

**BOXTED PARISH COUNCIL**  
**MINUTES OF THE MEETING OF THE PARISH COUNCIL**  
**HELD ON 10 JUNE 2020 VIA ZOOM TECHNOLOGY ONLY AT 7.30PM**

**PRESENT:** Members - Cllr Damen (Chair), Brentnall, Chaplin, Collitt, McLauchlan and Seakens.  
Proper Officer & Clerk - Karen Thompson

**ALSO IN**

**ATTENDANCE:** Cllr Chapman of Colchester Borough Council (CBC) was present for most of the meeting and Cllr Brown of Essex County Council (ECC)

**20/074 Welcome**

Cllr Damen welcomed everyone to the meeting.

**20/075 Apologies and reasons for absence**

Cllr Kent, Oxford and Pugh were absent.

**20/076 Declaration of Interests** - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.

Cllr Chaplin declared an interest in the items relating to the Community Hub.

**20/077 Public participation session (There will be 15 minutes available for this item, if required)**

There was none.

**20/078 Minutes of the last meetings of the Council held on 13<sup>th</sup> May 2020**

**Councillors are asked to agree the draft minutes of the last meeting as a true and accurate account of the proceedings of the meeting.**

The Council resolved to accept the minutes as an accurate record of the meeting.

**20/079 Clerk's Report**

**20/79.1 To receive a verbal update from the clerk.**

The Clerk updated the Council on aspects of the tracking report that shows progress on issues decided by the Council but not yet completed.

The key to the lock on the container sited on the Boxted Recreation Ground containing Myland Parish Council glass is not working and access can't be achieved. It was suggested that Myland Council be reminded of their glass and ask if they were able to take charge of it. Cllr Chapman added that he would assist in suitably disposing of the glass with Myland as it was heritage glass.

The decision to move Lloyds Bank funds to a different bank and savings account was discussed as the CCLA offer an Ethical Investment Fund for charities that has provided a better rate of return over the last 5 years than high street banks. This would be investigated further.

The Clerk also updated on recent correspondence received offering a fire alarm system at equipment price only as the electrician needs a site to install an alarm system in order to gain his certification and therefore labour would be free of charge. The original proposal was for a system at the village hall, but the Council suggested that the risk of harm was greater at the Community Hub building and therefore an installation would be better suited there. It was resolved to ask if the installation could be moved to the Community Hub building where it would be more effective.

The Clerk reported that a resident had recently emailed Rix Farms about the speed of large and HGV vehicles in the village. The Council expressed a concern about speeding and resolved to also write to Stour Gardens.

**20/080 Borough and County Council**

**20/80.1 To receive the reports of the District Councillor and the County Councillor.**

Cllr Chapman reported that CBC are anticipating a £3m deficit this year. He also added that upgrade work to the Langham Treatment works were imminent.

Cllr Brown said that the Local Highways Panel (LHP) request for parking laybys to be created on Dedham Rd was now at number 48 on the list. She also added that plans to close off Colchester High Street to private traffic had been announced as a measure to encourage walking and cycling. The Council enquired about cycling and bridleway provision from Boxted to Colchester and Cllr

Brown suggested that Boxted approach Myland to submit a joint LHP request with input from ECC Highways Officer Jon Simmons. The Council resolved to approach Myland Parish Council with a joint LHP request support.

**20/081 Parish Council Finance**

**20/081.1 To receive the Parish Council Financial Report as at the 31<sup>st</sup> May 2020 (see attachment).**

Receipts to date including 50% of the precept were shown as £27,264.88. Total spends to date were £4,802.20. The forecast outturn for this year is expected to be -£14,626 which reflects that £8000 will be paid this year on rendering the Community Hub building (carried forward from 19/20) and Covid19 has meant that there is no income from Hub building hiring and lease fees being paid, although a grant has been applied for which would improve the financial position.

The bank position showed current holdings of £76,902.02.

**20/081.2 To note that during the Covid 19 restrictions invoices are being authorised for payment by email and will be presented to Council in physical form at the first non-virtual meeting, in accordance with the Boxted Financial Regulations.**

This was noted.

**20/081.3 To approve the list of current and planned standing orders and direct debits. (See attached)**

This was approved.

**20/082 Audit**

**20/082.1 To consider the effectiveness of the system of internal control. (See Attached) And to approve the Annual Governance Statement for 19/20 (AGAR Section 1). (See AGAR attached – awaiting signatures)**

The statement of internal control was amended to include the safeguard that two councillors were required to act as administrators on the card account. It was then approved. It was resolved to approve the Annual Governance Statement was approved.

**20/082.2 To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2020. (See attachment)**

The internal audit report was considered. There were no recommendations requiring action.

**20/082.3 To consider the Accounting Statements (Section 2 of the Annual Return (AGAR)). To approve the Accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Meeting Chair.**

It was resolved to approve and sign the Accounting Statements for 19/20.

