

## BOXTED PARISH COUNCIL

### MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON 13 JUNE 2018 AT THE VILLAGE HALL AT 7.30PM

**PRESENT:** Cllr Damen (Chair),  
Cllr's McLaughlan, Oxford, Collitt and Chapman  
Interim Clerk - Karen Thompson

**ALSO IN ATTENDANCE:** There were several members of the public in attendance

#### **Chairman's Welcome**

**18/038 Apologies for absence**  
Cllr's Parratt, Banwell, Maxwell and Pugh had sent their apologies.

**18/039 Declaration of Members Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.**  
Cllr Chapman said that as he sat on Colchester Borough Council he would not vote on planning matters.

**18/040 Public participation session**  
There was discussion about a suggested better place to site a concrete base to support the cricket nets. The Council was generally supportive but wished to write to neighbours before committing. The cricket club confirmed that they would be undertaking the work and would be able to provide details of public liability insurance and risk assessment and method statement (RAMS).

**18/041 Minutes of the last meetings of the Council held on 9<sup>th</sup> May 2018**  
The minutes were agreed.

**18/042 Landscaping discussion with developers of Hill Farm development**  
Representatives of the Hill Farm development were present and were able to show the Council and members of the public the landscaping plans for the Lynton Homes development. The landscaping allowed for a grassed area to have a number of trees planted including 2 clumps of apple trees to acknowledge the Hall Farm orchards. It was also explained that the corner green space was available to the Parish Council, at a cost of £1, if the Council wished to take it on. The Council would be liable for upkeep and insurance. Otherwise the greenspace would form part of the developments amenity land and be owned and managed by a newly formed company comprising every house owner on the development. The green space by the road corner of the development was intended to link the development to the village and be as open as possible. The area would be bounded by a knee high wooden rail fence only. Bulbs would be planted in areas of the green and a larger Red Oak would sit close to the corner point with seating around the tree. The Council were unsure about the exact location of the Red Oak as it may restrict the ability to use the open space and it might be better sited off centre. The Council were pleased to see the landscaping plan and agreed to see if the apples tree proposed was in keeping with the Hill Farm history. The Council recognised that parking might continue to be a problem at school drop off and pick up times but the double height kerb might act as a deterrent on the bend.

**18/043 Clerk's Report**  
**To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.**  
The ECC fund for improving street furniture was discussed and its details would be investigated.

The Council flyer would be added to the July meeting agenda.

The dates for the Clerks advert was agreed as:

Advertise immediately  
Closing date 13<sup>th</sup> July  
Complete sift 27<sup>th</sup> July  
Interview by 10<sup>th</sup> August  
September Council meeting to ratify appointment.

**18/044 Borough and County Councillors**

No Councillors were present.

**18/045 Planning**

Cllr Chapman advised that there may be a delay to the progress of the Colchester Borough Council Local Plan. The Council also discussed the timetable for refreshing the Neighbourhood plan and agreed that it should form part of the Councils forward business plan.

**Received Applications**

**CC/COL/13/18 - Proposal: Continuation of use of the Park and Ride facility without compliance with condition 1 (approved details) attached to CC/COL/63/15 to allow weekday (Monday to Friday) hours of opening of 05:00 to 21:45**

**Location: Colchester Park & Ride, Cuckoo Farm Way, off A12 (Junction 28), Mile End, Colchester**

The Council did not object to this application

181007 17 Apr 2018 Fillpots Nursery 52 Straight Road, Boxted Colchester Current CO4 5RB  
The Council did not object to this application

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181092 MLB Replacement Windows Rose Cottage, Redhouse Lane, Boxted CO4 5RL Rural North 25/04/2018 Validation Pending  
The Council did not object to this application

181102 PX8 Application for approval of details reserved by condition. (161899Appeal ref APP/A1530/W/16/3159557 allowed) 2- Thrift Cottages, Straight Road, Boxted CO4 5RA Rural North 26/04/2018 Validation Pending  
The Council did not object to this application

181131 MLB Retrospective application to regularize alterations including removal of one internal wall, reconstruction of attached building, and reconstruction of lean-to garage addition. Pond House, Church Road, Boxted Colchester CO4 5TQ Rural North 30/04/2018 Validation Pending  
The Council did not object to this application

**Applications Decided**  
The Council noted the decided applications.

**18/046 To review and approve the following Boxted Parish Council Policies:**  
**Financial Regulations (revised)**  
**Standing Orders (revised)**  
**Freedom of Information (revised)**  
**Complaints Procedure (revised)**  
**Retention of Records**  
**Co-option of councillors policy (revised)**

**Website Policy (revised)**  
**Persistent and Vexatious Complaints**  
**Equal Opportunities Policy**  
**Audit for On Line Banking (revised)**

The Council accepted the changed policies and asked that all policies be made consistent before publication. And the Councillors details list should be updated.

**18/047** **To review and approve the following Boxted Parish Council Staffing Policies:**  
**Grievance Policy**  
**Disciplinary Procedure**  
These were agreed but made reference to a dignity at work policy which the Council did not have. The reference should be removed.

**18/048** **King George Field – play area and equipment**  
**18/048.1 To receive the play area and equipment report and decide any work or expenditure (Cllr Collitt).**  
It was agreed to ask Mr Scamell to clean up the underside of play equipment where it had been graffited.

