

## **BOXTED PARISH COUNCIL – MEETING – SEPTEMBER 2013**

The Minutes of the Parish Council Meeting held on Wednesday 11<sup>th</sup> September 2013 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 Mrs T Wells, Councillor Mrs R Cryer, Councillor G Pugh and Councillor B Grant.

<b><u>050/13</u></b>	<b><u>APOLOGIES FOR ABSENCE</u></b> <b><u>RESOLVED:</u></b> to accept apologies from Councillor H Large, Councillor S Lawrence and The Clerk to the Council.
<b><u>051/13</u></b>	<b><u>MINUTE TAKING RESOLVED:</u></b> to appoint the Chairman to take the minutes on the Clerk's absence.
<b><u>052/13</u></b>	<b><u>DECLARATIONS OF INTEREST</u></b> None
<b><u>053/13</u></b>	<b><u>THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 10<sup>TH</sup> JULY 2013</u></b> <b><u>RESOLVED:</u></b> (unanimously) to approve the Minutes (previously circulated) as a true record for signature by the Chairman.
<b><u>054/13</u></b>	<b><u>PLANNING</u></b>  a) The Bunting & Sons Planning Appeal Inquiry Dates – duly noted  b) 131528 Hill Farm – Ros Cryer to draft response from the perspective of the NDP Committee.  c) Ponderosa noted that this had been refused  d) Bower Green Cottage, Church Street, Application No 131741 no comment
<b><u>055/13</u></b>	<b><u>SPORTS AND SOCIAL CLUB</u></b> The latest reports from the various consultants were noted. Also noted that in due course a very substantial sum needed to be spent on the premises. However for present purposes it was noted that in the update as at 1 September 2013 it was reported as follows:  e) “Significant further progress has been made since the July Parish Council Meeting including the completion of assessments from reports by three external consultants in relation to fire risk, legionella and health and safety. Although the list of recommendations is lengthy the high priority list is limited as set out below. None of the consultants have suggested that any of the current failings are sufficiently serious to require the temporary closure of the facility”.  f) Steven Whybrow was thanked for all his hard work and the council resolved to authorise a further £1,000 for further work by consultants.  g) As to a way forward the council unanimously resolved that rather than appoint a manager responsible for the premises reporting directly to the council, the council would prefer to grant a lease to a body who would thereafter run the premises on a non-profit making basis. Such a company would be a company limited by guarantee. Nominees for authority to serve on that company were discussed, Councillors Tracey Wells and Jean Pugh put themselves forward for potentially serving on that company. It was envisaged that Stephen Whybrow would be the Chairman and possibly Howard Gilbert also.  h) The Council would pay for the setting up of this company.  Councillor Brentnall raised the question of whether the Camping Close Trust objectives could be considered broad enough to encompass the Sports & Social. This matter should be considered further.
<b><u>056/13</u></b>	<b><u>NEIGHBOURHOOD DEVELOPMENT PLAN</u></b> Ros Cryer reported further, particularly as regards the village green spaces and in particular the Walnut

Orchard – no traffic report received in yet from Essex Highways.

**057/13**

## **CLERK'S REPORT**

The Clerk reported as follows:

### **Planning**

Applications dealt with under Clerk's delegated authority:-

131302 – Brookside 62 Straight Road Boxted- Application for a lawful development Certificate for existing use as single dwelling house. – **NO OBJECTIONS**

### **Applications pending requiring a response before next meeting.**

131373 – Darrah Workhouse Hill – APPLICATION APPROVED BY CBC

131375 – West View 61 Straight Road Boxted – NO OBJECTIONS COMMENT FROM PC

131260 – The Wig and Fidgett – amendment to plans – NO COMMENTS – PERMISSION GRANTED

131241 – 23 Straight Road – APPLICATION APPROVED BY CBC

131517 & 131518 (LBC) The Wheelwrights House Straight Road NO OBJECTIONS

131309 – Ponderosa Cage Lane Boxted

### **Applications to be considered at September meeting**

131528 – Hill Farm Boxted Cross (details circulated 15<sup>th</sup> August 2013)

Objection letter received from local resident as follows:

- The density of the housing is quite out of keeping with the rural nature of the site, particularly with regard to its immediate proximity to the Dedham Vale AONB . It would appear that the developer's prime consideration is uplift in value, as is the case in so many applications of this sort, with scant regard to local circumstances.
- The village has very few facilities – no shop, post office, pub or doctor's surgery, a very poor bus service and little local employment. Residents therefore have to commute to Colchester for all these services.
- The proposed entrance to the site is from a small lane, Carter's Hill, opposite the entrance to Boxted St. Peter's Primary School and very close to a dangerous cross-roads. The increase in traffic, particularly in the morning when children are being dropped off at school, would make this lane very dangerous and congested.
- Essex County Council has recently imposed a huge number of extra children from outside the village on Boxted St. Peter's Primary School, requiring the building of extra classrooms and destroying the school's rural character. There is already no guarantee of a place for a Boxted child at the school, even before the proposed new housing.
- The proposed 'public space' is very small and of little use to the village as a whole, UNLESS it fronts a shop/post office/pub/doctor's surgery.

