

BOXTED PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 9 MAY 2018 AT THE VILLAGE HALL AT 7.30PM**

PRESENT: Cllr Damen (Chair),
Cllr's Banwell, McLauchlan, Maxwell, Pugh, Collitt and
Interim Clerk - Karen Thompson

ALSO IN ATTENDANCE: There were several members of the public in attendance

Chairman's Welcome

18/018 To appoint a Chair for the year May 2018 – May 2019
Cllr Damen was elected Chair of Boxted Parish Council for the period May 2018 – May 2019.

18/019 To appoint a Vice-Chair for the year May 2018 – May 2019
Cllr Maxwell was elected Vice-Chair of Boxted Parish Council for the period May 2018 – May 2019.

18/020 To confirm the Sub-committee and Working Groups of Boxted Parish Council and their nominated Chairs.
It was confirmed that the following Committee form part of Boxted Parish Council and the Chair is appointed as shown.

| | |
|------------------------|--------------------|
| Staffing Committee | Chair Cllr Maxwell |
| Staffing Sub-Committee | Chair Cllr Maxwell |

18/021 Apologies for absence
Cllr's Parratt and Chapman had sent their apologies.
Cllr Wood (Essex County Council) and Chillingworth (Colchester Borough Council) also sent apologies.

18/022 To consider the co-option of Mr R Oxford to fill a councillor vacancy. If co-opted to receive the declaration of office and Register of Interests.
Mr Robin Oxford presented his application to fill the vacant councillor position and was voted unanimously onto the council. He signed the Declaration of Office and joined the council.

18/023 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.
It was noted that Cllr Oxford authored the advisory report to the Council (Item 18/32.2) but had no pecuniary interest in any decision that may be made by the Council.

18/024 Public participation session
There were several members of the public present raising the question of ownership of the corner before the Hill Farm development as a member of the public requested a memorial seat to be erected in memory of her husband who was a large part of Boxted village life. The Council confirmed that all of the land had been sold to the developers but there were plans for a village green space on the corner. As well as a seat the Council would like to see fruit trees planted recognising that Hill Farm was once the largest fruit farm in England and also a sign with local and historic information on it for people to see. The Clerk confirmed that Lynton Homes have been invited, but have not yet accepted, to the June Parish Council meeting. Cllr Arnold of Colchester Borough Council (CBC) suggested the council notify the planning case officer (Mark Russell) to say

that the Council wishes to be involved in the landscaping requirements of that part of the development.

There was discussion about the expansion of Colchester town meaning that Section 106 money should be available to Boxted Parish Council and as Boxted has a recognised Neighbourhood Plan then at least 50% of S106 monies should come directly to Parish Council funds.

It was suggested that there was scope for additional storage in what was the tractor garage. The Council said that this could usefully be discussed at the Community Hub meeting scheduled for Monday 14th May.

18/025 Minutes of the last meetings of the Council held on 11th April 2018 and to sign the agreed minutes for the meetings of 20th March 2018 and the staff subcommittee meeting on 18th March 2018.

The minutes were agreed.

18/026 Clerk's Report

To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.

It was requested that the request for 3 gutting quotes be added to this report of resolutions. On that topic Cllr Pugh said that the 2 quotes received so far were very high.

18/027 Borough and County Councillors

Cllr Christopher Arnold of CBC and coincidentally the chair of neighbouring Great Horkesley Parish Council, spoke about the plan to put a sports hub north of the A12 which would connect to Straight Road at one end and Langham Lane at the other end. However, the proposal does not include the Straight Road connection. He said that he along with Cllr Chapman (BPC and CBC) were lobbying the Council leader with a better proposal including the Straight Road linkage. He commented that the recent shake-up as a result of the local elections might help the situation.

18/028 Planning

Received Applications

None received.

Decided Applications

The following was noted.

| Date Published* | Application No. | Address | Status |
|-----------------|--|---|---------|
| 05 Mar 2018 | <u>180610</u> Approved | 12 Accommodation Road, Boxted Colchester CO4 5HP | Decided |
| 08 Mar 2018 | <u>180650</u> Application Withdrawn | Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ | Decided |
| 14 Mar 2018 | <u>180705</u> Approved | 30A Straight Road, Boxted Colchester CO4 5HN | Decided |

* This date is when Colchester BC first published this case file.

18/029 To confirm the Council meeting dates for May 2018 – April 2019

The following meeting dates were confirmed and would be published on the website.

9 May 2018

14 November 2018

| | |
|----------------------|------------------------|
| 13 June 2018 | No Meeting in December |
| 11 July 2018 | 9 January 2019 |
| No Meeting in August | 13 February 2019 |
| 12 September 2018 | 13 March 2019 |
| 10 October 2018 | 10 April 2019 |

18/030
18/30.1

EALC Membership

To decide if the parish council continue to be a member of EALC at a cost of £362.26.

It was agreed to retain membership of EALC (Essex Association of Local Councils) as their training and advice had proved invaluable.

