

BOXTED PARISH COUNCIL

The Minutes of the Meeting held on Wednesday 10th November 2010 at 7.00pm at Boxted Village Hall, Cage Lane, Boxted, Colchester, Essex.

Present:

Chairman: Councillor T Brentnall
Vice Chairman: Councillor Mrs L Bazeley
Councillors: Councillor Mrs A McLauchlan
The Clerk to the Council: Mrs D Humphris

Colchester Borough Councillor:

Also present: Colchester Borough Councillor Nigel Chapman and Sports and Social Club Representative Darren Grove

<u>001/10</u>	<u>APOLOGIES FOR ABSENCE</u> <u>RESOLVED:</u> to accept apologies from Councillor Large, Councillor Thomas and Councillor Lawrence.
<u>002/10</u>	<u>DECLARATIONS OF INTEREST</u> None
<u>003/10</u>	<u>MINUTES OF THE MEETING HELD ON 13th OCTOBER 2010</u> <u>RESOLVED:</u> (unanimously) to approve the minutes of the meeting (previously circulated) as a true record for signature by the Chairman.
<u>004/10</u>	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> The Sports and Social Club representative advised that he had now obtained approximately 10 quotes for the proposed Multi Use Games Area (MUGA) and would be looking for suitable funding opportunities. A meeting has been arranged (as per Clerk's report) for councillors and the Sports and Social Club to meet to discuss fees and maintenance for the next financial year so the MUGA could be discussed further at that meeting.
<u>005/10</u>	<u>BOROUGH AND COUNTY COUNCIL AFFAIRS</u> <u>Travellers Site – Severalls Lane</u> Councillor Chapman confirmed that he had spoken against approval of the site at the Colchester Borough Council Development Committee Meeting on the grounds of protection of green belt areas but that the Application had been approved. <u>Horkesley Park</u> Councillor Chapman advised that decisions were due January/February 2011.
<u>006/10</u>	<u>CLERK'S REPORT</u> The Clerk presented her report as per attached Appendix 'a' <u>Allotments</u> A potentially suitable piece of land has been identified in the Village and the previous Clerk has contact details for the owner. We need to write to the owner to see if this piece of land may be available. Also, the previous Clerk held a list of approximately 20 people who expressed an interest in running an allotment and we need to follow up on this to check that we still have sufficient interest to pursue this. <i>Action: Clerk</i> <u>Sports and Social Club – New Pavilion</u> The Clerk has spoken to Essex County Council about the possibility of getting assistance from their funding officer with reference to a new stream of Lottery Funding which is expected to be announced shortly and is specifically for community buildings with funds up to £500k available. Essex County Council have registered our interest and will contact us again mid December once full criteria details are known and have confirmed that they will be interested in helping us to pursue these funds. <u>Thomas Love Foundation/Boxted Widows Charity</u> The Clerk has contacted Colchester and Tendring Community Trust who have advised they would be happy to take over this small charity which they would continue to run in

