

BOXTED PARISH COUNCIL

**MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 14 NOVEMBER 2018 AT THE VILLAGE HALL AT 7.30PM**

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

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

18/0110 Chairman's Welcome

18/0111 Apologies for absence

Cllr's Parrott, Maxwell, Chapman and Pugh had sent his apologies and the Council resolved to accept their apologies.

18/0112 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

None declared.

18/0113 Public participation session

Members of the public were present to discuss the progress on the project to repair the Community Hub building roof, also to talk through a request to establish a war memorial on the planned Village Green and also to talk through the benefits of installing a double lane set of permanent cricket nets.

18/0114 Minutes of the last meetings of the Council held on 10 October 2018

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

18/121.3 The next item was taken out of order

18/121.3

To consider the request/idea from the Boxted British Legion to support a village memorial on the, what will be, new village green at the Lynton Homes development.

In 1921 a brass plaque was placed in the church but there has been no outside war memorial to serve as a remembrance of those Boxted residents who served in conflicts.

The Council was unanimous in its support a war memorial and asked the Mr Took of the British Legion work with the clerk to establish a plan of activity, time-table and costs.

18/0115 To receive a report from Essex Sheds on the possibility of a Shed project locally.

Gary Nicholas introduced the Essex Sheds concept with Bob Adams (an Essex Sheds ambassador) and Jonathon Minter (owner of the planned shed). It was explained that an Essex project could be established at Hill Farm, Old Mill Rd where there is a good size shed and plenty of parking. The idea is that a group of interested people come together to turn the shed into a workable space where people can come together over a cup of tea and make/build things. Essex Sheds are asking the Council to support the project and to reach out to the local community so that interested individuals can get involved.

The Council fully supported the aims of the project and would publish any information provided to local residents.

18/0116 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 also asked if the Council wished to continue the subscriptions to Field in Trust (representing King George playing fields) and Essex Playing Fields. The Council resolved to continue subscriptions.

The clerk also updated the action to seek rebuild valuations on Council owned properties (Hub, garage and Village Hall) to ensure Council insurance is suitable. After seeing 4 quotes the Council resolved to commission James Aldridge Associates to undertake the valuations.

The decorations for the Village Hall had been sorted and it was agreed that the WI would be asked to choose new decorations to the value of £50 which the Village Hall would fund.

18/0117 Borough and County Councillors

There were no Borough or District Councillors in attendance, however, Cllr Chapman had written to say that the roadside vegetation at Betty Potters dip (Boxted/Myland boundary) and between Carters Hill and Hobbs Drive will be cut back shortly as part of the County Council cut back programme.

18/0118 Planning

To decide any comments on the following applications:

13 Oct 2018	182513	46 Straight Road, Boxted Colchester CO4 5HW	Current
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The Council were concerned that the above application includes a bund which is not in keeping with the landscape character required in the Boxted Neighbourhood Plan and would comment that the bund should be replaced with trees or hedging.

Applications Decided

The following planning decision was noted:

15 Aug 2018	182063	Toppesfield, Straight Road, Boxted Colchester CO4 5QX	Current Conditional approval
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18/0119 King George Field – play area and equipment

18/119.1

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

The reports were submitted and it was noted that a wooden slat is missing from the fence but this was not considered dangerous and would be replaced when further works were required. Cllr Collitt raised the issue that the play area gate can be pushed open from the inside and offers minimal restriction for a child leaving the area and that some form of more complex opening would prevent a very young unaccompanied child leaving the area. It was resolved that the Council would seek advice from a play area organisation on this.

The frequency of the play area inspections was discussed and the insurance requirement is for a regular check by a competent person. It was felt that during the winter months when the play area is used less, a monthly check was appropriate. However, it was also felt that a sign asking people to report any observed faults would be helpful which the clerk would arrange.

18/119.2

To consider the quote for zone wardens taking on the emptying of dog waste bins *Three hours a week at £24.10 should be sufficient on a Monday ,Wednesday and Friday but could be reviewed so a weekly cost of £82.15 from the CBC zone warden*

The Council felt that the bins would only need emptying once per week and we should confirm that the dog waste would be removed from the site as other dog bin waste is taken away. It was decided that it would be worth seeking a quote from the companies quoting for the cricket pitch cuts.