18/031

Flyer to Residents Introducing Council

To discuss the production of a flyer introducing the Council to residents.

Cllr Collitt introduced the idea of a flyer to residents introducing the Council and encouraging participation in parish council affairs. It was agreed that the idea was good and should be published this summer but at no cost to Council funds. Cllr Collitt agreed to work on a draft for the next meeting.

18/032
18/032.1

Community Hub

To set terms of reference for the Community Hub Working Group and delegated spending.

It was agreed to continue with a 'working party' set up for the users of the hub building to work together with Council representatives. It was also agreed that all items for a decision would need to be brought back to full Council for any decision and funding could only be committed at full council meetings.

The next meeting of the Community Hub working group would include the following on the agenda: water and electricity sub-meters; more general works required; the fabric of the building; the agreement of inventories; future roofing requirements; and the Hub business plan.

It was also reported that there were 4 protruding bolts behind the village hall which may be dangerous and Cllr McLauchlan agreed to ask Mr Took to make them safe.

18/032.2

To consider the roof space report for the Community Hub building and decide any actions (see attachment from Loxley Manor Design) and to understand any grant funding details.

It is still not clear how much money the Council has to spend on roof repairs, which was the subject of a Community Initiatives Fund award. The clerk agreed to get confirmation of the CIF award amount.

It was also decided that Cllr Oxford would confirm a requirements specification and would obtain quotes against the specification. He asked for local builder/roofing company details to be passed to him.

18/032.3

To consider applying for funding to CBC for a community access project.

Cllr Damen explained that CBC as part of their Community Asset Audit had made it known that Community Access Projects might be able to be funded. Cllr Damen was documenting a list of useful access projects including grass mesh to improve all year round parking options, improving the path to the play area including making it disability friendly, and securing better gates to village amenity pace. These, with pricing estimates, would be provided to the Community Access Project coordinator

18/032.4

To consider commissioning CB Homes to conduct a survey of the Community Hub Building at a cost of £640 + VAT

The Council agreed that it couldn't commit funding at this level, in what is likely to be a tight financial year, and to write to CB Homes saying that.

18/033 Community Hub Lease
To update the Council on the status of a new lease for the Community Hub.
 Cllr Damen updated the Council on the progress of a draft lease for the Community Hub business. It was noted that it would be discussed again at the Community Hub Working Group meeting on 14th May 2018.

It was also decided to assist the village and the Hub business by funding a Community Hub banner in time for the Boxted 10k event on May 20th. Cllr Collitt agreed to arrange and he was permitted to commit up to £50 for a banner.

18/034 To consider the status of the Parish Council grass cutting contract.
 The Council acknowledged the poor level of service it was experiencing from its grass cutting contractors. The cricket pitch grass length (outer field) was too long for match days, the grass around the village hall was over 6" long and it was noted that some of the 4 litter bins were full.

It was agreed to write formally to the contractors pointing out that the contract they have requires the cricket pitch to be suitable for match play and seeking a resolution to the problem.

18/035 To consider the issue of parking in the village.
 Cllr Collitt raised concerns about the parking on Dedham Road explaining that it was both unsightly and potentially dangerous. He felt that formal parking laybys would be a significant improvement. The Clerk agreed to work with Cllr Collitt on a Local Highways Panel submission.

18/036 18/36.1 To receive report on Parish Council financial statement as at the 30 April 2018 (see attachment).
 The financial report was noted showing that the Council currently had circa £26k in the council account at the end of April.

18/36.2 To confirm the end of year accounts 2017/18 for internal audit (see attachment).
 The council noted that until an end of year position was known for the Sports and Social club bank account the internal audit data could not be produced.

18/36.3 To approve the bills for payment for Parish Council and Sports and Social Club –Cheques/Bacs payments (see Attachment).
 The following bills were approved for payment.

| | |
|---|---------|
| J Scammell (playing field and fence) | £30.00 |
| EALC Affiliation Fee | £362.26 |
| EALC Training course Day 1 | £85.00 |
| Village Hall hire for room on 11th Apr | £14.00 |
| Village Hall hire for room on 4th Apr | £21.00 |
| Net Pay Clerk | £396.80 |
| HMRC | £99.20 |
| Grasscutting for March | £528.00 |
| Clerks Expenses Mileage £23.40 Stationery £17.91 | £41.31 |
| Grasscutting for April | £528.00 |
| Ealc Training course Day 2 | £85.00 |
| Pay for cleaning | £232.66 |

18/36.4 To action the hiring increase of 5% to the sports clubs hiring the Community Building as documented in January 2018 Parish Council meeting minutes.

It was decided that although the Council had agreed a 5% increase in hiring fees for hub and spots ground users it would not be implemented yet it was not known if they were yet aware and the current state of the grass wasn't satisfactory.
Users would be written to advising of the fees increase.

18/037

Meeting Closure & Date of Next Meeting

The meeting was closed and the next Parish Council meeting confirmed as Wednesday 13 June 2018.

Signed by Meeting Chair on