

BOXTED PARISH COUNCIL
PARISH COUNCIL MEETING
JULY 2017

The Minutes of the Meeting held on Wednesday 12th July 2017 at Boxted Village Hall, Cage Lane, Boxted Colchester, commencing at 7.00pm

		<u>Present</u>
Chairman:	Councillor H Large	Yes
Vice Chairman:	Councillor Mrs C Damen	Yes
Councillors:		
	Councillor G Pugh	No
	Councillor Mrs A McLauchlan	Yes
	Councillor Mrs L Carpenter	Yes
	Councillor M Parratt	Yes
	Councillor J Collitt	Yes
	Councillor Mrs V Banwell	Yes
	Councillor W Petersen	Yes
Staff:		
	Clerk to the Council Denise Humphris	Yes
	Work experience – Tom Humphris	

Colchester Borough Councillor Nigel Chapman and four members of the public

- 041/17** **APOLOGIES FOR ABSENCE RESOLVED:** to accept apologies for absence from Councillor G Pugh.
- 042/17** **DECLARATIONS OF INTEREST** None
- 043/17** **THE MINUTES OF THE MEETING HELD ON WEDNESDAY 14TH JUNE 2017**
RESOLVED: to approve the minutes (previously circulated) as a true record for signature by the Chairman.
- 044/17** **PUBLIC PARTICIPATION**
Representatives of the Women’s Institute complained that the website was down and were advised that it was being re-vamped and would be operational again soon. They were also concerned about the Council’s plans to pay a Charitable Management Organisation to help run the Village Hall when the existing voluntary Trustees resign on 31st July. It was explained that in the absence of any volunteers coming forward to run it, the Parish Council have stepped in to stop the Village Hall from being closed. With limited resources, the Council have to pay for assistance in managing and running this and whilst it is not ideal it is clear that there is sufficient income for this to be sustainable for the Village Hall charity. Concerns were raised about the potential for fees to be raised but the Council advised that nothing would be changing at the present time and there

will be a seamless change-over on 1st August. Invoicing and payments will have to change as we can no longer accept cash but hirers will be advised of the changes. An issue was raised about blocked drains in Wet Lane and Borough Councillor Nigel Chapman advised that he would attend to this.

045/17 **CLERK'S REPORT** The Clerk reported as follows:

- Complaints received about noise nuisance from events at the Dedham Vale Vineyards. After some discussion, it was agreed that members of the public should be encouraged to report each problem to the Borough Council licensing team, so that these things would be taken into account when licences are due for renewal. The Chairman also volunteered to have an informal chat with the owners to see what could be done.

046/17 **BOROUGH AND COUNTY COUNCIL MATTERS**

Colchester Borough Councillor Nigel Chapman reported that the new waste collection services seemed to be working well.

047/17 **COLCHESTER BOROUGH COUNCIL – LOCAL PLAN DRAFT CONSULTATION DOCUMENT**

RESOLVED: that as plans are in line with our Neighbourhood Plan document no further comments are necessary at this time.

048/17 **PLANNING**

PLANNING Members considered the following planning application submitted to Colchester Borough Council and **RESOLVED:** to comment as follows:

APPLICATION NUMBER	ADDRESS	DETAILS OF APPLICATION	PARISH COUNCIL COMMENTS
171637	1 Line Cottages Boxted	Single storey rear extension	NO OBJECTIONS
170247	Classic Pot Emporium 30a Straight Road Boxted	Demolition of existing buildings building of new business centre	Comments to follow to be submitted under Clerk's delegated authority
171761	2 Horkesley Road Boxted	Erection of Replacement Garage	NO OBJECTIONS

049/17 **COMMUNITY HUB**

Members were pleased to note that the tenants have cleaned the outside of the building facing the Car Park. Councillor Collitt has volunteered to pay for paint and arrange volunteers to paint it. The tenants will be asked if they are able to provide a timetable of opening times/events for advertising in the weekly newsletter.