- 18/119.3 **To consider requiring the football clubs to mark off a route for vehicles around the playing field and making clear their liability for damage to the field.**

The damage to the field occurs by all users that have vehicle access but the various clubs using the field would be reminded of their obligation to make good any damage and be responsible for their users. It was also decided to check the wording in the hiring agreements to ensure it covers the use of the playing field.

- 18/119.4 **To note one objection to the siting of the cricket nets on the Dedham Rd side of the field. *"I do not think it is right to site this near the back of the houses a cricket balls could come into our gardens I think a better site for this would be the old preschool site away from everyone"*. And to consider the upgraded net proposal.**

The cricket club have asked for the Council to consider allowing the siting of a permanent double lane cricket net system. This was considered and there was agreement in principle but a decision was deferred until a suitable location could be agreed. To achieve this the metal shed might need to be emptied and moved and the clerk was tasked with seeing if the glass contents belonging to Myland Parish Council could be returned.

- 18/119.5 **To note that there is not a booking system for the playing field but the various clubs liaise between themselves to plan dates.**

It was decided that the Essex Playing Fields association should be approached for advice about managing the provision of a recreation ground to the various sports and recreation users. The Council also agreed to schedule an agenda item for the new year to consider a process for managing playing field bookings.

- 18/119.6 **To note that a Play Area inspection has been organised to cover the play area, BMX track and skate park for a cost of £250.00. The cost quoted by Rospa was £225 per area and Play Quip agreed to do all three areas for £250.00.**

This was noted.

- 18/119.7 **To note that only one quote has been received to cut the cricket pitch in the summer of 2019 at £100+VAT per cut.**

This was noted and it was decided that a decision about the playing field grass cutting for 2019 would be made in time for the Cricket season.

18/0120 Community Hub & Sports and Social Club

- 18/120.1 **To report on the current position of the lease renewal for the Community Hub.**

The lease has been signed and returned to Fisher Jones Greenwood. The clerk reported that the new fee level was in place and being received. There was a discussion about the fees incurred for the months since Rainbow Rangers stopped using the Hub and the hours became available for the Lessee. The Council resolved to waive these back fees.

- 18/120.2 **To receive a verbal update on the Hub roof repairs.**

The contractor is due to start on the 3rd January 2019.

The question of electrical testing was raised and whether it was due. It was decided to see when the last test was conducted and if it was 5 or more years ago the Council resolved to get a full electrical test conducted and PAT testing of electrical equipment.

- 18/120.3 **To note the installation of the defibrillator cabinet on the outer wall of the sports side of the hub.**

This was noted. An access code will need to be set and registered with the ambulance service, until these are done the defibrillator will remain with the sports club in the garage.

- 18/120.4 **To receive the minutes of the Hub Working Group meeting of 15th Oct 2018.**
These were noted and the water has been tested in the showers.

18/0121 Environment

- 18/121.1 **To consider any reports and decide any expenditure.**
None reported.

- 18/121.2 **To update the Council on the agreement of the British Legion to host a defibrillator.**
The Council were pleased that the British Legion were positive about hosting a defibrillator and that the building owner had also confirmed permission. The Council also agreed to consider arranging an information/training session for the British Legion.

- 18/121.3 **To consider the request/idea from the Boxted British Legion to support a village memorial on the, what will be, new village green at the Lynton Homes development (see attachment).**
This item was taken after 18/114 in the meeting and the minute is shown earlier.

- 18/121.4 **To note the priority areas that Boxted covers via the volunteers in the Winter Salt Scheme.**
The areas were noted and it was resolved to seek additional volunteers by including an article in the village newsletter.

