

BOXTED PARISH COUNCIL
MINUTES OF THE MEETING OF THE PARISH COUNCIL
HELD ON 8 MAY 2019 AT THE VILLAGE HALL AT 7.30PM

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

ALSO IN ATTENDANCE: Five members of the public including Cllr Arnold (Colchester Borough Council).
Chairman's Welcome

19/069 Election of Chairman
Cheryl Damen was elected as chair of Boxted Parish Council for 2019/20.

19/070 Receiving the Chairman's Acceptance of Office
This was received.

19/071 Election of Vice-Chair
Cllr James Collitt was elected as Vice-Chair.

19/072 Apologies and reasons for absence.
Colchester Borough Council (CBC) Councillor Nigel Chapman had sent his apologies.

19/073 Declaration of Interests - to receive any pecuniary or non-pecuniary interests relating to items on the agenda.
None were declared.

19/074 Co-option of Councillors
To consider co-opting Val Banwell, Gene Pugh, Kate Crossman, Mark Parratt and Robin Oxford as Boxted Parish Councillors.
The following were co-opted as Boxted Parish Councillors:
Gene Pugh
Val Banwell
Robin Oxford
Kate Crossman
Their acceptances of office were signed and received.

19/075 Public participation session with respect to items on the agenda and other matters that are of mutual interest
This item was moved to be taken after the Clerks Report 19/77.

19/076 Minutes of the last meetings of the Council held on 10th April 2019
After one typo was corrected, changing war to warm, the minutes were accepted as an accurate record.

19/077 Clerk's Report
To receive the report of resolutions agreed at Parish Council Meetings and Progress to date.
The clerk highlighted the entry for 18/120.2 concerning electrical testing of the Community Hub building and PAT testing. As there was no evidence of PAT or full electrical testing since 2012. It was resolved to ask LED to conduct a full test and PAT testing.

It was also suggested that the action recorded on arranging a first aid/defibrillator training session for the British Legion and any others could be progressed now the defib was installed. It was also suggested that the Council should ask for the Legion defibrillator cabinet code.

Item taken out of order 19/75 Public Participation

A member of the public spoke to the planning application 190988 Langham House.

19/078 Borough and County Council

19/78.1 To receive the reports of the District Councillor and the County Councillor.

Although there was no formal report the Council asked Cllr Arnold about the process to extend S106 agreement that currently covers the Community Hub and Playing Field to include the Village Green, when the Council secures the land. He agreed to investigate.

19/079 Parish Council Finance

19/79.1 To decide the three signatories on the following bank accounts:

- Village Hall
- Parish Council
- Sports and Social Club
- Camping Close

To agree to change the current banking mandates to reflect the changes.

It was resolved that the bank account signatories were Councillor's Damen, McLauchlan and Pugh.

19/79.1 To receive report on Parish Council financial statement as at the 30 April 2019.

The financial statement was received and showed that in month one of the financial year the council saw receipts of £26,279, which included 50% on the precept. The spend was £4763. The forecast for the full year indicates a possible surplus of £23,000 which will go towards building a suitable council reserve. The current bank holdings were reported at £47,611.

19/79.2 To approve the bills for payment for Parish Council, Sports and Social Club and Village Hall – Cheques/Bacs payments.

The invoices were considered. The clerk was asked to investigate the invoice from CBC for the trade waste bins and collection service as we seem to be being charged for a recycling service which we are not using. The following invoices were agreed for payment.

Clerk net pay Gross is 743.59	£ 559.14
HMRC PAYE + NI	£146.94
Pension	£202.26
Boxted and Langham Directory maximum	£50.00
Clerk expenses - mileage	£66.60
PCC for village hall lease	£1,560.00
Calc Subscription	£35.00
LED lights VH	£1,750.00
Dedham Vale Society	£50.00
Glasdons Dog waste bin	£272.64
Tree Survey - JF Tree Specialist	£288.00
Stationery for H&S	£33.75
Village Hall room hire	£28.00
Cleaning PAY	£239.64
Utilita electric	£342.18
Wave - water	£41.92
trade waste direct debit increase (6 months)	£617.17
Replacement dog waste bin	£272.64

19/080 **Planning**

To decide any comments on the following applications:

28 Mar 2019 190851	Easby, Workhouse Hill, Boxted Colchester CO4 5TT	Current
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The council had no comment to make on this application.

11 Apr 2019 190988	Langham House, Straight Road, Boxted CO4 5QX	Current
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The council objected to this application as it falls outside the settlement development boundary and due to its distance from any facilities (shops, school, public transport etc) means that additional housing would necessitate additional car journeys and is therefore unsustainable. It is also contrary to the planning policies stated in the adopted Boxted Neighbourhood Plan although the application incorrectly stated that no Neighbourhood Plan was in place.

Appeals **None.**

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

02 Jan 2019 190008	46 Straight Road, Boxted Colchester CO4 5HW	Decided Conditional Approval
3 Mar 2019 190713	Pantry 61 West View, 61 Straight Road, Boxted Colchester CO4 5QY	Decided Conditional Approval

These were noted.

19/081 **Appointment of Councillors to Areas of Responsibility**

The council made the following appointments to areas of responsibility:

• Community Hub and Sports Changing rooms	Cllr Banwell and Oxford
• Village Hall – including chair of the Village Hall Management Committee	Chair Cllr Damen
• Colchester Association of Local Councils	Attending Cllr McLauchlan
• Play equipment checks/Recreation Ground	Clerk and any councillor
	Cllr Collitt with assistance from volunteer Tracey Doolin

19/082 **King George Field – play area and equipment**

19/82.1 **To receive the play area and equipment report and decide any work or expenditure (Cllr Collitt).**

This was received and there were no urgent health and safety concerns. However, Cllr McLauchlan had arranged for the grass around the Village Hall to be cut but it does form part of the Vertas contract. The Council resolved to ask Vertas to cut the Village Hall grass from now on.

19/82.2 **To consider Tracey Doolin as a second play area inspector and fund training.**

This was agreed and the Council resolved to arrange for some training for Tracey Doolin.

19/82.3 **To consider initiating a project to convert the Hub SSC integral garage to a disabled toilet and a second referee's room (toilet, wash basin, shower and changing area).**

The Council understood the benefit of making good use of the integral garage/tractor room but was also minded that investment in this building may not be warranted. It was resolved to write to the sports hirers of the building asking what facilities they need regarding changing areas etc.

19/083 **Community Hub & Sports and Social Club**

19/83.1 **To receive the Village Hub Working Group minutes of 15th April 2019.**

This item was deferred to the next meeting.

19/83.2 To consider the rendering quotes.

Cllr Oxford has taken advice from RJB plasterers and was content that the proposed work specification was suitable, and the Council resolved to seek three quotes against this requirement.

19/83.3 To consider confirming to the leasee that the parish council will not be serving notice based on breach of contract as there have been no significant breaches.

This was confirmed.

19/084 Policies

To review the following policies:

- Standing Orders
- Financial Regulations
- Statement of Internal Control - new
- Code of Conduct

The policies were approved and would be published on the Council website.

19/085 Memberships/Subscriptions

To consider continuing membership of:

- Dedham Vale Society on behalf of residents - £50 for a 5-year membership
- Colchester Association of Local Councils - £35 pa

It was agreed to continue these memberships.

19/086 Items for the next meeting agenda

To consider items for the next agenda.

- Risk Management
- Tree Survey received
- Play area inspections reports

19/087 Meeting Closure & Date of Next Meeting

The next meeting is confirmed as Wednesday 12th June 2019.

Signed by Meeting Chair on