

BOXTED PARISH COUNCIL – MEETING – OCTOBER 2013

The Minutes of the Parish Council Meeting held on Wednesday 24TH October 2013 commencing at 7.00pm at Boxted Sports and Social Club, Cage Lane, Boxted, Colchester, Essex.

Present:

Chairman: Councillor T Brentnall

Vice Chairman: Councillor Mrs A McLauchlan

Councillors: Councillor Mrs T Wells, Councillor Mrs R Cryer, Councillor G Pugh and Councillor B Grant.

Also present: The Clerk to the Council

1 member of the public, Colchester Borough Councillor Nigel Chapman and Essex County Councillor Anne Brown.

<u>063/13</u>	<u>APOLOGIES FOR ABSENCE</u> <u>RESOLVED:</u> to accept apologies from Councillor S Lawrence.
<u>064/13</u>	<u>DECLARATIONS OF INTEREST</u> None
<u>065/13</u>	<u>THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 11TH SEPTEMBER 2013</u> <u>RESOLVED:</u> (unanimously) to approve the Minutes (previously circulated) as a true record for signature by the Chairman.
<u>066/13</u>	<u>CLERK'S REPORT</u> The Clerk reported as follows: <u>Planning Decision Notices</u> 131375 – West View 61 Straight Road Boxted Colchester – Part demolition and replacement of outbuilding to provide ground floor accommodation for a farm shop. PERMISSION GRANTED 131517 & 131518 LBC – The Wheelwrights House Straight Road Boxted – Demolition of existing single storey extension and replacement with proposed single and two storey rear extension – APPLICATION WITHDRAWN 131528 – Hill Farm Boxted – Residential Development – PERMISSION REFUSED <u>LHP Funding</u> We have received the following update: <i>Schemes at Straight Road Boxted and Langham Road Boxted, Straight Road/Queens Head Road Junction, Straight Road/Langham Road/Pepper Road Junction, Straight Road/Horkesley Road Junction were all recommended for design. Once the designs are completed the schemes will be taken back to the LHP for funding consideration.</i> <u>Orchard Farm Footpaths</u> Essex County Council legal team are preparing to send out consultation letters – they will keep us advised of progress. <u>Play area fencing</u> The fence around the play area is in a state of disrepair – quotes obtained from Cox Landscapes and C&W Fencing – one more to be obtained for further consideration at next meeting - cost around £3500 – once new fencing is in loose fill surface will need topping up. <u>Recreation Ground Signage</u> All signage needs renewing – site plan with proposed signs/sizes including No Dogs signs drawn up and quotes being obtained. <u>Car Park Problems</u>

	<p>Various issues reported by Village Hall about parking particularly on a Thursday night when Sports and Social Club are busy and Village Hall are busy – we have been advised that regular Thursday booking at Village Hall has cancelled because of the issues.</p> <p><u>Sports and Social Club</u></p> <p>Invoices for 2013/2014 still to be issued. Water rates bill invoice still to be issued.</p> <p><u>Bus Services</u></p> <p>Concern has been raised locally about the current review being undertaken by Essex County Council that may lead to the withdrawal of vital bus services in Boxted. Essex County Councillor Anne Brown and Colchester Borough Councillor Nigel Chapman emphasised that it was important for as many people as possible to express their views either via the Essex County Council website or Councillor Chapman will obtain paper copies that he can hand out and Anne Brown will deliver some paper copies to Coffee Café.</p> <p><u>Communications</u></p> <p>Colchester Borough Council – Presentation on electoral review.</p>
<u>067/13</u>	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC - None</u>
<u>068/13</u>	<p><u>PLANNING</u></p> <p>Members considered planning applications submitted to Colchester Borough Council And <u>RESOLVED</u> to comment as follows:</p> <p>131915 – 8 Accomodation Road, Boxted – Removal of dilapidated buildings (sheds). Erection of general purpose agricultural storage building/barn in their place. <i>The Council believe that the proposals are not in keeping with the existing property and would like to see more information about the final proposed use of the new building before planning permission is granted.</i></p> <p>132038 – Rose Cottage, Cooks Hill, Boxted – New front door and entrance canopy to north elevation. New single storey mono-pitch kitchen extension to north elevation. New single storey gable roof utility extension to east elevation. NO OBJECTIONS</p> <p><u>Other Planning Matters</u></p> <p><u>Ponderosa, Cage Lane</u> – It was noted that an appeal has been raised against recent planning refusal and Councillor Wells will prepare a further response to be forwarded to the appeal inspectors emphasising that this Council agree with Colchester Borough Council reasons for refusal.</p> <p><u>Walnut Orchards</u> – It was noted that changes in management have resulted in some of the unauthorised buildings being taken down and a more sympathetic approach to the wishes of villagers with regards to use of surrounding footpaths.</p> <p><u>Horkesley Park</u> – It was noted that despite assurances to the Parish Council that the Vineyards would be sold by the family, thereby meaning that the Horkesley Park plans would have less impact on Boxted this has not happened and the Vineyards are being marketed and traffic direction and tourist signs have been erected close to Mill Road which is not suitable for the volumes of traffic that may be attracted to the Vineyards. The Horkesley Park application which has been declined is going to appeal and councillors agreed that they would need to watch developments carefully.</p>
<u>069/13</u>	<u>SPORTS AND SOCIAL CLUB</u> – Nothing to report.
<u>070/13</u>	<p><u>GATE POSTS FOR CAR PARK</u></p> <p>Members considered three quotes for replacement oak gate posts and queried one quote which seemed substantially lower than others. It was <u>RESOLVED</u> to delegate the Clerk authority to place the contract with the lowest quote which included Oak Gate Posts as per specification up to a maximum cost of £625</p>