1 telephone objection received objecting to more housing in the Village.

### **Notice of Planning Decisions**

131281 19 Songers Cottages Dedham Road Boxted – Two storey side extension – APPROVED

131139 – 5 High Lift Villas, Skye Hall Hill, Boxted – single storey side extension – APPROVED

130760 – Nethergong, Work House Hill, Boxted – rear ground floor extension – APPROVED

### **Proposed Solar Farm**

Notification of proposed solar farm on land at Boxted Airfield. Public exhibition at Langham Community Centre 14<sup>th</sup> August.

### **Horkesley Park**

Notification of planning inquiry 1<sup>st</sup> -11 October 2013 at Langham Community Centre (details circulated to councillors 15/8/13 – will be on September agenda.

### **Straight Road Boxted – New pavement/footway**

Work on new footway commencing on Monday 19<sup>th</sup> August 2013 for two weeks. (details circulated 13/8)

### **Councillor Vacancy**

Notification/advertising period has ended and a new councillor can be co-opted at the next meeting if someone comes forward.

### **Village Recorder**

Annette Whybrow has taken over as the new Village Recorder and she has agreed to take the old tin box marked 'Boxted Parish Council' which is currently in the Clerk's possession together with any archival

material held that can not be filed at Essex Register Office. The Clerk's plan is that by the end of 2013 all records in her possession will have been sorted through and appropriately filed and archived.

**Signpost at junction of Straight Road/Langham Road.**

Notification received from Essex County Councillor Anne Brown that she is vigorously chasing for this signpost to be re-instated ASAP.

**Walnut Orchards Footpaths**

Essex County Council have confirmed receipt of all documentation requesting re-opening of the footpaths and have advised that they will be in touch with updates shortly.

**Weekly Play inspections**

All completed and received for May and June - no problems highlighted. Loose fill play surface needs topping up – clerk obtaining quotes.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

**Questionnaire summary results.**

Four page document detailing the results of last year's Village Questionnaire has been forwarded to the Boxted and Langham newsletter distributor for inclusion in the September edition.

**Local Highways Panel Projects**

Still chasing ECC for an update with regards LHP schemes and projects submitted early April for consideration under this scheme. The quarterly meeting has been scheduled for July and we were informed that this had been delayed until August but no further information has been forthcoming to date. Chased again 15<sup>th</sup> August 2013.

**Planning Consultants**

Planning consultants appointed as agreed at July meeting and meeting scheduled to take place on 14<sup>th</sup> August 2013.

**Highways Consultants**

Highways consultants appointed as agreed at July meeting and Steve Mann co-opted committee member of the NDP committee has met with the consultant and report is awaited.

**SPORTS AND SOCIAL CLUB**

Fire risk assessment received (circulated 15/8/13) On September agenda for discussion

Emergency Lighting Inspection and Test Certificate received dated 9/7/13

Building Survey report received detailing approx. £30,000 of work needed to maintain re fabric of the building.

**BOXTED CORRESPONDENCE CIRCULATED**

Colchester Borough Council – Focused review of Colchester Local Plan consultation – 5/8/13 – 16/9/13 (circulated 6/8/13)

Colchester Borough Council – Info-exchange street market 1<sup>st</sup> August – (details circulated 30/7/13)

Colchester Borough Council – response re CALC representation re withdrawal of paper planning applications (details circulated 15/8/13)

Rural Community Council of Essex – Details of outdoor picnic and cinema event 18/8/13 (details circulated 30/7/13)

**OTHER MATTERS**

Note from Langham PC Clerk advising that locals using Langham footpaths had been threatened by someone on a quad bike with a gun telling them to 'get off private land'. For information only at this stage.

**FORTHCOMING MEETINGS**

**Colchester Borough Council – Briefing by Local Government Boundary Commission – Wednesday 16<sup>th</sup> October (details circulated)**

**Colchester Borough Council – Special Planning Committee re North Area Growth Urban extension 26/9/13 (details previously circulated)**

**FURTHER AGENDA ITEMS PENDING FOR NEXT MEETING**

Consideration of purchase of roll bar for council owned tractor (details circulated 13<sup>th</sup> – 18<sup>th</sup> July 2013)

Sports and Social Club – consideration of options for future management of the club and building – (details circulated 23/7/13)

Grant Request from Langham with Boxted PCC – request for grant funding towards churchyard expenses detailing that in past years Parish Council has provided up to £500 for this purpose. Churchyard expenses paid by PCC - 2011 £2070 - 2013 £4227.

