

BOXTED PARISH COUNCIL

APRIL 2014

The Minutes of the Parish Council Meeting held on Wednesday 9th April 2014 commencing at 7.00pm at Boxted Village Hall, Cage Lane, Boxted, Colchester, Essex.

Present:

Chairman: Councillor T Brentnall

Vice Chairman: Councillor Mrs A McLauchlan

Councillors: Councillor M Parratt; Councillor Mrs T Wells; Councillor H Large; Councillor G Pugh.

Neighbourhood Development Plan Committee Members:

Colchester Borough Councillor Nigel Chapman Mr S Mann

Also present: The Clerk to the Council

2 members of the public

<u>133/13</u>	<u>APOLOGIES FOR ABSENCE</u> <u>RESOLVED:</u> to accept apologies for absence from Councillor Mrs R Cryer and Councillor S Lawrence.
<u>134/13</u>	<u>DECLARATIONS OF INTEREST</u> None
<u>135/13</u>	<u>THE MINUTES OF THE PARISH COUNCIL MEETING</u> <u>HELD ON:</u> Wednesday 12 TH March 2014 <u>RESOLVED:</u> to approve the minutes (previously circulated) for signature by the Chairman of the meeting.
	The Chairman advised that there would be no separate committee meeting this evening but that the business of the Neighbourhood Development Plan Committee would be incorporated within the main parish council meeting.
<u>136/13</u>	<u>CLERK'S REPORT</u> The Clerk reported as follows: <u>Hill Farm</u> Informal consultation leaflet circulated. Copy of letter from local resident addressed to Colchester Borough Council opposing Hill Farm Residential Development <u>New Councillor Position</u> We now have one interested party for the one remaining seat and he is confirmed as being on Voters Roll. Unfortunately he is unable to attend the April meeting but hopes to be present in May. <u>New Fence – Play Area</u> Work has been delayed due to the bad weather and is now scheduled for Tuesday 22 nd April (after school holidays) <u>Highways matters being pursued by Anne Brown</u> <ul style="list-style-type: none">- Signpost at junction of Langham Road/Straight Road- Updates re action taken by Essex Highways to prevent further flooding at Runkins Corner/ Langham Road <u>FORTHCOMING TRAINING</u> Clerk attending funding workshop on 24 th April <u>Walnut Orchards</u>

	<p>The land was sold privately a few days before the planned auction. As yet we have no details of the new owners.</p> <p>Essex County Council Legal team have advised that claim for amending Definitive Footpath Map has been declined as rights were permissive and can therefore be taken away by the landowner.</p> <p><u>Matters in pending file for attention</u></p> <ul style="list-style-type: none"> - Yearend accounts/payroll etc. - Water Bill invoices to be issued - SSC subscription invoices to be issued - VAT for 2013/2014 to be reclaimed - Specification and obtaining quotes for Sports and Social Club - New signage King George Field – entrance/play areas etc. - Village Hall Lease documents – still not signed awaiting updates from Langham and Boxted PCC - To be ordered (as per March mins) skip and secure storage box for SSC garage. <p><u>Essex Police</u> – Details of costs associated with PCSO should parish councils be interested in funding this.</p> <p><u>COLCHESTER BOROUGH COUNCIL – ELECTORAL REVIEW –</u></p> <p>Details of consultation to reduce number of Borough Councillors (details circulated)</p> <p><u>COLCHESTER BOROUGH COUNCIL COMMUNITY WARDENS</u></p> <p>They will not install, empty or move bins as previously thought or undertake any work on Parish Council owned land without payment. Charges £22 - £25 per hour.</p> <p><u>COLCHESTER BOROUGH COUNCIL – RECYCLING CONTAINERS</u></p> <p>Garden Waste sacks – replacements no longer available free - cost £3.64</p> <p><u>COLCHESTER BOROUGH COUNCIL</u></p> <p>Advice of travellers in Sheepen Road – reminder to keep all vulnerable sites secure</p> <p><u>COLCHESTER BOROUGH COUNCIL – Colchester Castle Preview 14th April – Invite for Chairman and guest.</u></p> <p><u>ESSEX ASSOCIATION OF LOCAL COUNCILS</u> – Flyer - Training for councillors</p> <p><u>Langham with Boxted PCC</u> – Letter of thanks for grant funding</p> <p><u>Boxted Methodist Church</u> – Letter of thanks for grant funding. Advised that churchyard maintenance costs likely to increase substantially this year due to having to now employ contractors and may apply to the Council for further funding to assist with this.</p>
<u>137/13</u>	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC - None</u>
<u>138/13</u>	<u>BOROUGH AND COUNTY COUNCIL AFFAIRS – None reported</u>
<u>139/13</u>	<p><u>PLANNING</u></p> <p>Members considered the following planning applications submitted to Colchester Borough Council and <u>RESOLVED:</u> to comment as follows:</p> <p>142396 – The Pippins Green Lane Boxted – Conversion of existing flat roof single garage to double garage with pitched roof and storage. NO OBJECTIONS</p> <p>142526 – Bacons Piece Workhouse Hill Boxted – Retrospective application for two sheds – NO OBJECTIONS</p>
<u>140/13</u>	<p><u>NEIGHBOURHOOD DEVELOPMENT PLAN</u></p> <p><u>a)Draft Document</u></p>

