

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 APRIL 2019 AT THE VILLAGE HALL AT 7.30PM**

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

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

**19/054 Chairman's Welcome**  
The chair welcomed everyone.

**19/055 Apologies for absence**  
Cllr's Chapman, Pugh and Parratt had sent their apologies and the Council resolved to accept them.

**19/056 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**  
None declared.

**19/057 Public participation session**  
The members of the public were present for the agenda items related to the cricket club and it was resolved to take these agenda items next.

**Item taken out of order** **Item 62.4**  
**To consider submitting a planning application for the proposed permanent cricket nets including engaging a planning agent**  
It was resolved that Boxted Cricket Club, Mr Hamblion, would meet with Cllr Oxford to draw up suitable plans that can form part of the planning application. It was also resolved that the cost of the planning application would be split 50/50 between the cricket club and the Parish Council.

**Item taken out of order** **Item 62.3**  
**To review the hirers agreement and consider the comments made by hirers**  
It was agreed that there would be no increase in hiring fees for 2019/20.  
The clause in the Conditions of Hire Agreement saying that exclusive use of the field was not guaranteed would remain.  
It would not be possible to mandate that the clubs could use the lounge facilities of the Hub as the Hub is leased and it is for the leasee to decide opening hours etc. However, this would be added to the agenda for the Hub Working Group meeting on Monday 15<sup>th</sup> April so that it could be discussed between the clubs and the Hub lease.  
The Parish Council decided to leave in the Agreement the requirement to provide dates for use of facilities but recognised that the hirers often swapped dates between themselves.  
Regarding Fire Safety it was recognised that when hirers are in the Hub lounge, they come under the responsibility of the Hub Manager but when using the Sports Changing side of the building the following clauses would be removed:

- 2 people designated for fire evacuation must be in the building and this must be recorded. This would be replaced with hirers must ensure all of the people entering the sports side must be aware of the evacuation routes and assembly point.
- A monthly fire drill requirement
- Hirers are responsible for fire training and keeping this up to date.

It was agreed that hirer equipment left permanently in the changing room side would be PAT tested as part of the Parish Council PAT testing, equipment brought in temporarily must be PAT tested by the hirer.

A section would be added to the Agreement to cover the defibrillator, confirming the defibrillator is the property of the clubs and the cabinet in the property of the parish council. The Parish Council would ensure the defibrillator checks were complete.

The flood light situation would be discussed with the football hirers

The cricket club wished to keep the clause in the Agreement that states that the footballers will not be allowed to use the cricket outfield without agreement from the Clerk. This would be discussed at the Hub Working Group meeting on 15<sup>th</sup> April 2019 and the Parish Council would seek views on marking out a warm up training area.

The churning up of the grass by vehicles was discussed and it was resolved to seek quotes for grass support.

It was resolved to amend the hirers Conditions of Hire Agreement to reflect these changes and request all hirers sign for 2019/20.

The issue of paying for grass repair and treatment and reclaiming from the hirers was raised but not changed in the Agreement. The Parish Council resolved to ask VERTAS (new grass cutting contractors) to recommend any grass repairs that were necessary.

**19/058 Minutes of the last meetings of the Council held on 13<sup>th</sup> March 2019**

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

**19/059 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 clerk reminded the meeting to report fingerposts in disrepair.

It was agreed that the Parish Assembly Meeting on 8<sup>th</sup> May would be advertised and the agenda would include a chair's report and publication of 2018/19 accounts and budget for 2019/20.

**19/060 Borough and County Councillors**

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

There was nothing to report.

**19/061 Planning**

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

13 Mar 2019	<a href="#">190713</a>	Pantry 61 West View, 61 Straight Road, Boxted Colchester CO4 5QY	Current Replaces 190429
Neighbouring parish			
08 Mar 2019	<a href="#">190665</a>	Between Via Urbis Romanae & Mill Road Land South of, Axial Way, Colchester	Current

The council had no comment to make on any of the applications above.

The council noted the planning decision and appeal decisions made recently.

**19/062 King George Field – This item was taken earlier (see after Item 42)**

19/62.1

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

This was received and no items needed action. It was reported that an additional £80 would be required for new wood to repair the Cricketers bench and this was approved.

19/62.2

**To receive a verbal report on the installation of a new gate barrier to the playing field.**

The gate would be installed and painted shortly.

**19/62.3 To review the hirers agreement and consider the comments made by hirers (see attachments).**  
This item was taken earlier (see after 19/57).

**19/62.4 To consider submitting a planning application for the proposed permanent cricket nets including engaging a planning agent.**  
This item was taken earlier (see after 19/57).

