

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 12 JUNE 2019 AT THE VILLAGE HALL AT 7.30PM

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

ALSO IN ATTENDANCE: Members of the public including Cllr Chapmen of Colchester Borough Council (CBC).

19/088 Welcome

19/089 Apologies and reasons for absence.
Cllr Pugh had sent his apologies and the Council resolved to accept them.

19/090 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.
None were declared.

19/091 Public participation session with respect to items on the agenda and other matters that are of mutual interest.
The issue of the chaos being caused by poor parking due to the closure of the school car park was raised. The Parish Council was concerned that by opening the barrier to the playing field daily this would further damage the playing field surface. The Council resolved to seek advice from the North Essex Parking Partnership (NEPP). In addition, the Council would ask the owner of the rosemary/lavender hedge on the bend to cut it back further as it is partly obstructing the vital pavement approaching the school.

A resident proposed placing small picket styled fencing panels beneath the wooden knee-high posts to reduce the risk of cricket balls travelling to the car park. The Council gave permission for this and accepted that maintenance would be the responsibility of the Parish Council.

A resident asked when the critics choice bench would be reinstated. Mr Took, who was asked to repair the bench had said previously that it would be back in place in June.

19/097 Item 19/97 was taken out of order
Rural Exception Sites (RES)
To receive Charlotte Powell from Rural Partnership Trust to discuss a possible Rural Exception Sites in Boxted and the need for an RES survey.

Charlotte Powell introduced her company Rural Housing Partnership as a developer that build RES housing. She also introduced Mr Wormell as a landowner of a potential along Straight Rd that could be purchased for development at below market value and housing could be built that is available for local people only at 20% below market value. Prior to taking such a project forward a Housing Needs Survey would need to be conducted as the last one was completed in 2013, which identified a need for approximately 10 low cost houses. The RCCE would assist with the Housing Needs Survey. We were invited to arrange a trip to visit Boxford where an RES site has been built recently. The Council resolved to initiate a Housing Needs Survey with the RCCE and also to visit Boxford to see an example of an RES site locally.

Ms Powell and Mr Wormell let the meeting.

19/092 Minutes of the last meetings of the Council held on 8th May 2019
The Council resolved to accept the minutes as an accurate record.

19/093 Clerk's Report
To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.
The clerk highlighted progress on the grass cutting contract saying that the hirers were pleased with the grass cutting but the clerk had identified a few additions that were needed to the contract (strimming and bin emptying) and had arranged to meet the contractor on 21st June.

It was also reported that Little Owls had asked for permission to use the nature area behind the play area on a regular basis which the Council supported as the Recreation Ground is available for all.

19/094 Borough and County Council

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

Cllr Chapman suggested if a RES is planned to be developed then the Council should consider other housing development companies.

Cllr Chapman also said that the CBC Local Plan was being progressed through the summer as should be published in the Autumn.

19/095 Parish Council Finance

19/95.1 To receive report on Parish Council financial statement as at the 31 May 2019.

The position was reported as receipts in this financial year of £27,841.04 and spend of £8,778.97.

The receipts include 50% of the precept received from CBC.

The bank holdings were reported as £45,157.54.

19/95.2 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.

The following invoices were approved for payment.

Clerk net pay	£	577.09
HMRC PAYE + NI	£	159.38
pensions	£	209.89
Village Hall Room Hire	£	28.00
Rospa – play area annual inspection	£	255.00
Joe Scammell - grounds work	£	76.50
Village Hall room hire - Essex Sheds	£	30.00
Identilabel - Car Park sign	£	336.00
McLauchlan - weed control	£	36.00
PA Scammell - erect sign, dog waste bin, VH tap, remove tape from telephone box	£	210.00
Ivanauskas - weed control	£	52.50
EALC Cyber course	£	78.00
Joe Scammell - grounds work	£	39.00
Joe Scammell - grounds work	£	25.50
Clerk claim postage 26.60	£	104.28
Stationery 11.98, padlock 4.95		
Mileage 60.75		
Sports Side Cleaning PAY	£	239.64
PA Scammell – repairs to Hub	£	184.00

19/95.3 To note the submission of a pre-application to the Essex CIF for funding to aid the establishment of the village green.

This was noted.

19/096 Planning

To decide any comments on the following applications:

21 May 2019	191344	Runkins Corner, Langham Lane, Boxted Colchester CO4 5HZ	Current
The Council had no comment on this application.			

