

BOXTED PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 11 JULY 2018 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr Damen (Chair),
Cllr's McLaughlan, Banwell, Maxwell, and Chapman (also representing Colchester Borough Council)
Interim Clerk - Karen Thompson

ALSO IN ATTENDANCE: There were no members of the public in attendance

Chairman's Welcome

18/056 Apologies for absence

Cllr's Collitt and Oxford had sent their apologies. Cllr's Parrott and Pugh were also absent,

18/057 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr Chapman said sits on Colchester Borough Council he would not vote on planning matters.

18/058 Public participation session

No points were raised.

18/059 Minutes of the last meetings of the Council held on 13th June 2018

The minutes were agreed subject to the following amendment:

The reference at 18/047 to the Dignity at Work policy should read Bullying and Harassment policy.

18/060 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.

She also updated on the Boxted Football Club Fun day taking place on the 4th August. It was decided that the Council would not have a stand but would investigate name badges so that they were identifiable as Parish Councillors.

The issue of HGV and large truck travelling through the village was raised and although there is little the Council can do it was agreed that the Council could ask them to stay on the main route.

The issue of spare keys for the Hub was raised and agreed that some Councillors and the Clerk should have keys and the Council should also get a spare set of keys to the cleaning cupboard.

18/061 Borough and County Councillors

Cllr Chapman representing CBC advised that the Local Plan had been held up as the Inspector had raised comments on the plan for the garden communities, but CBC were confident that the remainder of the Local Plan was sound including the housing figures.

Cllr Chapman also advised that CBC would be happy to talk to Boxted Parish Council about updating the Parish Neighbourhood Plan.

18/062 Planning

The Council discussed its stated desire to make Boxted Parish horse friendly and decided to write to the owners of Barritts Farm to see if the East Anglia Farm Ride scheme could be extended through their land.

The Council also noted that CBC had received the landscaping plans for the Hill Farm development. The Council decided to schedule a discussion about taking ownership of a Village Green at the Hill Farm development in September 2018 as well as contributing suggestions for the road name. The Council suggested seeking the views of the owner of Blewitt as a previous resident.

The Council did not object to the following applications:

| | | |
|-------------|------------------------|--|
| 04 Jun 2018 | 181654 | Barritts Farm, Queens Head Road, Boxted Colchester CO4 5RJ |
| 12 Jun 2018 | 181497 | Hill Farm, Boxted Cross, Colchester CO4 5RD |

**Applications
Decided**

The Council noted the decided applications.

18/063

To consider an annual tree survey and tree warden for Boxted Council.

The Council agreed that a Tree Survey would be useful and would help mitigate Parish Council and agreed to seek quotes for an arborist to conduct an annual survey.

18/064

18/64.1

King George Field – play area and equipment

To receive the play area and equipment report and decide any work or expenditure (Cllr Collitt).

No playground inspection reports were available. The clerk reported that a quote was being sought from Andrew Bruce who runs a play equipment repairs service based in Myland.

It is possible that the playing fields could be made available for overflow parking and it was decided to check with the King George Playing Fields Association as to what restrictions and obligations are in place for the Boxted playing field.

18/64.2

To report on the standard of grass cutting and consider any action regarding the grass cutting contract.

The current contractors had provided a plan of action to maximise the short grass cutting required to the cricket pitch outfield which the Council agreed to monitor.

The clerk was asked to inform the grass cutting contractor of the football fun day on the 4th August and the requirements for cutting during the run up to the Fun Day.

The Council also decided to see who much CBC would charge for a poo bin emptying service and also if the CBC trade waste collection could be altered to a better day so that the dog poo was not in the large trade waste bin for very long.

18/64.3

To note the status of the required gate repair.

This was noted.

18/065

18/065.1

Community Hub

To report on the current position of the lease renewal for the Community Hub and receive the Hub operators Business Plan (see attachment).

It was reported that the lease extension is currently in place and the Council is waiting for the Hub operators to agree and sign the new lease. The version they sign will be dependent upon whether they take solicitors advice on the lease.

It was agreed that the Rainbow Rangers should be prompted for return of keys and removal of equipment.

The Council had received the early draft of a business plan from the Hub lease holders and although the plan was not sufficiently mature to provide confidence of future business viability

the Council agreed that the as the lease holders met the payments every month without default then that was sufficient to continue although the financials aspect of the business plan should be completed. It was noted that there would be future rent increases and the Council would be looking for the lease holders to demonstrate that they can cover those increases.

18/065.2 To assess the sky contract for the hub.

The Clerk reported that the current Sky subscription for the Hub runs until Dec 2018 or Jan 2019 at a cost of £213.60. The Council agreed to discuss ending the contract with the Hub operators and notifying Sky.

18/065.3 To decide which contractor to appoint for the Community Hub roof repair project.

