

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 13 FEBRUARY 2019 AT THE VILLAGE HALL AT 7.30PM

PRESENT: Cllr's Collitt, McLaughlan, Oxford, Chapman (also Colchester Borough Council (CBC) Councillor), Pugh, Parratt and Banwell.
Clerk - Karen Thompson

ALSO IN ATTENDANCE: Two members of the public.

19/019 Chairman's Welcome

The chair of the parish council, Cllr Damen, was absent from the meeting and the meeting resolved to elect Cllr Chapman for the purposes of chairing this meeting.

19/020 Apologies for absence

Cllr Damen and had sent her apologies and the Council resolved to accept them.

19/021 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.

19/022 Public participation session

There were members of the public that had come to discuss the items 19/27.4 and 19/27.5. The chair agreed that they could participate in those items.

19/023 Minutes of the last meetings of the Council held on 9th January 2019

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

19/024 Clerk's Report

19/24.1 To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.

The action tracker report was received.

Cllr Collitt confirmed that the adopted phone box would be painted in the Spring.

Cllr McLaughlan had drawn up possible wording for the village sign to be erected in the village hall car park. Improvements were suggested.

The clerk said that the invoice for the accounting software Scribe had recently arrived and the council confirmed that spreadsheet accounting presented better visibility of the financial position and resolved to not renew the accounting software and payroll software. The council resolved to use the HMRC free software for payroll.

The clerk also reported that the CIF funding of £500 for the Hub disability ramp had been received but not the £15000 for the hub roofing.

19/24.2 To note the availability of an office space in the Village Hall.

This was noted and the clerk explained that quotes would be obtained to install fireproof cabinets.

19/025 Borough and County Councillors

19/25.1 To receive the reports of the District Councillor and the County Councillor.

Cllr Chapman reported that the traffic survey was still planned and could be submitted to the Local Highways Panel.

19/25.2 To note the receipt of £1000 from Cllr Chapman’s Locality Budget for assistance with the lighting in the Village Hall and to record a vote of thanks to Colchester Borough Council.
Cllr Chapman confirmed that he was able to donate £1000 from this year’s CBC Locality Budget to Boxted and it was for the installation of LED lights in the village hall. The parish council thanked Cllr Chapman and CBC.

19/25.3 To consider developing applications to the Local Services Fund noting the Pre-Application Checklist needs to be submitted by 14th March and the full Application Form by 25th April.
The council resolved to submit a Local services Fund application for a handyman.

19/026 Planning

To decide any comments on the following applications:

04 Feb 2019	190319	The Latch, Church Street, Boxted CO4 5SX	Current
The council made no comment on the application.			
31 Jan 2019	190276	Runkins Farm Langham Lane, Boxted Colchester CO4 5HZ	Current
The council had no objection to this application but resolved to ask for the field next door to be tidied up due to loss of visual amenity as set out in the neighbourhood plan.			
04 Jan 2019	190031	The Wheelwrights House, Straight Road, Boxted Colchester CO4 5QN	Current
The council made no comment on the application.			
04 Jan 2019	190030	The Wheelwrights House, Straight Road, Boxted Colchester CO4 5QN	Current
The council made no comment on the application.			

19/027 King George Field – play area and equipment

19/27.1 To receive the play area and equipment report and decide any work or expenditure (Cllr Collitt).

Cllr Collitt reported that no repairs were necessary.

19/27.2 To consider the damage to the recreation ground created by vehicles.

It was noted that vehicles accessing the field for parking were creating significant mud and that a specification should be drawn up to put down materials that would save the field. It was also resolved to draw up a specification and seek any permissions that are required (Fields in Trust and CBC).

19/27.3 To consider the quotes from Took and Scammell for repairs around Recreation Ground and Village Hall grassed area.

It was resolved to award B Took Handyman to carry out the works.

19/27.4 To note the difficulty in placing cricket nets near the playground and to consider other possible sites (see diagram attachments).

Mr Philpott explained that the original site for the cricket nets was not suitable due to the proximity to tree roots and a main sewer running underneath. There was a proposal for two sites that would be acceptable to the cricket club. The parish council felt that the sites might conflict with longer term amenity options for the field and that there were further options that could be explored including placing the nets on the east side (far side) of the play area (removing the humped area for bike riding. It was agreed to look at further options and bring this item back to the next parish council meeting.

- 19/27.5 To consider the quotes received for grass-cutting. See attached summary and quotes.**
Three quotes had been received with the better value being VERTAS. It was resolved to seek a reference from Boxford Parish Council before awarding a contract and terminating the current contract.
It was also noted that planning consent would be required and that the Fields in Trust charity may also need to approve any plans.
The S106 funds that would be available to Boxted are reserved for the hub and recreation ground and that a working group should be formed after the new council is elected to plan this project.

