

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

**PRESENT:** Cllr's Damen (Chair), Collitt, Kent, McLauchlan and Pugh.  
Clerk - Karen Thompson

**ALSO IN** Members of the public including Cllr Chapman of Colchester Borough Council (CBC).

**ATTENDANCE:**

**19/0151 Welcome**

The Chair welcomed all.

**19/0152 Apologies and reasons for absence.**

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

It was thought that Cllr Crossman has resigned due to time commitments, but this would be confirmed before the Casual Vacancy process initiated.

**19/0153 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

None were declared.

**19/0154 To consider the applications for consideration to be co-opted into a vacant councillor position and to note that the 'casual vacancy' created by the resignation of a councillor is advertised on the Colchester Borough Council's website and is open until 18<sup>th</sup> October.**

4 members of the public had expressed an interest in becoming a councillor. All of these were invited to say why they would like to be a councillor. After a ballot by signed slip, Ms Heidi Chapman was chosen. After signing the Declaration of Office Form, Heidi Chapman joined the Council. The meeting was advised that due to resignations there was likely to be a further two vacancies to be filled by 13 November 2019.

**19/0155 Public participation session with respect to items on the agenda and other matters that are of mutual interest.**

Parking around the school was raised and the council advised that Cllr Brown (ECC Councillor) had met with the Local Highways Panel Liaison Officer and was waiting for a proposed way forward. The school had also been made aware of the 3PR scheme which works with schools to improve walking to school and better parking through education and awareness. The website address for the scheme is <https://schoolparking.org.uk/about3pr/>. The school has also appointed Eco Warriors (children) and the Council resolved to write to these Eco Warriors asking if they could campaign to improve air quality around the school by discouraging car journeys and idling engines, also to encourage walking to school.

**19/0156 Minutes of the last meetings of the Council held on 11<sup>th</sup> September 2019**

The Council resolved to amend item 19/141 and strike-through the text 'the Methodist Church' as the item related only to the School Room. The Council then accepted the minutes as an accurate record.

**19/0157 Clerk's Report**

**19/157.1 To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**

The Clerk commented that the Council needed to decide the make and model for a strimmer/brushcutter that could then be ordered, and the grant money claimed from the Dedham Vale AONB fund.

**19/157.2 To consider the email regarding posters around the village.**

The email received commenting on posters on lampposts was circulated and it was resolved to include a message in the weekly newsletter encouraging people to remove out of date and untidy posters.

**19/0158 Borough and County Council**

**19/158.1 To receive the reports of the District Councillor and the County Councillor.**

Cllr Chapman had nothing to add to the information already discussed and published by Colchester Borough Council.

**19/0159 Parish Council Finance**

**19/159.1 To receive report on Parish Council financial statement as at the 30 September 2019.**

The financial report was received showing that the council is anticipating a surplus on the year of approximately £19,000 with an expectation to contribute £1000 to a traffic survey and transfer the remainder to reserves.

The current bank balances total £61,889.

**19/159.2 To approve the bills for payment for Parish Council, Sports and Social Club.**

The following invoices were approved for payment.

Clerks net pay	£675.21
HMRC PAYE + NI	£228.40
Pension	£274.74
RCCE Community Bldg Conference	£30.00
External Audit - PKF Littlejohn	£360.00
CHIP Hall Hire	£28.00
Mistey Computer Services	£75.00
Cllr Expenses	£10.20
TEN license - Boxtoberfest	£21.00
CBC (election fee)	£62.41
Hub Pay	£239.64
Eand J fire security	£143.56
Sundries	£212.40
Wave water	£293.73
LED electrical - fault corrections	£132.00

**19/0160 Audit – To receive the External Audit report comments from PKF Littlejohn and note that it has been published on the Parish Council website. The External Audit comment was:**

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

This was received and noted.

**19/0161 Planning**

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

<u>192260</u>	11/09/2019	The Cottage, Chapel Road, Boxted CO4 5RS	Listed building: Single storey extension to the South elevation.
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The Council did not have any objection to this application.

**Appeals** There were none.

**Decided** To note the following planning decisions:

The Council noted Colchester planning decisions listed in the agenda as made.

**19/0162 Housing Needs Survey (HNS)**

**To note that the HNS survey should be published and available for distribution by 21st Oct along with the Parish Council Questionnaire (copy for information attached).**

This was noted and the Clerks advised that they should be distributed with the parish newsletter in November and have a return date of 3<sup>rd</sup> January.

**19/0163 King George Playing Field**

**19/163.1 To receive the play area and equipment report and decide any work needed. To also report on the metal strips on the wooden knee-high fence between the playing field and the car park.**

The monthly Health and Safety report was received. Cllr Kent volunteered to conduct health and safety checks in between the monthly checks. Cllr Pugh agreed to inspect the wooden knee-high fencing to ensure it was safe.

**19/163.2 To decide the new dog signage.**

Three sign designs were chosen. One sign will be placed by all dog waste bins saying thank you for picking up your dog poo including the planned new dog waste bin close to the entrance to the field. Two signs will be placed near the entrance of the playing field asking for dogs to be kept off the pitches and indicating where the dog poo bins are located.

**19/163.3 To consider improving the field hedging and the grass area by the entrance barrier.**

The proposal to increase the hedging behind the Village Hall and running along the back of Songers Cottages was discussed but it was resolved to defer the agenda item until the next meeting, giving Councillors time to see the area.

**19/0164 Community Hub & Sports and Social Club**

**19/164.1 To note the commissioning a full independent fire risk assessment with E&J Fire.**

This was noted.

**19/164.2 To nominate a new chair for the Community Hub Working Group.**

The Council resolved to ask Cllr Oxford to chair the Community Hub Working Group.

**19/164.3 To consider progress and funding of the Hub building rendering.**

The Council resolved to extend the rendering specification to ensure that the maximum could be achieved.

**19/0165 S106 Project**

**To set the date of the first S106 Project Committee meeting.**

The first meeting of the S106 Project Committee meeting was agreed as Wednesday 27<sup>th</sup> November, and three members of the public agreed to join the Committee. These were Jamie Seakens, Amin Dedhar, and Arabella Brentnall.

**19/0166 Policies**

**To review the following policies:**

- **Grant Funding Policy**

The Grant Funding Policy was approved after changing the text referring to discrimination to say discrimination against any 'protected characteristics'.

**19/0167 Items for the next meeting agenda**

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

- Co-option of Councillor

**19/0168 Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 13 November 2019.

**Signed by Meeting Chair ..... On .....**