

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 9 JANUARY 2019 AT THE VILLAGE HALL AT 7.30PM**

**PRESENT:** Cllr Damen (Chair), Cllr's Collitt, McLauchlan, Chapman (also CBC Councillor), Pugh, Parratt and Banwell.  
Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** Three members of the public.

**19/01 Chairman's Welcome**

Cllr Damen opened the meeting and wished everyone a happy new year.

**19/02 Resignation and appointment of vice-chair**

**To note the resignation of Cllr Bradley Maxwell from the Council. To note that the parish council elections are less than 6 months away and therefore no casual vacancy will be required, although co-option is still permitted.**

**To appoint a vice-chair for the period until the formation of the new council after 2nd May 2019.**

The Council noted Bradley Maxwell's resignation and expressed a sincere vote of thanks as Councillor Maxwell had stepped on to the Council to help out in a very difficult time and he will be missed.

**19/03 Apologies for absence**

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

**19/04 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**

Cllr Chapman confirmed that he would abstain on planning matters as he may have a conflict of interest as a CBC councillor.

**19/05 Public participation session**

There were members of the public that raised concerns about a planning application that the council were considering.

In addition the chair of Boxted Cricket Club asked whether planning permission would be required for the proposed new cricket nets and the clerk replied that Planning consent would need to be sought. The cricket club said that they would now take advice on how best to proceed as funding would be required. The council also reminded them that if confirmation was required about security of playing field provision the cricket club would need to tell the council what form that notification needed to be in.

**19/06 Minutes of the last meetings of the Council held on 12<sup>th</sup> December 2018**

The minutes were agreed as a true account of the meeting and signed by the chair.

**19/07 Clerk's Report**

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

The action tracker report was received.

The action to write to Estuary Housing about the occasional build-up of litter was agreed.

The clerk also reported that EON were changing their Terms and Conditions and the council had an opportunity to leave their EON contracts for both the Sports and Social Club and Village Hall. After seeking the advice of a utilities broker substantial savings of 25-30% could be made by switching to OPUS. The Council resolved to switch.

The clerk also advised on two planning applications notified on 9<sup>th</sup> Jan which would close before the next meeting and the council agreed that they were not contentious and the council would not seek an extension in order to comment.

**19/08 Borough and County Councillors**

**To receive the reports of the District Councillor and the County Councillor.**

There were no updates.

**19/09 Planning**

**To decide any comments on the following applications:**

02 Jan 2019	<a href="#">190008</a>	46 Straight Road, Boxted Colchester CO4 5HW	Current
18 Dec 2018	<a href="#">183101</a>	CNG Sports Cuckoo Farm Way, Colchester CO4 5JA	Current

**To note that no comments were submitted on the following application which has now closed.**

12 Dec 2018	<a href="#">183056</a>	9 Songers Cottages, Dedham Road, Boxted Colchester CO4 5SQ	Current
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The council resolved to comment on 190008 raising concerns about noise and visual loss (in line with Boxted Neighbourhood Plan) and to comment that the business regularly operated outside the licensed hours.

The council also resolved to comment on 183101 and remind the planners that equestrian provision was planned and must be provided for.

The council noted the appeal results and planning application decisions.

**19/010 King George Field – play area and equipment**

19/10.1

**To receive the play area and equipment report and commission any urgent repair work.**

The monthly play area inspection report was received and there was no areas of risk raised.

19/10.2

**To receive the play area Rospa level inspection report and note that no urgent repairs are required.**

The report was received but it was noted that the spacing between the wooden rails was reported a potential head trap risk and although stated as low priority the council resolved to have the wooden fence posts removed.

19/10.3

**To decide the future position of the grass cutting contract and decide if the cricket pitch cutting and/or whole field cutting should be awarded to any other contractor.**

The clerk advised that two quotes had been received but more were due and suggested that this item was deferred to the parish council meeting scheduled for February. The council resolved to defer this item to the February meeting and also look at the cost of bringing the service in house.

19/10.4

**To consider the frequency of regular play area inspections and if more frequent to consider advertising for a volunteer play area inspector.**

Cllr Collitt advised that he could continue to conduct a detailed monthly inspection but could not conduct a weekly inspection. The council resolved to advertise for a volunteer to conduct a weekly high level inspection checking for major breakages and vandalism but the nuts and bolts check would be continue to be conducted monthly by Cllr Collitt. It was also resolved to install a sign seeking damage to the play area to be reported.