26 Apr 2019	191121	Seasonal Suffolk Ltd Carters Vineyards, Green Lane, Boxted CO4 5TS	Current
The Council had no comment on this application.			

Appeals None.

Decided To note the following planning decisions:

The Council noted the following:

11 Apr 2019	190988	Langham House, Straight Road, Boxted CO4 5QX	Decided
			Refused

19/097 Rural Exception Sites

This item was taken earlier in the meeting.

19/098 Audit

19/98.1 To consider the effectiveness of the system of internal control.

And to approve the Annual Governance Statement.

The Council considered the system of internal control and concluded that it is effective. The Council further resolved to arrange visual checks on the Council payments every two months.

The Council approved the Annual Governance Statement.

19/98.2 To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2019.

The Council considered the following recommendations made in the Internal Audit report from Heelis and Lodge.

Recommendation (1): To include reference to GDPR in the Council's Risk Assessment.

Recommendation (2): To ensure that the asset register is maintained as per Governance and Accountability for Smaller Authorities in England - March 2018 Section 5.58 (March 2019 Section 5.60)

The Council noted that Recommendation 1 has been implemented and resolved to review the asset register and its values in conjunction with the reference given.

19/98.3 To consider the Accounting Statements (Section 2 of the Annual Return).

To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.

The Council considered and approved the Accounting Statements and resolved for the Chair to sign and date the Accounting Statements.

19/98.4 To decide the dates for the exercise of Public Rights of Inspection commencing between 30th June 2019 and 26th July 2019 and running for a period of 30 working days. And to publish a notice of the Public Right of Inspection at least 1 working day before the period of inspection on the Council website along with the 'Council Accounts: A Summary of Your Rights'.

The Council decided that the Public Rights of Inspection would commence on 24th June 2019 and conclude on the 2nd August 2019. The accounting and governance reports would be published on the Council website and the notice of the Public Rights to Inspection would be published by Friday 21st June 2019.

19/98.5 To appoint Heelis and Lodge as internal auditors for 2019/2020.

It was resolved to appoint Heelis and Lodge as internal auditors for 2019/20.

19/099

19/99.1 To receive the play area and equipment report and decide any work or expenditure.

A report had been received indicating no areas of significant concern although the wooden timbers on the trim trail are rotting at ground level and will need to be replaced.

The damage to the teen shelter was reported but as a visual concern only.

19/99.2 To note that Tracey Doolin will conduct visual play area inspections 2 to 3 times each month.

This was noted.

19/99.3 To receive the tree location plan and tree survey (see attachment).

The Council considered the Tree Survey and resolved to get quotes to deal with the recommendations. It was agreed that G35 should be replaced in the autumn.

19/99.4 To consider actions recommended in the annual play area inspections:

- **BMX track**
- **Play area**
- **Skatepark**

It was resolved to review the annual inspection reports in closer detail and proposing which actions should be taken forward.

19/0100 Community Hub & Sports and Social Club

19/100.1 To receive the Village Hub Working Group minutes of 15st April 2019.

This was noted.

19/100.2 To note that rendering quotes are not yet received, and this item will be considered in July.

This was noted.

19/0101 Village Hall Lease

To sign the Village Hall lease.

It was reported that Fisher Jones Greenwood, acting for the Parish Council, had advised that the Parochial Church Council had asked for a further issue to be clarified before signing. This item would be taken at a later meeting.

19/0102 Village Green

To note the progress towards establishing a village green including instructing Fisher Jones Greenwood to act for the Parish Council.

The clerk confirmed that the developers had been approached for confirmation of transferring the green to the Parish Council and Fisher Jones Greenwood are representing the Council for this. The electric point needs to be organised and the developers are aware of the requirement. The Council has confirmed that it will pay any costs that are due. The tree planned for the centre of the green need CBC permission to not plant as it forms part of the planning consent. The Council resolved to ask CBC to remove this tree in the plans.

19/0103 Policies

To review the following policies:

- **Privacy Statement**
- **Risk Policy and Register**
- **Asset Register**

These were reviewed and approved, and the council resolved to publish them on the Council website.

19/0104 Meeting Closure & Date of Next Meeting

The next meeting is confirmed as Wednesday 10th July 2019.

Signed by Meeting Chair on