- 19/27.6 To consider approving spend of up to £300 on a replacement dog waste bin and then getting it installed.**
The council resolved to permit up to £300 to be spent on a replacement dog waste bin.

19/028 Community Hub and Sports Facilities

- 19/28.1 To receive the Village Hub Working Group minutes of 21st January 2019.**
The minutes were received.

- 19/28.2 To note the introduction of a legionella testing book with sheets for monthly completion. Cllr Banwell has the book currently. To consider what action can be taken to increase the water temperature.**
This was noted, and Cllr Oxford agreed to meet Cllr Banwell to investigate what can be done to improve the water temperature.

19/029 Village Hall Lease

- 19/29.1 To propose increasing the amount that we contribute to the PCCs solicitor. The PC agreed a figure of £2000 + VAT and has paid £1200. The final fee is higher and requires a further £1950 + VAT. This higher fee is attributed correctly to the Parish Council.**
This was agreed.

- 19/29.2 To receive an update on the Village Hall lease.**
Cllr Damen has led on this item and was not available. It was agreed to defer this until the March parish council meeting.

19/030 Environment

- 19/30.1 To receive a report on the War Memorial project meeting and to consider submitting a local services fund grant application to part fund a memorial.**
It was reported that the project to establish a village war memorial had met on the 30th January and it had identified that permissions and consents would be required (planning consent and parish council agreement). Funding would be a large concern as a memorial would be £5k-10k. The parish council resolved to support the project in the short term by providing the clerks time to assist.
- 19/30.2 To consider assisting with an Essex Sheds event by paying for the meeting venue and a Section 137 donation.**
The council very much supports the Essex Sheds project and resolved to fund meeting room costs for the project to launch a Boxted/Langham Shed.

19/031 Consultation

- To note the Essex Bus Consultation ending 22 March and the affects for Boxted**
It was noted that this did not affect Boxted.

19/032 Parish Council Finance

19/32.1 **To note that £15,000 has been requested from the ECC CIF to part fund the hub roof repairs.**
This was noted.

19/32.2 **To note that £500 has been requested from the ECC CIF to part fund the community hub disability ramp.**
This was noted and it was agreed to draw up a specification so that bids could be sought.

19/32.3 **To receive report on Parish Council financial statement as at the 31 January 2019.**
This was noted and subject to the £15000 CIF grant being received then the council is forecast to carry forward £17,000 in to parish reserves.
The council had £33,632 in bank.

19/32.4 **To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.**

The following were approved for payment.

Clerk Pay Net	£ 593.37
HMRC PAYE + NI	£ 176.59
total pensions	£ 197.20
Village Hall room hire	£ 28.00
Bowman and Son hedgecutting	£ 91.20
Marvans grass cutting	£ 541.20
Frameworkks – picture framing	£ 85.00
BH Electrical - disconnect hub lights	£ 90.00
Bird roofing – hub roof repairs	£ 3,090.00
Bird Roofing – hub roof repairs	£ 6,930.00
Bird Roofing– hub roof repairs	£11,085.00
Legal Fees for PCC - Lease Village Hall	£ 2,340.00
Information Commissioners Office	£ 35.00
Scammel - repairs	£ 51.00
Scammel - repairs	£ 12.75
Clerk Expenses	£ 108.77
Councillor Expenses – play parts	£ 53.18
Archer signs - Fingerpost sign	£ 89.94

Sports and Social Club payments were approved

Cleaning PAY	£ 232.66
GOFF heating oil	£ 704.31
EON	£ 97.92

19/033 **Items for the next meeting agenda**
To consider items for the next agenda.

- No items were noted.

19/034 **Exclusion of the Press and Public**
That, pursuant to Regulation 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the press and public be excluded from the meeting for the consideration of reports on the following matters on the grounds that they involve the likely disclosure of exempt information as defined in the following Paragraph of Part 1 of Schedule 12A of the Local Government Act 1972, as amended, indicated below.

Information relating to any individual.

Information relating to the financial or business affairs of any particular person.

There were no press and public present.

19/035 **Pay Increases**

19/35.1 **To approve an increase in the rate of pay for the Clerk in line with the NALC pay scales new point 23 for Clerks to £14.03 per hour. This represents an increase of 1.7% (see attachment).**
This was agreed.

19/35.2 **To consider cleaner pay rates.**
The council considered various increases and decided on a 3% increase in the pay of the sports club cleaner.

19/036 Meeting Closure & Date of Next Meeting
The next meeting is confirmed as Wednesday 13th March 2019.

Signed by Meeting Chair on