- 19/10.5 To resolve to permit the installation of a permanent double lane cricket net on the playing field.**  
The council formally resolved to permit the siting of double lane permanent cricket practice nets on the playing field subject to the necessary planning permission being granted.
- 19/011 Community Hub and Sports Facilities**
- 19/11.1 To note that the hub roof repair should begin by 24<sup>th</sup> January 2019.**  
This was noted and the council asked the clerk to remind the contractors to park sympathetically and place any skips with minimal disruption to the car park users.
- 19/11.2 To note the boiler service conducted on 7<sup>th</sup> January 2019.**  
The council noted the emergency call out on Saturday 5<sup>th</sup> Jan 19 and the replacement of the boiler pump.
- 19/11.3 To note that the sky contract was cancelled as intended and there is now no WiFi provision in the Hub. To consider assisting the Hub in providing a WiFi service.**  
The council noted the conclusion of the sky contract and would consider assisting the hub leasees with Wifi installation when the costs were known provided by the leasees.
- 19/012 Building Valuations**  
**To receive the building valuation reports from James Aldridge Surveyors and decide any action required.**  
The valuation report was received and the council noted that the insured value was less than the received valuations and resolved to inform the insurance company of the received valuations.
- 19/013 Annual Parish Assembly date and Purdah**  
**To consider the date for the Annual Parish Assembly avoiding Purdah.**  
The council considered the proposed dates for the Parish Assembly meeting and resolved to hold it before the full Parish Council meeting on Wednesday 8<sup>th</sup> May starting at 7pm.
- 19/014 War Memorial Project**  
**To consider Parish Council support for the War Memorial project including funding meeting room costs.**  
The council recognised that a proposal for a war memorial should be subject to consultation with village residents. The date of the first project meeting was noted as Wednesday 30<sup>th</sup> Jan in the Village Hall and councillors were encouraged to attend. The council also resolved that it would fund the meeting hall hire costs for the project.
- 19/015 Camping Close/Poors Land Charity Commission Submission**  
**To receive the annual financial statement and bank statements for the Poors Land/ Camping Close Charity and agree to submit the data to the Charity Commission.**  
The Council as sole trustee to the Poors Land/Camping Close agreed the financial statement and resolved to submit to the Charity Commission.
- 19/016 Parish Council Finance**
- 19/16.1 To agree the final precept requirement based on the final budget (see attachments).**  
A final precept requirement of £49272, representing a 4% increase and a council tax payment of £83.98 per household was agreed and the council resolved to submit this to CBC before 25<sup>th</sup> January 2019.

**19/16.2 To receive report on Parish Council financial statement as at the 31 December 2018.**

This was received and the council noted a possible surplus of £15-£16k which would form the basis of council reserves. The current financial holdings were presented as £33,958 Parish Council funds and £2083 Community Hub/Sports funds.  
It was observed that the Parish Council, Sports/Hub and Village Hall accounts all sit with Lloyds Bank and the total held exceeds the safe and guaranteed amount. The clerk agreed to investigate opening a further account with a separate bank.

**19/16.3 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.**

These following December and January payments were approved.

Clerk Net Pay Dec	£567.01
HMRC PAYE + NI	£158.11
pensions employee(39.47) +employer(137.78)	187.48
Village Hall room hire Nov	£14.00
James Aldridge building valuations	£600.00
Marvans grasscutting	£541.20
Paul Scammell – repairs/maintenance	£200.00
Pension Fund adjustment - prior year	£59.78
Joe Scammell repairs/maintenance	£149.00
Colchester Assoc Local Councils (=CALC)	£35.00
PlayQuip - annual play area inspection	£300.00
Clerk Pay net (gross = 745.20 inc Holiday)	£558.23
TAX NI (151.94 due but account adjustment £137.47)	£14.47
Pensions	£184.07
Clerk Expenses mileage and postage	£69.46
Reimburse Clerk for laptop	£438.00
Marvans grass cutting	£541.20
Councillor claim – repairs.maintenance	£108.14
Village Hall Car Park Sign	£36.00

**19/017 Items for the next meeting agenda**

**To consider items for the next agenda.**

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

- Receive minutes from Hub working group meeting
- Receive minutes from Village Hall meeting
- PPL/PRS licensing
- Hiring agreements

**19/018 Meeting Closure & Date of Next Meeting**

The meeting closed at 21:30

The next meeting is confirmed as Wednesday 13<sup>th</sup> February 2019.

**Signed by Meeting Chair ..... on .....**