

BOXTED PARISH COUNCIL – MINUTES JANUARY 2013

The Minutes of the Parish Council Meeting held on Wednesday 9th January 2013 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 G Pugh, Councillor D Thomas, Councillor B Grant, Councillor S Lawrence and Councillor Mrs R Cryer.

The Clerk to the Council: Mrs D Humphris

Also present: Colchester Borough Councillor Nigel Chapman, Mrs L Carpenter and two members of the public.

<u>094/12</u>	<u>APOLOGIES FOR ABSENCE</u> <u>RESOLVED:</u> to accept apologies for absence from Councillor Mrs T Doolin.
<u>095/12</u>	<u>DECLARATIONS OF INTEREST</u> None
<u>096/12</u>	<u>THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 14th November 2012</u> <u>RESOLVED:</u> (unanimously) to approve the Minutes (previously circulated) as a true record for signature by the Chairman.
<u>097/12</u>	<u>CLERK'S REPORT</u> <u>Planning Enforcement</u> 25 Straight Road Boxted – reported issues re dumping and burning wood and other waste. <u>Langham Manor Developments – Wig and Fidgett site</u> Developers confirmed that they will not be pursuing plan for affordable housing on the site and will develop according to existing planning permission for one dwelling. <u>Decision Notices Received</u> 121764 – Ponderosa – 2 bedroom bungalow PERMISSION REFUSED – contrary to NPPF and other core strategy and development policies by virtue of its harm to the countryside. 121737 – The Hollies Oakfield Drive – 2 storey rear extension – PERMISSION GRANTED 121778 – 27 Straight Road – general storage shed and block of 3 stores – PERMISSION GRANTED 120864 – Poplars Cage Lane – Certificate of lawfulness for part building storage/part residential – PERMISSION GRANTED – the applicant has demonstrated that the land and associated building has been in operation as storage for at least ten years prior to 9 May 2012. 121889 – 61 Straight Road – Certificate of lawfulness use of agricultural building as Class A1 shop – PERMISSION GRANTED – Applicant demonstrated that building in use as A1 shop for at least 10 years. 121908 – 62 Straight Road – Certificate of lawfulness for existing use as single dwelling – PERMISSION REFUSED – Records indicate that always used as an annexe which could not be let or sold independently due to planning conditions – no definite proof that annexe used as an independent dwelling for last 10 years. <u>Planning Applications dealt with under Clerk's delegated authority.</u> 122044 – The Thatched Cottage Mill Road – Extension to existing garage and conversion of existing store to annexe for use by main building – NO COMMENTS. <u>Proposed 40mph limit Straight Road/Boxted Road</u> ECC have confirmed they will not progress this matter until they have received comments from us following the results of our Village questionnaire. <u>Trees for Years initiatives</u> CBC giving away free trees for residents Saturday February 2 nd 2013 – details circulated to councillors 21/12/12. <u>Village Hall Lease Negotiations</u> There is now an offer on the table which the Village Hall Management committee will consider at their meeting this week so should be able to report something more definite by the time of the February meeting.
<u>098/12</u>	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> Salt Bins – a question was raised about the broken salt bin at the end of Workhouse Hill and it was advised that it is the Parish Council's understanding that Essex County Council would not replace broken bins and therefore the bin would not be topped up with salt. Councillor Mrs McLauchlan advised that the parish council had volunteered to receive a one tonne bag of salt from Essex County Council which would need to be sprinkled where needed in the Village by volunteers. Orchard Farm – a question was raised about enforcement action at Orchard Farm and Colchester Borough Councillor Nigel Chapman advised that Colchester Borough Council officers were progressing matters but

	had strict guidelines/timelines to adhere to.						
099/12	<u>ORCHARD FARM FOOTPATHS</u> Prior to the meeting the Clerk had circulated a map and it was <u>RESOLVED:</u> that the Council would pursue a claim for the footpath around the bottom of the Walnut Orchards to be re-opened. The Clerk has investigated how to approach this with Essex County Council and it requires a change to the Definitive Map. Application forms with statements from witnesses who would be prepared to go to a public inquiry if necessary would need to be forwarded to Essex County Council for consideration. The Clerk will need to contact all those individuals who have offered to be witnesses in this matter to ask for the relevant witness forms to be completed. We also have a standard form for completion to serve a notice on the landowner of our intentions. There is no cost involved and therefore at the present time no funding needs to be set aside for this matter.						
100/12	<u>PLAYGROUND SAFETY INSPECTIONS</u> The weekly playground safety inspections for October and November have been received with no actions highlighted other than loose fill surface in the children's play area needs topping up.						
101/12	<u>NEIGHBOURHOOD DEVELOPMENT PLAN</u> Councillor Mrs Cryer gave a brief update detailing that 250 questionnaires had been completed and returned which was approximately a 14% response rate. Some obvious priorities had been identified with 52% of respondents stating that there were not enough employment sites in the village, 93% wanting the countryside between Boxted and Colchester to be protected and 97% calling for more traffic calming measures in the village and 605 stating that they would support new facilities for sustainable energy in the village. By contrast 59% of people felt that there was no need for new housing in the village. The Neighbourhood Development Plan Committee will summarise the results in more detail so that the results can be made publicly available in an easy to read format, and so that the next course of action for Boxted' Neighbourhood Development Plan can be decided.						
102/12	<u>BUDGET/PRECEPT FOR YEAR 1ST APRIL 2013 – 31ST MARCH 2014</u> Budgets reviewed and <u>RESOLVED</u> to approve the following matters for 2013/2014 as follows:- a) <u>Earmarked funds totalling £2900 as follows:</u> £2800 from unused Sports and Social Club budget to go towards refurbishments/improvements needed which will be looked at further during 2013/2014. £100 from election costs to keep a reserve fund for the next election. b) <u>Working from home allowance:</u> payable annually in arrears this will increase from £400 to £410 for 2013/2014 b) <u>Computer equipment/software</u> Increased budgets to allow for contribution towards new laptop and investigation of new accounting package. c) <u>Annual review of Clerk's salary.</u> The Clerk to remain on local government scale SCP 31 but hours to be increased from 13 hours per week to 14 per week with effect from 1 st January 2013 to take into account additional administration work from the running of the Sports and Social Club. d) <u>Use of council reserves</u> To use £1181 of parish council reserves towards this year's budgetary needs in order to maintain the parish element of council tax payable by a Band D taxpayer at the same level as last year. RESOLVED to approve the expenditure and income budgets for 2013/2014 as per attached appendix 'A', resulting in a precept on Colchester Borough Council of £20714 and cost to a band 'D' taxpayer in the village of £36.74 per annum which represents no increase from 2012/2013.						
103/12	<u>PAYMENT OF ACCOUNTS</u> <u>RESOLVED (unanimously)</u> to approve the payment of invoices as detailed below, standing order and cheque numbers 001031 - 001034 inclusive totalling £1426.18, for signature by Councillor McLauchlan and Councillor Cryer in accordance with the bank mandate.						
	<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	<u>Other info</u>
	STANDING ORDERS	Mrs D Humphris	599.29		599.29	Dec Salary	
		Mrs D Humphris	599.29		599.29	Jan salary	