<u>071/13</u>	<u>WORLD WAR 1 CENTENARY</u> <u>RESOLVED:</u> to advise the Village Recorder that the parish council would be supportive of any arrangements/ideas she may have for this event in 2014 and asked the Clerk to invite her along to a parish council meeting to discuss this further.																																																																		
<u>072/13</u>	<u>MOBILE FISH AND CHIPS</u> <u>RESOLVED:</u> to approve a request from a mobile fish and chip business to use the Village Hall Car Park on Wednesday evenings.																																																																		
<u>073/13</u>	<u>AUDIT REPORT FOR YEAR ENDED 31ST MARCH 2013</u> Members noted the auditors comments as follows: <i>On the basis of our review, in our opinion, the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i> <i>Other matters not affection our attention which we draw to the attention of the Council:</i> <i>The completed Annual Return and all relevant supporting information were not submitted by the date requested – NO ACTION NECESSARY</i> <i>The Council should ensure that the internal auditor's recommendation regarding improvements to the Council's risk management are actioned 2013/2014 – ACTION – minutes since the internal audit clearly outline action to date and monitoring of ongoing tasks.</i>																																																																		
<u>074/13</u>	<u>LOCAL GOVERNMENT NATIONALLY AGREED SALARY AWARDS 2013/2014</u> Members noted a 1% increase backdated to 1/4/13 which affects both the Clerk and the Sports and Social Club cleaner.																																																																		
<u>075/13</u>	<u>PAYMENT OF ACCOUNTS</u> <u>RESOLVED (unanimously)</u> to approve the payment of invoices as detailed below, <u>Parish Council</u> standing order and cheque numbers 001078 – 001082 inclusive totalling £1991.29, <u>Sports and Social Club</u> standing order, direct debit and cheque numbers 000064– 000066 inclusive totalling £795.61 <u>Neighbourhood Development Plan</u> – cheque numbers 000018 - 000019 inclusive totalling £127.77 All for signature by Councillor McLauchlan and Councillor Pugh in accordance with the bank mandate. <table><tr><th></th><th><u>PAYEE</u></th><th><u>GROSS</u></th><th><u>VAT</u></th><th><u>NET</u></th><th><u>DETAILS</u></th></tr><tr><td>STANDING ORDER</td><td>Mrs D Humphris</td><td>676.20</td><td></td><td>676.20</td><td>Oct salary s/o</td></tr><tr><td>001078</td><td>Mrs D Humphris</td><td>72.80</td><td></td><td>72.80</td><td>NDP hours Sept/Oct and backdated pay rise.</td></tr><tr><td>001079</td><td>Inland Revenue</td><td>678.12</td><td></td><td>678.12</td><td>Q2 PAYE</td></tr><tr><td>001080</td><td>Accent Stationers</td><td>28.40</td><td>0.34</td><td>28.06</td><td>Stationery and stamps</td></tr><tr><td>001081</td><td>Mr B Took</td><td>520.00</td><td></td><td>520.00</td><td>Various handyman tasks including grasscutting</td></tr><tr><td>001082</td><td>British Telecom</td><td>15.77</td><td></td><td>15.77</td><td>Quarterly telephone</td></tr><tr><td>TOTAL</td><td></td><td>1991.29</td><td>0.34</td><td>1990.95</td><td></td></tr></table> <u>SPORTS AND SOCIAL CLUB</u> <table><tr><th><u>CHEQUE NO</u></th><th><u>PAYEE</u></th><th><u>GROSS</u></th><th><u>VAT</u></th><th><u>NET</u></th><th><u>DETAILS</u></th></tr><tr><td>STANDING ORDER</td><td>Mrs E Mckay</td><td>88.31</td><td></td><td>88.31</td><td>Oct salary</td></tr><tr><td></td><td>Mrs E Mckay</td><td>6.17</td><td></td><td>6.17</td><td>Backdated pay rise</td></tr></table>		<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	STANDING ORDER	Mrs D Humphris	676.20		676.20	Oct salary s/o	001078	Mrs D Humphris	72.80		72.80	NDP hours Sept/Oct and backdated pay rise.	001079	Inland Revenue	678.12		678.12	Q2 PAYE	001080	Accent Stationers	28.40	0.34	28.06	Stationery and stamps	001081	Mr B Took	520.00		520.00	Various handyman tasks including grasscutting	001082	British Telecom	15.77		15.77	Quarterly telephone	TOTAL		1991.29	0.34	1990.95		<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>	STANDING ORDER	Mrs E Mckay	88.31		88.31	Oct salary		Mrs E Mckay	6.17		6.17	Backdated pay rise
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000064					
000065	Colchester Borough Council	108.05		108.05	Monthly trade waste bill September and October
DIRECT DEBIT	EON	93.47	4.45	89.02	Monthly electric Sept
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000066	Goff Petroleum	322.38	14.88	297.50	Oil delivery
	TOTAL	795.61	27.77	767.84	

NEIGHBOURHOOD DEVELOPMENT PLAN

<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
000018	Boxted Parish Council	41.37		41.37	Re Clerk's hours Sep/Oct 2013 -3 hours
000019	Rural Community Council of Essex	86.40	14.40	72	Affordable Housing Questionnaires
	TOTAL	127.77	14.40	113.37	

076/13

DATE OF NEXT MEETING

The next meeting will be held on Wednesday 13th November 2013 commencing at 7.00pm at Boxted Village Hall.

There being no further business the Chairman closed the meeting at 7.45pm

CHAIRMAN

DATE