**18/048.2 To report on the standard of grass-cutting and consider any action regarding the grass-cutting contract.**  
The Council had met with the grass-cutting contractor and a representative of the cricket club. The meeting resulted in the contractor agreeing to cut the grass on the cricket pitch lower and on a Friday to minimise growth before any match. This showed flexibility on their part but the cricket club would like the grass cut with a cylinder mower otherwise it cannot be cut to an acceptable length. The Council agreed to write to the grass-cutting contractor saying that a cylinder cut is required and ask if that can be achieved.  
The option of removing the cricket pitch from the contract for the summer was discussed and would be offered to the grass-cutting contractor.  
In the meantime quotes would be obtained for cutting the cricket pitch with a cylinder mower.

**18/048.3 To consider the quote for repairing the garage door locks**  
This was approved at £160.

**18/048.4 To note the decision to make safe a split tree branch.**  
This was noted.

**18/049** **Community Hub**  
**18/049.1 To report on the current position of the lease renewal for the Community Hub.**  
It was reported that Rainbow Rangers had now moved out and the Council recognised the loss in revenue that would result.  
There was a delay on signing the new Community Hub lease and as such the current lease continues on a rolling basis with the leases signing the extension with the current terms and conditions continuing.  
The building had suffered a drainage problem with sewerage stacking up and coming through the garage floor. An emergency call out had taken place with the blockage cleared but the drainage pipes would need to be replaced in the future.

**18/049.2 To report on the current position on quotations for the Community Hub roof repair project.**  
Two quotes had been received and further quotes due.

**18/049.3 To report any progress on applying for funding to CBC for a community access project.**  
The list had been sent to Colchester Borough Council.

18/049.4 **To consider purchasing some second hand chairs for the Community Hub so that the current chairs can be returned to the Village Hall.**  
This was agreed.

18/050 **Village Hall**  
**To receive a verbal report from the Village Hall Management Meeting held on 5th June 2018.**  
It was reported that the Village Hall Management Committee would prefer the curtains to be hung in front of the blinds to improve acoustics and the look of the hall. It was agreed that the CHiP agents had added value and using them should be continued.  
It was also decided that the piano should be re-tuned.  
The floor is in need of attention with a lifting needing to be taped down immediately. It was agreed to have a floor professional assess the floor.

18/051 **Remembrance Commemorations**  
**To consider planning any Remembrance Commemorations.**  
It was recognised that there were many commemorations taking place this year to mark the 100 year anniversary of the end of WW1. The 'Ringing for Peace' details would be passed to the church and it was agreed that the Council would purchase a British Legion wreath for Remembrance.

18/052 **Boxted Parish Ranger Group.**  
**To consider creating the Boxted Ranger Group with the remit of maintaining Boxted's public footpaths and bridleways, negotiating with farmers to abide by current laws, look into creating a Boxted trail for tourists and locals, look into creating new footpaths or upgrading to bridleways.**  
Cllr Collitt expressed frustration in the state of footpath and bridleways. It was agreed that the Council would plan to seek volunteers and set up a pathway group, liaising with landowners and ECC to see how best to achieve this.

18/053 **Parish Council Audit**  
18/053.1 **To consider the effectiveness of the system of internal control.**  
**And to approve the Annual Governance Statement.**  
The system of internal control was agreed to be adequate but changes were being implemented to improve the visibility of finance to the Council.  
The Annual Governance Statement was approved noting that the inspection had not been correctly achieved last year.

18/053.2 **To consider the Annual Internal Audit Report of Accounts Year Ended 31 March 2018.**  
This was accepted. It was also agreed to continue to appoint Heelis and Lodge as internal auditors for 2018-19.

18/053.3 **To consider the Accounting Statements (Section 2 of the Annual Return) and**  
**To approve the accounting Statements, by resolution, and ensure the Accounting Statements are signed and dated by the Council Chair.**  
The Accounting Statements were agreed by resolution and signed and dated by the Chair at the meeting.

18/053.4 **To decide the dates for the exercise of Public Rights of Inspection commencing between 4<sup>th</sup> June 2018 and 2<sup>nd</sup> July 2018 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'.**  
The dates agreed for publication of the submitted, to external audit, Annual Governance and Return and a notice of 'Your rights to Inspection' as 2<sup>nd</sup> July – 10<sup>th</sup> August 2018.

18/054

**Parish Council Finance**

18/54.1

**To receive report on Parish Council financial statement as at the 31 May 2018.**

This was accepted as

Opening balances at 1st April 2018 £13,928.43

PLUS receipts £27,336.20

LESS outgoings £ 12,642.89

Closing balances in hand at 31 May 2018 £28,621.74

Represented by:

Lloyds BPC Current a/c..5800 (including uncleared funds (-)) £26,667.69

Lloyds BPC Business Saver (Deposit) a/c £0.00

Lloyds BPC Sports & Social Club ..1368 £ 1,954.05

18/54.2

**To consider the purchase of a defibrillator cabinet.**

This was agreed.

18/54.3

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

The following were approved for payment.

Joe Scammell (playing field and fence)	£18.00
Clerk Pay Net	£519.00
HMRC	£129.60
Clerk Expenses	£74.59
Travel expenses for the Chair	£28.70
Boxted and Langham Directory	£41.66
Tree Branch repair	£180.00
Cllr Expenses - McLauchlan	£21.54
Pale September - Boxted Website wordpress	£43.19
Community Hub Banner	£76.00
Defib Cabinet	£375.00
Internal Audit	£280.00

18/54.3

**To note the hiring increase of 5% to the sports clubs hiring the Community Building as documented in January 2018 Parish Council meeting minutes was implemented in March 2018**

This was noted.

18/055

**Meeting Closure & Date of Next Meeting**

The meeting was closed and the next Parish Council meeting confirmed as Wednesday 11 July 2018.

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