**19/62.5 To confirm that Rospa play area inspections have been booked for May 2019.**  
This was noted.

**19/62.6 To consider any action to improve security to deter unauthorised encampments.**  
The clerk reported that if Boxted Parish Council land did have an unauthorised encampment the first thing to do would be to contact the Essex Countywide Travellers Unit (ECTU). They manage all unauthorised encampments on council land within the borough. This includes parish council land. The ECTU have no powers for immediate eviction but will attend the site within 24 hours of receiving the initial complaint. The ECTU will need physical proof that the parish owns the land which are stored on Boxted Parish Council electronic directory. The second action is to contact the police. (If an act of crime is in progress, you should dial 999.) Finally, email Belinda (belinda.silkstone@colchester.gov.uk) who can keep all updated alongside the Ward Councillors until possession of the land is regained.

The police advise that councils should consider making encampment harder with some of the following suggestions:

- replacing wooden gates with metal gates;
- reversing the hinges of gates/ to help stop gates from being lifted clear or being rammed
- shield guards fitted to cover padlocks;
- ground anchor fitted to prevent ramming vehicles.
- locking bollards located directly behind gates, second form of defence;
- tree planting

ECTU details are 03330 131427 or 03330 137870 Open 9am to 5pm Monday to Friday.  
For out of hours contact the number is: 03330 321110

The council has arranged for the car park gate to have the hinges reversed, the playing field barrier to be replaced with a gate (the hinges will be reversed), and the padlocks would be made difficult to access. More secure fencing would be considered as part of the S106 spend on the Playing Field.

## **19/063 Community Hub and Sports Facilities**

**19/63.1 To consider a specification for renewing the parking lines in the car park.**  
It was resolved to seek bids for painting the white lines of the car park.

**19/63.2 To consider the specification for a disability ramp and possible builders to invite to tender.**  
It was resolved to circulate a moveable ramp photograph to councillors to see if such a ramp would be suitable for the Hub entrance door.

**19/63.3 To consider a specification for rendering the Hub building.**  
Cllr McLauchlan had received advice on rendering the outside of the Hub building as had Cllr Oxford. It was agreed that Cllr Oxford would draw up a specification that could be used to obtain quotes for the work.

**19/63.4 To note the progress on installing broadband in the hub and to agree the cost allocation.**

The progress was noted with the engineer scheduled for Thursday 11<sup>th</sup> April. The council confirmed that the running costs fall to the Hub leasees and the installation costs would be paid by the Parish Council. The Council resolved to write to the Hub leasees with the running cost amount.

**19/064 Village Hall Lease**

**19/64.1 To receive an update on the Village Hall lease.**

The Council agreed that the clause that Fisher Jones Greenwood had raised as a query regarding the obligation to allow the church use of the hall on a Sunday for a marginal fee (superseding other bookings) was acceptable to the Parish Council as the clause existed in the existing lease and did not cause a problem. The Council resolved to write confirming this to Fisher Jones Greenwood.

**19/065 Parish Council Finance**

**19/65.1 To receive report on Parish Council financial statement as at the 31 March 2019.**

The Council received the statement that the 18/19 yearend position showed receipts of £81,411 and spend of £69,244. This resulted in an 18/19 surplus of £12,167 and a further £5,354 VAT still to be reclaimed.

The closing balance in bank accounts was £26,095.

**19/65.2 To decide to continue to affiliate to EALC. The fee due 2019/20 is £369.28.**

This was approved.

**19/65.3 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments (see Attachment).**

The following invoices were approved for payment:

Pay Gross is £814.20 includes 1 week holiday	£ 604.20
HMRC PAYE + NI	£ 178.36
total pensions	£ 221.46
employee(44.78)+employer(176.68)	
Payroll software	£ 81.20
Clerk expenses - mileage	£ 67.50
Future electrics - cabinet on British Legion	£ 132.00
Website invoice	£ 43.19
Mtg hall PC mtg	£ 28.00
EALC Affiliation fees	£ 369.28
Scammell - play area and car park	£ 131.75
Ealc training course playground checks	£144.00
VH hire war mem mtg	£14.00
Paint for telephone box	£65.97
Cleaning PAY	£ 239.64
Broadband router delivery	£ 11.99
EON	£235.89
WAVE - water	£41.92

**19/066 Internal Audit Commencement**

**To consider the commencement of the internal audit with Heelis and Lodge.**

This was agreed.

**19/067 Items for the next meeting agenda**

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

- Election of chair
- Signing chairman's acceptance of office declaration
- Election of vice-chair

- Agreement of banking signatories
- Appointment of lead councillors to the following roles:
  - Community Hub and Sports Changing rooms
  - Village Hall
  - Colchester Association of Local Councils
  - Play equipment checks
- Approval of the following:
  - Standing Orders
  - Financial Regulations
  - Code of Conduct

**19/068 Meeting Closure & Date of Next Meeting**

The next meeting is confirmed as Wednesday 8<sup>th</sup> May 2019..

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