



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 13th AUGUST 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case; A. Clench; J. Cox; V. Hill; P. Van Praag
Mrs Carey (Clerk)
- 2. Apologies** Councillor R. Richards
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Actions:**

Issue raised	Start date	Actionee	Due date
Arrange meeting to discuss insurance re Flood Wardens	July 2018	Clerk	September 2018
Review of Risk Assessment by all Committees	May 2018	All Committee chairmen	End of September 2018
Review of Cemetery Management Policy	August 2018	Cemetery Management Committee/Cllr Hill	1 st October 2018
Provision of policy for use of Council owned equipment	August 2018	Cllr Campbell	3 rd September 2018
Reconciliation of bank balances	August 2018	Cllr Clench	21 st August 2018
Review of draft Business Plan. Comments to be sent to the Clerk	August 2018	All Committee Chairmen	3 rd September 2018
Repairs to steps on Lovar Water Garden and removal of brushwood. Clerk to accept the quotation for the work to steps and seek quotes for removal of the brushwood	July 2018	Clerk	Work to steps – September 2018 Removal of brushwood – September 2018 (Playing Fields Committee mtg)

New overflow for pond – obtain quotes	July 2018	Cllr Alan Clench	September Playing Fields Committee mtg
Purchase of CosHH cupboard	August 2018	Clerk	End of August 2018

7. Minutes: The Minutes of the Meeting held on 9th July 2018 were taken as read and signed as being a true record.

8. Matters Arising:

- a. **Best Kept Village Competition:** Box had been placed 4th in the North Wiltshire Round of Judging – ***Remove from Minutes***
- b. **Jubilee Youth Centre:** Permission had been granted for the replacement of the crittal windows with white PVC ***Remove from Minutes***
- c. **“Box” parish signs:** Quotation being drawn up by Ringway for the installation of four signs
- d. **Seat for bus shelter by The Bassetts:** Seat has been fitted. ***Remove from Minutes***
- e. **Market Place Car Park:** The terms for the new Lease had been agreed at the Full Council meeting on 28th June 2018. Waiting receipt of the Lease for signing.
- f. **Seat by Bargates:** The replacement seat had been received. It was agreed to discuss the positioning of the seat at Full Council. ***Discuss at Full Council***
- g. **Newsletter:** The cost of the printing of 1000 copies of the newsletter in colour will be £134. These will be ready for distribution later this week.

9. Policy Matters:

- a. **Policies:**
Flooding in Market Place: Meeting to be arranged to discuss insurance for the Flood Wardens. **Action: Clerk**
- b. **Risk Assessments**
Format of Risk Assessment form: Next review to be carried out in July 2019 Each Committee to carry out the review of the Risk Assessments. It was agreed that the Risk Assessment for Public Walks could be removed as the Parish Council do not own the footpaths **Action: Chairmen**
- c. **Applications for use of the Recreation Ground/Box Hill Common:**
No applications received
- d. **Review of policies:** The list of policies was reviewed. It was agreed that the Cemetery Policy should be reviewed by the Cemetery Management Committee. Cllr Campbell to provide a draft of a policy for use of council owned equipment **Action: Cllr Hill/Cllr Campbell**

10. Financial Matters:

- a. **Investment of Earmarked Reserves:** It was agreed to reinvest the fixed term deposit due to expire on 17th August
- b. **Financial Regulations and Financial Risk Assessment:** On-going
- c. **Monitoring of Committee budgets:** Monitoring reports were circulated to Committee Chairmen. Further reconciliation of the bank accounts will be carried out shortly **Action: Cllr Clench**

Training for budget setting – to be carried out on 24th September at 7 pm for all Councillors

11. Legal Matters:

- a. **Lodge:** Continue to monitor any items reported by the Letting Agent
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection:** The Data Protection Policy and other documents had been put onto the website

12. Health and Safety issues: Nil

13. Business Plan/Forward Plan:

- Outside of Council Offices; railings – this had been completed ***Remove from Minutes***

Draft Business Plan for 2018-19 circulated. Committee Chairman to send any comments on the Business Plan to the Clerk. To be discussed at the next meeting.