The Council deferred this item to the next meeting as Cllr Oxford was not available with all the quotes.

The Council decided that if the major repair could not be started before the winter months then a temporary repair would be authorised.

It was reported that the Council needs to understand the conditions attached to the S106 money as it might only be available for playing field, sports and social club and hub projects. David Carter from CBC would be able to advise.

18/065.4 To note the Hub Working Group draft minutes (see attached).

These were noted. The Council would like sub-metres installed on the electricity and water metres so we can monitor which club uses what. This would be investigated. It was reported that the newly installed door had broken and Cleaver Windows should be contacted for it's repair.

The Council noted that a further meeting had taken place and minutes would be available.

18/065.5 To report on the progress of purchasing some second hand chairs for the Community Hub so that the current chairs can be returned to the Village Hall.

The chairs are due to be picked up on Monday 16th and payment would then be made.

18/065.6 To authorise making available keys for the sports clubs.

It was agreed that the regular users of the hub would be allowed two sets of keys and the clerk would also hold a set. If any damage occurred then the repair bill would be split amongst the hirers. The clerk also agreed to see if the hirers agreement needed amending to reflect this.

18/065.7 To note the emergency work re drainage from the hub.

This was noted and the Council agreed that the drains would need to be cleared with rods periodically.

18/066 Village Hall

18/66.1 To note the village hall bank position.

This was noted and the Council resolved to open a savings account for the bulk of Village Hall funds.

18/66.2 To receive a report on the position of the Village Hall lease.

It was reported the Parish Council had objected, after taking professional advice, to the proposed Village Hall lease (suggested by the Parochial Church Council) as the lease does not include security of tenure which the previous lease did. The Council understood that a shorter lease without security of tenure was significantly cheaper to the Parochial Church Charity. The Parish Council was now waiting on a next steps plan from its advisors on a way forward that might be achievable by both parties.

18/66.3 To decide the appointment of Heelis and Lodge (or other) to audit the village hall end of year accounts.

Heelis and Lodge were appointed as internal auditors for the Village Hall.

18/067

Remembrance Commemorations

To authorise the ordering and purchase of a parish council wreath.

This was agreed.

18/068

Parish Council Flyer

To consider the draft flyer as developed by Cllr Collitt.

Cllr Collitt was not available and this was deferred to the next meeting.

The Council decided that name badges would be useful and asked the clerk to order some in time for the Football Fun Day on 4th August

18/069

Parish Council Finance

18/69.1

To receive report on Parish Council financial statement as at the 30 June 2018.

This was accepted

Opening balances at 1st April 2018 13,928.43

| | | | |
|------|----------------------------------|-----------|-----------|
| PLUS | receipts (as detailed overleaf) | 28,870.28 | |
| LESS | outgoings (as detailed overleaf) | 15,202.38 | 13,667.90 |

Closing balances in hand at 30 June 2018 **27,596.33**

With funds represented by:

| | |
|---|------------------|
| Lloyds BPC Current a/c..5800 | 25,352.07 |
| Lloyds BPC Business Saver (Deposit) a/c | - |
| Lloyds BPC Sports & Social Club ..1368 | 2,285.92 |
| Uncleared at bank (-) | -41.66 |
| | 27,596.33 |

18/69.2

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

The following were approved.

Parish Council

| | |
|------------------------------------|---------|
| Karen Thompson Net (inc holiday) | £647.28 |
| HMRC | £165.60 |
| HMRC NI | £32.51 |
| Clerk Expenses - stationery 39.99 | £66.99 |
| Clerk Mileage £27.00 | |
| Village Hall room hire | £14.00 |
| Village Hall room hire | £14.00 |
| Village Hall room hire (last year) | £14.00 |
| Village Hall room hire (last year) | £14.00 |
| EALC Chairs Training day | £85.00 |

| | |
|----------------------------------|---------|
| Joe Scammel - Playground repairs | £59.00 |
| Marvans – grass cutting | £528.00 |
| Marvans - grass cutting | £528.00 |

SSC

| | |
|---------------------------------|---------|
| 24/7 Maintenance - hub drainage | £294.00 |
| Chairs for Hub | £400.00 |
| EON | £260.30 |

Village Hall

| | |
|------------------------|---------|
| Chip | £500.00 |
| Amore cleaning | £140.00 |
| Expenses - Mclauchlan | £295.17 |
| Piano Tuning - Peacock | £42.00 |
| eon | £66.26 |

18/69.3

To consider establishing a working group to look at the projects that could be afforded with S106 monies that should be available to the Parish.

This was thought to be a good idea and people would be approached to join a working group with a view to generating ideas and information. When the membership was known, terms of reference would be set.

18/070

Meeting Closure & Date of Next Meeting

The meeting was closed and the next Parish Council meeting confirmed as Wednesday 12th September 2018 as there is no meeting planned for August.

Signed by Meeting Chair on