	<p>Members were advised that the draft document is now with Colchester Borough Council for comments.</p> <p><u>b)Walnut Orchards</u></p> <p>Councillor H Large declared a personal interest.</p> <p>The Clerk advised that forms had now been submitted to Colchester Borough Council requesting that the Walnut Orchards should be registered as an Asset of Community Value. Colchester Borough Council have raised various queries about the Parish Council's ability to be able to purchase and manage/maintain the orchards should these come up for sale at a later date. It was <u>RESOLVED</u> that the parish council would pursue the application to Register this site as a Community Asset and that enquiries would be made to establish the costs involved with getting a business plan drawn up to support our application.</p>
<u>141/13</u>	<p><u>SPORTS AND SOCIAL CLUB</u></p> <p>Stephen Whybrow sent his apologies for absence and advised that he would attend the May meeting. A member of the Sports and Social Club asked how matters should be dealt with regarding the club and was advised to speak with Stephen Whybrow.</p>
<u>142/13</u>	<p><u>ANNUAL INTERNAL AUDIT</u></p> <p><u>RESOLVED:</u> to approve Heather Heelis of Heelis and Lodge to undertake the Annual Independent Audit for the accounts for the year ended 31st March 2014. Members reviewed the scope of Internal Audit as circulated by the Clerk and agreed that this was in order with no additions needed.</p>
<u>143/13</u>	<p><u>UPDATED FINANCIAL REGULATIONS AND PROCEDURES</u></p> <p>Members reviewed the new financial regulations which update procedures to enable councils to make electronic payments and hence also provide for tighter audit controls and changes in procedures.</p> <p><u>RESOLVED:</u> to appoint Councillor Mrs T Wells to undertake quarterly verification of bank reconciliations and report to the Council accordingly.</p> <p>It was noted that a copy of monthly bank statements should be delivered to the Chairman and the Clerk will investigate with the bank the best way of effecting this.</p> <p><u>RESOLVED:</u> to adopt the new financial regulations with immediate effect.</p>
<u>144/13</u>	<p><u>GRANT REQUEST – LANGHAM AND BOXTED PCC</u></p>

	<u>RESOLVED:</u> to approve grant funding for Langham and Boxted PCC up to £50 to cover the costs of printing a village directory for 2014 using the power of the Local Government Act 1972 s142.						
<u>145/13</u>	<u>PAYMENT Of ACCOUNTS</u>						
	<u>RESOLVED:</u> to approve payment of accounts presented by the clerk and incorporating standing orders for salary for Clerk and Sports and Social Club Cleaner, direct debits as detailed below and cheques 00112 – 00117 (Parish council) 000076 - 000079 (Sports and Social Club) signed by Councillor Pugh and Councillor McLauchlan in accordance with the bank mandate.						
		<u>PAYEE</u>		<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	
	001112	Mrs D Humphris	13.80		13.80	Mileage re pensions workshop 1/3 share	
	001113	Accent Stationers	38.50	6.42	32.08	Stationery and stamps	
	001114	Mr B Took	680		680	Various handyman tasks	
	001115	British Telecom	8.55		8.55	Quarterly bill 1/3 share	
	001116	EALC	11.66		11.66	Pensions workshop 1/3/ share	
	001117	P J Everett	971.36		971.36	Lawnmower repairs auth min no. 114/13	
	<u>SPORTS AND SOCIAL CLUB</u>						
	<u>CHEQUE NO</u>	<u>PAYEE</u>		<u>Vat</u>	<u>NET</u>	<u>DETAILS</u>	
	DIRECT DEBIT	EON	93.03	4.43	88.60	Monthly electric Mar	
	000076	Mr K Farmer	60		60	First aid kit and Cigarette bin Approved at March meeting but cheque left unsigned in book in error	
	000078	Jim Brown	71	11.83	59.17	Oil boiler maintenance August 2013	
	000079	E&J Fire and Security Ltd	124.41	20.73	103.68	Annual Fire Ext inspection	
	<u>146/13</u>	<u>EXCLUSION OF THE PRESS AND PUBLIC</u>					
		<u>RESOLVED:</u> Pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the press and public will be excluded for discussion of the following item: Staff Pensions					
<u>147/13</u>	<u>LOCAL GOVERNMENT PENSION SCHEME</u>						

	<p>Members considered the detail of the Local Government Pension Scheme and <u>RESOLVED:</u> that the necessary 28 days' notice should be given for the post of Clerk to the Council to be admitted to membership of the Local Government Pension Scheme.</p> <p>It was further <u>RESOLVED</u> that this minute does not need to remain as confidential.</p>
<u>148/13</u>	<p><u>TIME AND DATE OF NEXT MEETING</u></p> <p>Wednesday 14th May 2014 at 7pm at Boxted Village Hall which will be preceded by the Annual Parish Meeting.</p> <p>There being no further business the Chairman closed the meeting.</p>