

BOXTED PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 10 OCTOBER 2018 AT THE VILLAGE HALL AT 7.30PM**

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

ALSO IN ATTENDANCE: No members of the public were in attendance

Chairman's Welcome

18/090 Apologies for absence

Cllr Parrott had sent his apologies and the Council resolved to accept his apologies.

18/091 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

None declared.

18/092 Public participation session

There were no members of the public present.

18/093 Minutes of the last meetings of the Council held on 12 September 2018

The minutes were agreed as a true account of the meeting.

18/094 Clerk's Report

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

The Clerk introduced the outstanding actions list and Cllr Chapman said that the action recorded at 18/83 of the September meeting was complete in that the request for verge cutting had been raised. If the Parish Council wished to pursue a footpath that would need to be initiated as a separate Highways request.

An update was given on the proposal to install sub-meters at the hub for electricity and water would need investigation before commissioning any meters as the layout of the pipe-work and cables need to be plotted.

The clerk also asked if the Council would like to meet a representative from Essex Sheds – a charity to combat loneliness/isolation by providing a space to meet and work on practical projects as a nearby location might be suitable for a further Essex Shed. The Council agreed that an invitation to the next meeting should be extended.

It was also noted that there is a young footballer's event taking place on the Recreation Ground which prompted a discussion on how bookings for the Recreation Ground are made. It was resolved that the clerk would investigate the current situation and propose a way forward if no system exists.

18/095 Borough and County Councillors

Cllr Chapman explained that the Emerging Local Plan for Colchester had been held up after the Inspector had said that more work need to be done on the Garden Communities. A result of this is that Colchester may need to revisit potential sites and locally that might mean Langham Airfield.

18/096 Planning

To decide any comments on the following applications:

24 Aug 2018	182124	Land North-East Of Cuckoo Farm, Boxted Road, Colchester CO4 5HH	Current
15 Aug 2018	182063	Toppesfield, Straight Road, Boxted Colchester CO4 5QX	Current

Both planning applications were considered and the Council decided that they had no objections to either application.

The Clerk pointed out that a further application (182427) had been lodged on the CBC planning portal and the closing date for comments 31 Oct would pass before the next meeting. Councillors were asked to lodge any comments they had individually.

Appeals None.

Applications Decided The following planning decision was noted:

28 Jun 2018	181651	The Latch, Church Street, Boxted Colchester CO4 5SX	Decided Approved
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18/097
18/97.1

King George Field – play area and equipment

To receive the play area and equipment report and decide any work or expenditure.

The Council received the playground inspection reports and confirmed that monthly inspections conducted by Cllr Collitt was satisfactory. The reports requested that additional rubber shreds be purchased to make good the shortage. It was resolved to purchase 2-4 tonnes and arrange for it to be distributed on the play area. It was also noted that the repainting of some of the play items was starting shortly. The contractor was D Archer & Sons.

18/97.2

To consider the quote for zone wardens taking on the emptying of dog waste bins.

Although the zone wardens had said that a charge of £24.05 per hour would be payable for emptying the dog waste bins, the Council decided that it needed a firm quotation before deciding whether to switch to a zone warden collection. The Clerk was tasked with securing a firm quote from CBC Zoe Wardens.

18/098
18/98.1

Community Hub & Sports and Social Club

To report on the current position of the lease renewal for the Community Hub.

It was not sure if the new lease signed by Bonny Chaplin had been returned and the clerk was asked to remind them. It was also resolved that on receiving the signed lease the Council should notify the leasee of the agreed charges and that the charges are due for the period of full occupancy after Rainbow Rangers had left until the date the new lease was effective, as notified to the tenants on 20/06/18.

18/98.2

Hub roof essential repairs.

It was confirmed that the preferred contractor for the Hub building roof repairs was Dan Bird Ltd and that they should be notified

18/099
18/99.1

Environment

To consider any reports and decide any expenditure.

No reports received.

18/99.2

To consider a location for a second village defibrillator including British Legion Building or the telephone box.

