

BOXTED PARISH COUNCIL
58 SHAFTESBURY AVENUE
HARWICH CO12 4BT
Tel 01206 329019
E-mail boxted-council@btconnect.com

THIS MEETING IS OPEN TO THE PUBLIC

To All Councillors:
You are summoned to attend:
THE ANNUAL PARISH COUNCIL MEETING
Of
Boxted Parish Council
Wednesday 12th July 2017

At
Boxted Village Hall Cage Lane Boxted commencing following the end of the Annual Parish
Meeting which commences at 7.00pm
For the purposes of transacting the following business.

5th July 2017

Denise Humphris
Mrs D Humphris
Clerk to the Council

A G E N D A

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
To consider apologies for absence given and confirm acceptance of those apologies.
2. **DECLARATIONS OF INTEREST**– to receive Councillors Declarations of Interest under 2012 regulations on any item which appears on the agenda
3. **THE MINUTES OF THE MEETING HELD ON 14TH June 2017**
To approve the minutes as a true record for signature by the Chairman (previously circulated)
4. **PUBLIC PARTICIPATION**
(Maximum 15 minutes unless otherwise directed by the Chairman)
To receive questions/comments/queries from members of the public present at the meeting.
In accordance with standing order 3(h), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
5. **CLERK'S REPORT**
To note the Clerk's report on action items since the last meeting.
6. **BOROUGH AND COUNTY COUNCIL AFFAIRS**
To receive apologies for absence from Councillor Nigel Chapman
To receive reports from Borough and County Councillors
7. **COLCHESTER BOROUGH COUNCIL – LOCAL PLAN CONSULTATION**
a) To consider this Council's response to the Local Plan consultation
8. **PLANNING**
a) To review for comment as a consultee, planning applications for Boxted submitted to the Planning Authority Colchester Borough Council as follows:
171637 – 1 Line Cottages Boxted – Single storey rear extension

9. COMMUNITY HUB

- a) to consider issues around who can sell what in terms of food and drink at community events to ensure that one user is not damaging another users business/fundraising.
- b) to consider a policy for future large events on King George V field for events not organised by the Parish Council, with particular reference to provision of sufficient facilities such as toilets.

10. BOXTED VILLAGE HALL MANAGEMENT COMMITTEE (CHARITY)

to receive an update with regards parish council taking on management w.e.f 1st August 2017.

11. ANNUAL RETURN FOR THE YEAR 1ST APRIL 2016 – 31ST MARCH 2017

- a) To receive the Internal Auditors report and recommendations.
- b) To undertake the Annual Review of the Effectiveness of Internal Audit.

12. ANNUAL INSURANCE REVIEW

- a) To undertake the Annual Risk Assessment
- b) To review and update the Asset Register
- c) To review and approve payment for appropriate insurance renewal for the year July 2017 – June 2018.

13. FINANCIAL AND ACCOUNTING

- a) To receive the financial report 1st April 2017 – date
- b) To receive councillor confirmation that monthly audit checks have been undertaken
- c) To consider approval of the payment of invoices received.

14. EXCLUSION OF THE PRESS AND PUBLIC

To consider the exclusion of the press and public from discussion of the following items because of the likelihood that confidential information could be disclosed

Staffing matters

- a) To receive the recommendation of the interview panel with regards appointment of the Assistant to the Clerk to the Council and related terms and conditions.
- b) To consider purchase of laptop/software for new employee's use.

15. TIME AND DATE OF NEXT MEETING

Wednesday 13th September 2017 at Boxted Village Hall Cage Lane Boxted
THERE IS NO MEETING IN AUGUST

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