- 18/121.5 **To consider the request to have a donated Christmas Tree on the Cage Lane triangle in late November. Also to Link up with Local churches and organise a Lighting of the tree event & or carol service (involving the Silver Band).**
Cllr Collitt said that Fred Smiths Christmas Trees would donate a 10foot tree to the village with a suggested location of the traffic island triangle at the junction of Cage Lane and Dedham Road. A proposed event to light the tree using battery operated lights would take place at 3pm on Sunday 3rd December after the Boxted Silver Band had concluded an event in the village hall. The event would need to be subject to a risk assessment completed by Cllr Collitt and the landowners, Essex Highways, should be advised of the plan.

- 18/121.6 **To consider what action to take regarding the vegetation at Hobbs drive/Carters Hill.**
The Clerk advised that Cllr Chapman had confirmed that this would be cut back in the near future as part of the Essex verge cutting scheme.

- 18/121.7 **To decide if the single quote received for an Annual Tree Survey is accepted. (See attached).**
It was decided that a lower price would be asked for but the principle to award the contract was agreed.

18/0122 Highways

- To note Betty Potters Dip is due to be cut back as parts of ECC's annual programme.**
This was noted.

18/0123 Village Hall

- 18/123.1 **To note the RCCE will conduct a Village Hall Year End Account check for £60 + VAT and there will be travelling expenses of £14.50**
This was noted.

- 18/123.2 **To note the village hall bank position.**
This was noted.

- 18/123.3 **To decide if permission is given to park a large vehicle in the car park.**
The Council agreed that a large vehicle parking in the village car park would restrict other residents from using what is a very busy car park and any request would be refused.

18/0124 Parish Council Budget for 2019/2020

To consider the draft budget.

The Council considered the forecast spend for 18/19 and the projects that are required for 2019/20 and agreed that an increase in precept of approximately 3% would be required. The final budget and precept request would be considered in January 2019 in time to be submitted to Colchester Borough Council.

18/0125 Communication

18/125.1 To consider the draft flyer as developed by Cllr Collitt.

The draft was approved subject to minor grammar changes and a line added saying that 'no public money had been used printing the flyer'.

18/0126 Defibrillator

18/126.1 To note that the heated lit AED box will be installed on the Sports side outside wall on 14th November 2018.

This was noted.

18/126.2 To note the plan to install a second (First Responders provided) defibrillator at the British Legion building.

This was noted.

18/0127 Parish Council Finance

18/127.1 To receive report on Parish Council financial statement as at the 31 October 2018.

The Council financial position was noted as holding £41,989 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 approximately £19,000 in reserve.

18/127.2 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

Net Pay (inc holiday)	£540.66
HMRC PAYE + NI	£137.47
total November pensions employee(39.47)+employer(137.78)	£177.25
Clerk Expenses RCCE event £15.00	
Clerk Mileage £56.25	£71.25
Village Hall room hire	£14.00
Marvans price increase for 2018	£79.20
Marvans	£541.20
Archer and Sons - play equip repaint	£1,428.00
Archer and Sons - finger post repaint	£438.00
Scammel play area chippings & brambles	£221.50
Scammel - brambles + Play area	£150.00
Play area rubber shreds - via EWD	£468.00
Fields in Trust subscription	£50.00
DH electrical	£168.00

Community Hub Building

Cleaning November PAY	£233.66
EON	£312.23

Village Hall

Amore cleaning - October	£140.00
Blind repair B&T Blinds	£25.00
Outstanding Anglian Water	£48.06

Repairs - Ladies Toilet blocked	£40.00
E&J Fire Ext Service	£102.00

18/127.3 To approve the process for authorising Council, Sports and Village Hall payments needed in December 2018. The process proposed is whole Council notification to enable Councillors to query/stop authorisation and two Councillor email approvals for every payment. Audit trail to be included in the hard copy accounts folder. The Chair retains authorisation power for spend up to £1000 in exceptional/short time circumstances.

It was resolved that this would be the process in place to approve bills/invoices until January 2019.

**18/0128 Items for the next meeting agenda
To consider items for the next agenda.**

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

- Final budget and precept request
- Village Hall hiring fees

18/0129 Meeting Closure & Date of Next Meeting

Wednesday 9th January 2019.

Signed by Meeting Chair on