Following a recent large fund-raising event held by the Cricketers and problems with toilets it was **RESOLVED:** that as hiring agreements are currently being reviewed wording should be included to state that the Council must be advised in advance of future events so that we can ensure suitable Public Liability Insurance

cover is held, risk assessments have been carried out and consideration given to expected numbers and provision of toilets.

050/17 **BOXTED VILLAGE HALL MANAGEMENT COMMITTEE**

The Clerk reported that matters are in hand and we will be on target to take over management on 1st August as planned. The Charity Commission require a letter confirming the Council's intention to take over as Trustees of the Village Hall Management Committee and that the Council will abide by the existing governing document and ensure all existing Village Hall funds are ring-fenced solely for the Village Hall. **RESOLVED:** to send this letter. The Clerk will open separate bank accounts (current and savings). The final meeting of the existing Trustees will be held on 15th August 2017.

051/17 **ANNUAL RETURN FOR THE YEAR 1ST APRIL 2016 – 31ST MARCH 2017**

a) Internal Audit Report – Members noted receipt of the internal audit report and the only recommendation being that June 2016 minutes be amended as they currently show the date as May 2016.

b) Members undertook the Annual Review of the effectiveness of Internal Audit and **RESOLVED:** to sign off the related document confirming that the Council is happy with all aspects of the Internal Audit.

c) Annual Return - It was noted that there may be an additional £30 fee for external audit as the usual date for sending the audit had been changed from 30th June to 12th June and therefore the documents were received late by the Auditors.

ANNUAL INSURANCE REVIEW

052/17 **a) Members reviewed the Annual Risk Assessment Document** as presented by the Clerk **RESOLVED:** to approve the Document.

b) RESOLVED: to approve the updated **Asset Register** as presented by the Clerk,

c) Members reviewed the Annual Insurance schedule and **RESOLVED:** to increase insurance for street furniture to £12220 and to increase insurance for gates and fences to £16800

d) RESOLVED: to pay the Annual Insurance premium of £2710.58.

053/17 **FINANCIAL AND ACCOUNTING**

a) Financial Report 1st April – 28TH JUNE

The Clerk reported bank balances as follows:

Current Account £18428.80

Reserve account £2008.92

Community Hub £981.24

b) Councillors Regular Audit. RESOLVED: The Clerk will liaise with Councillor Mrs Damen for her to do a regular audit each month from now onwards.

c) Payment of invoices – RESOLVED: to approve the payment of invoices as per attached Appendix 'a' totalling £7105.81

054/17 **TIME AND DATE OF NEXT MEETING**

The next meeting will be Wednesday 13th September 2017 at Boxted Village Hall Cage Lane Boxted. THERE IS NO MEETING IN AUGUST

055/17 **EXCUSION OF THE PRESS AND PUBLIC**

RESOLVED: to exclude the press and public from the discussion of the following items because of the likelihood that confidential information could be disclosed

056/17 **Category 1 Staffing Matters**

a) Appointment of the Assistant to the Clerk to the Council

The interview panel recommended the appointment of Natalie Smith for the Assistant to the Clerk to the Council role and it was **RESOLVED** to appoint with effect from 1st August 2017 on scp 29 for 12.5 hours per week. We are in the process of creating a small office space at The Hub and as the job holder is expected to spend most of her hours on site, which is necessary due to the nature of the job no working from home allowance will be needed.

b) RESOLVED: to delegate the Clerk authority to purchase necessary laptop/tablet /hardware/software up to a value of £750 for Natalie’s use. It was **RESOLVED:** that these minutes may be released to the public and do not need to remain confidential.

Signed

13th September 2017

APPENDIX ‘A’ BOXTED PARISH COUNCIL

STAFF COSTS	2661.23		2661.23	STAFF COSTS
Mrs D Humphris	4		4	July tel costs
D Marvan	600	100	500	Grasscut June
D Marvan	600	100	500	Grasscut July
Playquip Leisure	300	50	250	Indpend ent Play
				Inspectio
Pestforc	70		70	Pest Control
Came and Company	2710.58		2710.58	Annual Insuranc
Heelis and Lodge	160		160	Internal audit fee

CHAIRMAN SIGNATURE *Signed by H Large*

DATE 13th September 2017