001031	Mrs D Humphris	142.40		142.40	NDP hours November/December less PAYE	
001032	Accent Stationers	37.94	6.32	31.62	Stationery and stamps	
001033	Barry Took	40.00		40.00	Weekly safety inspections November	
001034	British Telecom	7.26		7.26	Telephone bill	
TOTAL		1426.18	6.32	1419.86		

SPORTS AND SOCIAL CLUB PAYMENTS

RESOLVED (unanimously) to approve the payment of invoices as follows: standing orders and cheque numbers 000040 - 000042 inclusive totalling £713.07, for signature by Councillor McLauchlan and Councillor Cryer in accordance with the bank mandate.

<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	<u>Other info</u>
STANDING ORDERS	Mrs E McKay	88.31		88.31	Dec Salary	Nov
	Mrs E McKay	88.31		88.31	Jan salary	
000040	Colchester Borough Council	107.36		107.36	Monthly trade waste Nov and Dec	
000041	E.on	411.09	19.58	391.51	Electric bill	
000042	Mr M Newman	18.00		18.00	SSC keys for Cleaner	
TOTAL		713.07	19.58	693.49		

NEIGHBOURHOOD DEVELOPMENT PLAN PAYMENTS

RESOLVED (unanimously) to approve the payment of invoices as follows: cheque numbers 000008 totalling £150.15 for signature by Councillor McLauchlan and Councillor Cryer in accordance with the bank mandate

<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	<u>Other info</u>
000008	Boxted Parish Council	150.15		150.15	Clerks hours November and December 2012 11 hours	
TOTAL		150.15		150.15		

<u>104/12</u>	<u>DATE OF NEXT MEETING</u> The next meeting will be held on Wednesday 13 TH February commencing at 7.00pm at Boxted Village Hall. There being no further business the Chairman closed the meeting at 7.45pm. <div> CHAIRMAN <div>DATE</div> </div>
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APPENDIX 'A'

BOXTED PARISH COUNCIL ANNUAL BUDGET/PRECEPT FOR FINANCIAL YEAR 1ST APRIL 2013 – 31ST MARCH 2014

EXPENDITURE	EARMARK FUNDS FROM 2012/2013	PRECEPT/BUDGET 2013/2014
<u>ADMINISTRATION</u>		
Audit Fees		500
Meeting Fees		210
Insurance		3200

Stationery printing office admin postage		350
Subscriptions		550
Telephone		50
Training		350
Travel		150
Village Directory and other publications		50
Working from home allowance		410
Computer Software/Website		475
<i>Sub Total Administration Budget</i>		6295
Salary including employers NI		10620
Chairman's Allowance		100
Grasscutting and reseeded		1150
Water Bills		1000
<u>RECREATION GROUNDS</u>		
Rates		600
Repairs and General Maintenance/fuel		1600
BMX Track Maintenance		50
Playground safety inspections		600
<i>Sub Total Recreation Grounds Budget</i>		2850
SPORTS AND SOCIAL CLUB	2800	2800
Grants and Donations		100
Election Costs	100	100
<u>TOTAL EXPENDITURE</u>	<u>2900</u>	<u>25015</u>
<u>INCOME</u>		
Parish Support Grant		0
Revenue Support Grant and LCTS Grant		2470
Water		500
Bank Interest		150
<u>TOTAL INCOME</u>		<u>3120</u>
<u>PRECEPT</u> (expenditure less income)		<u>21895</u>
<u>Less use of parish council reserves</u>		<u>1181</u>
<u>TOTAL PRECEPT ON COLCHESTER</u>		<u>20714</u>
<u>BOROUGH COUNCIL FOR 2013/2014</u>		
 <u>Tax Base 563.8</u> <u>Cost to band D Taxpayer</u> <u>£36.74</u>		