Colchester Borough Councillor Nigel Chapman sent his apologies for absence. The Chairman read out Nigel Chapman's email. The new foot path on Straight Road was very well received. It was noted that there had been changes at Orchard Farm and thirdly it was resolved that now that the A12 link road was about to be completed the PC should write to Anne Brown as the County Councillor to find out what was going to happen as regards monitoring the rat run between Langham Lane and Horkesley Road.

**059/13 QUESTIONS FROM MEMBERS OF THE PUBLIC - None**

**060/13 PAYMENT OF ACCOUNTS**

**RESOLVED (unanimously)** to approve the payment of invoices as detailed below,  
Parish Council standing order and cheque numbers 001074 – 001077 inclusive totalling £1823.34,  
Sports and Social Club standing order, direct debit and cheque numbers 000061– 000063 inclusive totalling £1183.17

Neighbourhood Development Plan – cheque numbers 000017 inclusive totalling £122.85

All for signature by Councillor McLauchlan and Councillor Cryer in accordance with the bank mandate.

	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
STANDING ORDER 001074	Mrs D Humphris Mrs D Humphris Mrs D Humphris	676.20 676.20 83.51		676.20 676.20 83.51	Aug salary s/o Sep salary s/o NDP hours July/August
001075	Accent Stationers	49.05	8.18	40.87	Stationery and stamps
001076	P J Everett Lawn Mower Services	159.88		159.98	Mower/tractor repairs
001077	R Andrews	178.50		178.50	Grasscutting
<b>TOTAL</b>		<b>1823.34</b>	<b>8.18</b>	<b>1815.16</b>	

**SPORTS AND SOCIAL CLUB**

<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
STANDING ORDER	Mrs E Mckay Mrs E Mckay	88.31 88.31		88.31 88.31	Aug salary Sept salary
000061	Colchester Borough Council	107.36		107.36	Monthly trade waste bill July and August
DIRECT DEBIT DIRECT DEBIT	EON EON	193.90 129.29	9.23 6.16	184.67 123.13	Monthly electric July Monthly electric August
000062	E&J Fire and Security Ltd	336	56	280	Fire risk assessment
000063	Essential Safety Services Limited	240	40	200	Building survey
	<b>TOTAL</b>	<b>1183.17</b>	<b>111.39</b>	<b>1071.78</b>	

**NEIGHBOURHOOD DEVELOPMENT PLAN**

<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>
000017	Boxted Parish Council	122.85		122.85	Re Clerk's hours July/Aug 2013 - 14 hours
	<b>TOTAL</b>	<b>122.85</b>		<b>122.85</b>	

**061/13 FINANCIAL UPDATE** Bank reconciliation as at 31/7/13 shows balances as follows:

Current Account                      £50660.17  
 Business Premium                    £ 8540.60  
 NDP Account                           £19753.75  
 Sports and Social Club                £ 2169.99

Current account balances include first half year precept (£ 10357 received April 2013) and first half year revenue support grant (£1235). The balance also includes £32k from the Close Brothers investment account which was closed in May 2013 by Close Brothers who could no longer offer any interest on these accounts.

The Clerk is investigating an alternative investment account for these funds with Lloyds Bank, our existing bankers.

The first half yearly water bill totalling £240 has been paid and invoices are being prepared for the Village Hall and SSC to cover this.

The NDP account includes the remaining £15k government grant funding previously held by Colchester Borough Council which was released to the parish council in April 2013, as well as grant funding from Community Development Foundation in respect of planning and highways consultants fees. The funding received so far amounts to £2037, with the final 10% due on production of paid invoices. Further funding up to £7k in total may be available from this source for any further necessary NDP expenditure over coming months.

The Sports and Social Club account includes an amount of £2,000 transferred from parish council funds to prevent the SSC account going overdrawn which will be repaid to the PC as soon as 2013/2014 subscription invoices have been paid by the club users. The Clerk has yet to issue these invoices but expects them to be posted within the next few weeks. The budget summary of receipts and payments (circulated with this report) shows SSC income from 1/4/13 to 31/7/13 at £6120 against expenditure of £6290.

The new accounting software is up and running and on the advice of the auditor Camping Close charity accounts whose funds do not belong to the parish council are being monitored separately from parish council balances to avoid any confusion at year end.

The balance of the Camping Close account as at 31/7/13 is £52248.00 which includes a matured investment for £36k shown as income on the parish council accounts as Lloyds Bank transferred these funds to the parish council account in error – page 3 of the budget reports (code 41) shows these funds leaving the parish council being returned to the charity accounts. As detailed above suitable investment accounts with Lloyds are being investigated for these funds.

The budget summaries to 31/7/13 show budget income and expenditure is all within planned budgets. VAT has been reclaimed for the financial year ended 31/3/13 totalling £1669.64. Of this £1005.87 is to be transferred to SSC and £11.45 to NDP, representing VAT paid by SSC and NDP respectively over that year.

**062/13**

**DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 9<sup>th</sup> October 2013 commencing at 7.00pm at Boxted Village Hall.

There being no further business the Chairman closed the meeting.

**CHAIRMAN**

**DATE**