**20/082.4 To decide the dates for the exercise of Public Rights of Inspection commencing Monday 15 June to Friday 24 July 2020 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'.**

It was resolved to approve the dates for the exercise of Public Rights of Inspection starting on 15<sup>th</sup> June 2020 and running to 24<sup>th</sup> July 2020 and publish a Notice of this in 14<sup>th</sup> June 2020.

**20/082.5 To appoint Heelis and Lodge as internal auditors for 2020/2021.**

The Council resolved to appoint Heelis and Lodge as internal auditors for 2020/21.

**20/083 Planning**

**20/83.1 To decide any comments on the following applications:**

|               |            |   |   |
|---------------|------------|---|---|
| <u>200785</u> | 18/05/2020 | Haus Penken, Cage Lane, Boxted CO4 5RE                | Erection of first floor side extension. |
| <u>200936</u> | 11/05/2020 | Plains Farm, Straight Road, Boxted Colchester CO4 5QU | Single storey rear extension            |

The Council had no objections to the above planning applications.

**20/83.2 Appeals**

There were none.

**20/83.3 Decided**

The Council noted the Colchester planning decisions were listed in the agenda.

**20/084 King George V Playing Field**

**20/84.1 To note that the play area is still closed. Walk by checks are being made.**

This was noted.

**20/84.2 To note that the football teams are resuming training following the guidance of the FA.**

This was noted. The risk assessment documents would be circulated to Council Members for information.

**20/84.3 To note the watering efforts to save the newly planted trees and the weeding that has taken place.**

This was noted.

**20/085 Community Hub & Sports and Social Club**

**20/85.1 To note that Hub part of Parish Council activity was deemed eligible to apply for a Covid19 Business Support Grant of £10,000, which was approved, and payment made into the Parish Council Community Hub Bank Account, and to discuss how this grant should be used.**

The Council noted the grant application and also noted that it would cover the loss of income sustained so far, due to the suspension of hiring and lease fees.

**20/086 Employ a Groundskeeper**

**To consider a proposal that the Council employs a regular (part-time) groundskeeper/handyman to be employed in looking after the plantings on the playing fields, window boxes and plant pots, Village Hall flower beds, ground clearance, fence repairs, minor landscaping, general repairs and maintenance, painting and decorating and who might also be able to do some of the Health and Safety inspections and relieve the Parish Council of some of the more time-consuming, but straightforward duties.**

The Council debated the benefit of either employing or contracting for groundskeeper/handyman and the difficulty in managing tasking. The Council resolved to draw up a specification for such activity with a view to advertising for a contracted service when the specification was agreed.

**20/087 Mental Health and Well-Being**

**20/87.1 To note that Parish Council are being encouraged by ECC, CBC and EALC to develop Mental Health and Well-Being plans and to decide if Boxted Parish Council will document a plan. These plans aim to signpost locally available resources and activities that are in place and support mental health and well-being and also used to help Councils identify vulnerable groups, resources and activities that could be developed by community groups to fill any gaps identified.**

The Council discussed the role of Parish Councils in supporting mental health and concluded that developing a plan that identified those local activities available to Boxted residents that support both mental health and well-being and identifying where there are obvious gaps in provision could be undertaken by Cllr Chaplin and the Clerk (resolution).

**20/87.2 To consider indicating support for a potential new group working for Boxted and Langham residents in providing opportunities to aid a reduction in mental health and social isolation problems (see attached email).**

The Council discussed directly supporting such a group and expressed a desire that some activity planned by any such group should be undertaken in Boxted to clearly show the benefit to Boxted residents. The Council resolved to provide a written statement of support but would wish to see a grant application made for any financial support.

**20/088 Community Initiatives Fund (CIF) Applications**

**To decide if the Council will submit one or more CIF applications. (See attached 2 documents)**

The Council discussed various potential projects and resolved to submit a Pre-application to the CIF for fire retardant curtains in the Village Hall and for outdoor fitness equipment that can be used by all.

**20/089 Future Parish Council Meeting Dates**

**To confirm the dates of future Parish Council meetings as those listed at Appendix A to this agenda (see end of Agenda).**

The dates for Parish Council meetings on the second Wednesday in every month except for August and December were agreed.

**20/090 Policies**

**To review and approve the Council Standing Orders (see attached).**

The Council resolved to adopt the policy as drafted.

**20/091 Items for the next meeting agenda**

**To note or propose items for the next agenda including**

**To review and approve the**

- **Parish Council Code of Conduct**
- **Boxted Complaints Procedure**
- **Boxted Equal Opportunities Policy**

This was noted.

**20/092 Village Hall Trustee Meeting Section**

**To consider response to the Boxted Methodist Silver Band request to hire the Village Hall on Wednesday evenings.**

The Council resolved to say that the hall is only available on the 2 free Wednesdays per month until such time that the Council and the History group can be consulted and possibly accommodated elsewhere.

**20/093 Meeting Closure & Date of Next Meeting**

The next meeting was confirmed as Wednesday 8<sup>th</sup> July 2020.

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