	accordance with the original aims of the Charity. The Clerk will contact the existing trustees to advise them of the action needed to effect this transfer. Action: Clerk																																																
007/10	<p><u>PLANNING APPLICATIONS</u></p> <p>The Council considered the following Planning Applications submitted to Colchester Borough Council and RESOLVED to comment as follows:</p> <p>102158 - Rose Cottage, Workhouse Hill, Boxted. 1 ½ storey extension to existing dwelling to form a granny annexe and formation of detached cartlodge/garage. <i>OBJECTION: The Parish Council feel that a single storey annexe would be adequate for the purpose of a 'granny annexe' but in any event the Parish Council is concerned about the percentage increase of the floor area compared with that of the original cottage. Re cartlodge/garage we are concerned about the use of what appears to be room in the loft over this building and what use this is going to be put to. Could the roof area be a slacker pitch to reduce the impact on the surrounding area? The Parish Council considers this to be overdevelopment of the site.</i></p> <p>102078 – The Ramblers, Workhouse Hill, Boxted <i>NO OBJECTION: As far as we can see this application only covers certain cosmetic changes and a slightly reduced foot print to the original application which was approved in July.</i></p>																																																
008/10	<p><u>PLAYGROUND MONTHLY SAFETY CHECKS</u></p> <p>RESOLVED: (unanimously) to approve Guildhall Services to undertake monthly play equipment checks at a cost of £10 per month. The Play Equipment also needs painting and quotes are to be obtained – Councillor McLauchlan has the paint needed. Action: Clerk to obtain quotes</p>																																																
009/10	<p><u>APPOINTMENT OF NEW CLERK TO THE COUNCIL</u></p> <p>RESOLVED (unanimously) to appoint Mrs D Humphris as the new Clerk to the Council. Salary to be on NALC spinal column point 28 for 13 hours per week, with six monthly salary reviews until April 2012, and the standard NALC Contract of Employment approved.</p>																																																
010/10	<p><u>FINANCIAL UPDATE</u></p> <p>The Clerk is still obtaining full details of current year's accounts from the previous Clerk and a full update will be available at the next meeting.</p>																																																
011/10	<p><u>PAYMENT OF ACCOUNTS</u></p> <p>RESOLVED: (unanimously) to approve the payment of invoices detailed below, cheque numbers 000811 to 000813 totalling £1260.45 signed in accordance with the Bank Mandate by Councillors Bazeley and McLauchlan.</p> <p><u>LIST OF PAYMENTS</u></p> <table border="1"> <thead> <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> </thead> <tbody> <tr> <td></td> <td>Mrs D Humphris</td> <td>531.35</td> <td></td> <td>531.35</td> <td>November Salary</td> </tr> <tr> <td></td> <td>Mrs D Humphris</td> <td>531.35</td> <td></td> <td>531.35</td> <td>December Salary</td> </tr> <tr> <td></td> <td>Mrs D Humphris</td> <td>8.50</td> <td></td> <td>8.50</td> <td>Duplicate Keys for car park</td> </tr> <tr> <td>000811</td> <td>TOTAL</td> <td><i>1071.20</i></td> <td></td> <td><i>1071.20</i></td> <td>Total of above 3 payments – same payee</td> </tr> <tr> <td>000812</td> <td>Accent</td> <td>28.80</td> <td>4.21</td> <td>24.59</td> <td>Stationery</td> </tr> <tr> <td>000813</td> <td>Peke Services</td> <td>160.45</td> <td>23.88</td> <td>136.57</td> <td>Office expenses</td> </tr> <tr> <td></td> <td>TOTAL</td> <td>1260.45</td> <td>28.09</td> <td>1232.36</td> <td></td> </tr> </tbody> </table>	<u>CHEQUE NO</u>	<u>PAYEE</u>	<u>GROSS</u>	<u>VAT</u>	<u>NET</u>	<u>DETAILS</u>		Mrs D Humphris	531.35		531.35	November Salary		Mrs D Humphris	531.35		531.35	December Salary		Mrs D Humphris	8.50		8.50	Duplicate Keys for car park	000811	TOTAL	<i>1071.20</i>		<i>1071.20</i>	Total of above 3 payments – same payee	000812	Accent	28.80	4.21	24.59	Stationery	000813	Peke Services	160.45	23.88	136.57	Office expenses		TOTAL	1260.45	28.09	1232.36	
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012/10	<p><u>DATE AND TIME OF NEXT MEETING</u></p> <p>Wednesday 12th January 2011 at 7pm at Boxted Village Hall. There being no further business the Chairman closed the meeting at 7.35pm. CHAIRMAN:</p> <p>DATE:</p>
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Appendix 'A' Boxted Parish Council 10th November 2010

Clerk's Report

New Parish Council e-mail address: parishcouncil@boxted.org.uk

New Parish Council telephone number: 01206 329019

Website

Met with Howard Gilbert and we have agreed that I will run a website specifically for Boxted Parish Council which will run alongside the current Boxted.org website with some overlap between the two. New Parish Council website www.essexinfo.net/boxted-parish-council. It is currently a work in progress but should have full information within the next few weeks. I am using the Quality Status criteria to inform the content so that we can use it in the future if we decide to look at Quality Status.

Car Park Keys

Obtained spare key and had two new keys cut. One given to the Pre School and one retained as a spare by Clerk.

Sports and Social Club

Meeting to discuss fees etc has been set for Wednesday 1st December.

Darren Grove has advised that the exterior plastic will be installed on Saturday 13th November and he has asked for anyone available to help out with installing the Plastics and making teas/refreshments for the workers.

Clerk identified possible funding source for new pavilion project which will be discussed in more detail at the December meeting detailed above.

Recreation Ground

New Youth Shelter being installed Friday 12th November.

Allotments

Paul obtained information from Colchester Borough Council who advised that planning permission would be needed for hard standing, buildings etc and also for access if this is onto a classified road. We will need to look at this further once suitable land identified.

Correspondence Suggestion: rather than copy all councillors in to every e-mail etc. as happens at present the Clerk will produce a weekly log on Friday each week detailing headlines of every document received. Councillors can then request anything they are particularly interested in. Clerk will read all documents and alert Councillors to anything which is pertinent to Boxted with some background research and suggested guidance as to what needs to be done. This should free up your inboxes and make the handling of correspondence more efficient and relevant.

Auditors Report for year ended 31st March 2010

The Auditors have advised that Fidelity Guarantee Insurance cover should be increased to £111,000 from the existing £100,000. Clerk will investigate related costs and refer back to Council once information to hand.

Thomas Love Foundation Charity/Boxted Widows

Trustees wish to resign and Clerk investigating options for existing Trustees and will report back to Council as and when more information available.