The preferred location for a village defibrillator (to complement the defibrillator provided for the outside of the changing rooms) was agreed as the British Legion building as it would serve the south side of the village. It was resolved to write a request to the British Legion to ascertain if they would be amenable to this and to liaise with their landlord to see if it would be possible.

18/0100

Highways

To note that Cllr Chapman has taken forward the action regarding Betty Potters Dip; supported by both County Councillors and on either side of the boundary. As the work is in a 40mph area, traffic management will be needed.

This was noted.

18/0101

Village Hall

18/101.1

To note the separate meeting of the Trustees immediately following this meeting to approve the accounts for submission to the Charity Commission.

This was noted.

18/101.2

To note the village hall bank position.

This was noted.

18/0102

Communication

18/102.1

To consider the draft flyer as developed by Cllr Collitt.

Cllr Collitt circulated the draft flyer introducing the parish council to local residents. The flyer is close to completion and will be ready for approval at the next meeting. It was commented that 2019 sees the 125th anniversary of the Local Government Act 1894 which saw the creation of parish councils and therefore marks the 125th year of Boxted Parish Council.

18/0103

Policies

18/103.1

To consider the development of a Press Policy and decide the main points before drafting.

The Parish Council considered two draft policies and resolved to adopt a new Boxted Parish Council Policy based on Puriton Parish Council's Press and Media Policy.

18/103.2

To consider developing a Parish Council Emergency Plan.

It was resolved that the Council should have an Emergency Plan and if the previous plan could not be located then a new plan would be created.

18/103.3

To review the Parish Council Risk Assessment.

This was reviewed and minor changes annotated. It was noted that the annual playground inspection has not been arranged this year and it was resolved to commission an inspection.

18/0104

S106 monies

To consider options for village improvement using S106 monies.

Cllr Maxwell had met with a local Smart Build business owner regarding possible ideas/options for the Hub Building. The Council resolved to invite the business owner to a future parish council meeting to discuss ideas.

18/0105

Camping Close

To consider any action required as the Trustees to Camping Close.

The clerk was asked to investigate if progress had been made with regard to the sale of Camping Close.

18/0106

Audit

To note the External Audit comment received from PKF Littlejohn which says that they have not yet finished their review work and will comment in a final report and issue a completion certificate when this is complete.

This was noted.

18/0107

Parish Council Finance

18/107.1

To receive report on Parish Council financial statement as at the 31 September 2018.

The Council financial position was noted as holding £44,415 in the bank accounts which included the recent receipt of the final part of the precept. The current forecast shows the Council being in a position to create £19,000 in reserve.

18/107.2

To approve the bills for payment for Parish Council and Sports and Social Club –Cheques/Bacs payments.

The following were approved for payment.

Parish Council Payments

Clerk Net Pay (inc holiday)	£521.65
HMRC (PAYE, NI)	£130.40
total October pensions employee(37.95)+employer(132.48)	£170.43
Sept Pension employee(22.77)+employer(79.49)	£102.26
Clerk Expenses - key cutting 18.00 Clerk Mileage £9.00	£27.00
Village Hall room hire	£14.00
PKF Littlejohn – External audit	£480.00
Marvans – grass cutting	£528.00
Poppy Wreath	£19.25
Swing repairs authorised in Sept 18	£222.50

Community Hub Building

Cleaning August	£233.66
Cleaning sundries	£102.60
WAVE	£351.77

Village Hall

Amore cleaning - October	£175.00
EON	£189.48
Amore EXTRA cleaning - October	£35.00

18/0108

Items for the next meeting agenda

To consider items for the next agenda.

The following was requested to be considered at the next meeting.

- Residents request for footpath
- Receive the Hub working group meeting minutes
- Parish Council flyer
- Draft Budget
- Resolution of system for authorising invoices in December.

18/0109

Meeting Closure & Date of Next Meeting

Wednesday 14th November 2018.

Signed by Meeting Chair on