchester Borough Council	54.42 54.42		54.42 54.42	Trade Waste Dec/Jan £54.42 per month
Online payt	12 th Jan	Pestforce	60		60	Pest control
C.NO. 000123		D Herring	127.35		127.35	Supply and install entrance mats
		TOTAL PAYMENTS	4668.89		4668.89	

CHAIRMAN.....

DATE.....

Appendix 'B' Boxted Parish Council
Budget/Precept for April 2016 – March 2017

EXPENDITURE	Earmarks	Budget 2016/2017	Precept 2016/2017
ADMINISTRATION			
Audit Fees		500	500
Meeting Fees		210	210
Insurance		3200	3200
Stationery printing office admin postage		300	300
Subscriptions		565	565
Telephone		30	30
Training		500	500
Travel		150	nil
Computer Software/Website	275	525	250
Election Costs	600	650	50
GRANTS AND DONATIONS			
Village Directory		50	50
Churchyard		800	800
Other grants		100	100
Employment costs (incl pension)		16700	16700
Working from home allowance		420	420
Water Bills		nil	nil
VILLAGE MAINTENANCE			
Rates		To ssc budget	To ssc budget
Trees	500	500	nil
Hedges and grasscutting		3000	3000

Playsafety checks and litter picks		1220	1220
Playgrounds repairs/parts and maintenance		1000	nil
Tractor repairs/parts and maintenance (incl. oil/fuel)		1500	1500
Lawnmower repairs/parts and maintenance		1100	1100
Repairs and General Maintenance		2000	2000
SPORTS AND SOCIAL CLUB		2500	2500
TOTAL EXPENDITURE	1375	37520	36145
earmarks			
BUDGET REQUIREMENT			
INCOME			
Revenue Support Grant and LCTS Grant		1753	1753
Water		0	0
Bank Interest		20	20
TOTAL INCOME		1773	1773
PRECEPT			
(expenditure less income)			
*37520 – 1753	37520 -	35747	
Less earmarked funds	1753	1375	
Less use of council reserves		nil	
Total Precept requirement		34372	
Tax Base 577.80			
Cost to band D Taxpayer			