

**BOXTED PARISH COUNCIL**  
58 SHAFTESBURY AVENUE  
HARWICH CO12 4BT  
Tel 01206 329019  
E-mail [boxted-council@btconnect.com](mailto: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 10<sup>th</sup> May 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.*

3<sup>rd</sup> May 2017

*Denise Humphris*  
Mrs D Humphris  
Clerk to the Council

**A G E N D A**

1. **TO APPOINT A CHAIRMAN FOR THE MUNICIPAL YEAR MAY 2017 – MAY 2018**
2. **TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR MAY 2017- MAY 2018**
3. **TO RECEIVE APOLOGIES FOR ABSENCE**  
To consider apologies for absence given and confirm acceptance of those apologies.
4. **CO-OPTION OF NEW COUNCILLOR**  
To consider the co-option of Valerie Banwell and Receive her Declaration of Acceptance of Office and Register of Interests.
5. **COUNCILLOR RESIGNATION**  
To note the resignation of Steve Lawrence – meaning one further seat will be available for co-option at the June meeting.
6. **DECLARATIONS OF INTEREST**– to receive Councillors Declarations of Interest under 2012 regulations on any item which appears on the agenda
7. **THE MINUTES OF THE MEETING HELD ON 12<sup>th</sup> APRIL 2017**  
To approve the minutes as a true record for signature by the Chairman (previously circulated)
8. **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.*
9. **CLERK'S REPORT**  
To note the Clerk's report on action items since the last meeting.

**10. BOROUGH AND COUNTY COUNCIL AFFAIRS**

To receive reports from Borough and County Councillors

**11. POLICY DOCUMENTS**

a) to review and update where necessary the following policy documents:

- Financial Regulations
- Standing Orders
- Freedom of Information
- Complaints Procedure
- Retention of Records
- Co-option of councillors policy
- Grievance Policy
- Disciplinary Policy
- Equal Opportunities Policy.

b) to consider adoption of new policy documents as follows:

- Web site content and updating policy
- Grants and Donations policy

**12. COUNCIL MEETING DATES, TIMES AND VENUE MAY 2017 – APRIL 2018**

To confirm meeting dates for the municipal year May 2017 – April 2018

**13. BANKING ARRANGEMENTS**

a) to review the existing bank mandate and confirm signatories and signing arrangements;

b) to review online access to bank accounts and authority levels

c) to review the procedure for councillor audit checks and confirm internal audit procedures.

d) to confirm payments to be made by Bank Standing Order and/or Direct Debit for the financial year 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018.

**14. PLANNING**

a) To review for comment as a consultee, planning applications for Boxted submitted to the Planning Authority Colchester Borough Council as follows:

170997 – Land at Hill House Carters Hill Boxted – Outline planning application including details of access and layout for 36 residential dwellings, public open space, landscaping, new access and highways, associated and ancillary development on land at Hill Farm Boxted Boxted Cross.

171006 – 3 Alberry Cottages, Church Street, Boxted – Demolition of outbuilding and single storey extension.

**15. RENEWAL SUBSCRIPTION – ESSEX ASSOCIATION OF LOCAL COUNCILS**

To consider renewal subscription at a cost of £ (TBC)

**16. PLAY EQUIPMENT – RECREATION GROUND**

a) To note the removal of the swings due to safety concerns regarding chains and seats

b) To approve ROSPA Annual Play Inspection report - cost to be confirmed

**17. COMMUNITY HUB**

a) to consider quote received for a new cooker

b) to consider offers received for sale of tractor and mower

c) to consider skip hire to clear out old garage area

d) To consider daily opening/closing of Car Park gates

e) To consider a request from the Football Teams to support their funding request from F.A. for additional portable floodlights. NO funding required for the Council. (details circulated)

f) To consider renewal subscriptions for RCCE Village Hall and Buildings affiliation £50 (April 2017 – March 2018)

g) To note progress with new and renewal leases for The Hub Café and Bar and After School Club.

**18. BOXTED VILLAGE HALL MANAGEMENT COMMITTEE**

- a) To note the resignation of existing Charity Trustees holding Chairman, Secretary and Treasurer positions.
- b) To consider what action (if any) the Council need to take.

**19. FINANCIAL AND ACCOUNTING**

- a) To note draft figures for the year ended 31<sup>st</sup> March 2017
- b) To receive the financial report 1<sup>st</sup> April 2017 - date
- c) To consider approval of the payment of invoices received.

**20. 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 consider extension of fixed term contract Assistant to the Clerk to the Council position to 31<sup>st</sup> July and to consider instigating a Job Recruitment process for a permanent position, extending the hours to 15 hours per week starting date 1<sup>st</sup> August 2017.(full details to be circulated to include financial projections)
- b) To consider increasing Handyman Hours to 10 per week (full details to be circulated to include financial projections)

**21. TIME AND DATE OF NEXT MEETING**

Tuesday 14<sup>th</sup> June 2017 at Boxted Village Hall Cage Lane Boxted

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58 Shaftesbury Avenue Dovercourt  
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