Action: Committee chairmen

14. Highway issues:

- Grit bins – Councillors had been reminded to check grit bins near them and to let the Clerk know if they need more salt
- The SLOW sign had been installed at the Lower Kingsdown road
- Blocked gully at Prospect had been reported

CATG meetings to be held on 19th September and 21st November

15. Correspondence:

- a. Letter received from David Wright:
 - Chalkhill management plan:** The updating of this will be discussed at the next Box Hill Common Management Committee meeting
 - Lacy Wood:** The programme of work for Lacy Wood had been discussed at the meeting of the Box Hill Common & Rudloe Management/Rights of Way Committee held on 30th July 2018
 - Fly tipping:** This should be reported using MyWilts App
 - Neighbourhood Plan:** The questions raised will be answered at the Public Consultation meeting when this has been arranged
- b. **Area Board:** Letter from Cllr Ruth Hopkinson following her attendance at the last Full Council meeting outlining actions on the issues raised. An article has been put into the Parish Magazine to encourage local groups to apply for Area Board funding
- c. **Rising Sun Site:** Letter from Wiltshire Council stating that a decision on the future of the Rising Sun Site will be made shortly.
- d. **Rudloe Community Centre:** Letter from Mr Turner following the discussions at the last Full Council meeting. It had been reported that the Rudloe Playgroup would be using the Leafy Lane Playing Fields building on a temporary basis.

16. Accounts

The following accounts were recommended for payment at the Committee meeting:

Cheques

SSE	-	Gas	6402	142.63
Wicksteed leisure Ltd	-	Parts for swings	6403	262.57

BACS

Salaries	-			5027.21
S. Lock	-	Cemetery Contract		400.00

E. Joaquin	-	Cem contract	400.00
Imperial Cleaning Services	-	Pavilion contract	240.00
HM Revenue & Customs	-	PAYE	1548.33
Avon Sportsground Main Co	-	BG Contract/materials	756.56
John Miller	-	Spares (80.70)	
		Sharpen hedgecutter and service/	416.89
		Chainsaw service/spares for combi	
		(£336.19)	
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	23.82
Wiltshire Council	-	NDR Car Park	84.00
Wiltshire Council	-	NDR Pavilion/PFs	291.00
Tallis Amos Group (BS Mowers)	-	Service contract	101.33
John Deere	-	Mowers leasehire	444.00
Hitachi	-	Mule leasehire	257.87
Madasafish	-	Broadband	1.69
Hills Waste	-	Contract for waste bins	20.32
Fuel Card Services	-	Petrol	16.72
Plusnet	-	Office telephone	36.94
Plusnet	-	Telephone Pavilion	29.98
<u>Debit card</u>			
Wayfair	-	Seat for Bargates	186.99
Buy a Plan	-	Plan for Blind House	13.20

17. Items raised at Full Council:

- a. **Lovar Water Garden – Quotations for the work to the steps:** Cllr Clench reported that he had sought four quotations but only one had been received. The specification for the work was to replace the flight of steps reducing the width to 4'6". There will be handrails on both sides of the steps and these will be bolted on instead of going through the uprights as at present. The size of the handrails will be reduced to 100mm wide. Quotation for the work received from Kevin Ford in the sum of £3364. This sum also includes the replacement of the handrail on the pedestrian ramp midway along the Lovar garden.

After discussion it was **recommended** unanimously that this quotation be accepted and Mr Ford be asked to proceed with the work as soon as possible

Other issues raised included the removal of the brushwood and it was agreed that this would be a job for a tree surgeon with a chipping machine. Quotations to be obtained for this. **Action: Clerk**

It was suggested that an article could be put in the Parish Magazine and on the website notifying parishioners when the logs for firewood would be available for collection.

Cllr Clench had also sought quotes for the new overflow for the pond. To be discussed at the next Playing Fields Management Committee meeting

Action: AC

- b. **Replacement CosHH cupboard:** Quotation of £154 for the purchase of a purpose built cupboard was agreed. **Action: Clerk**
- c. **Proposed by Cllr Hill that any issue raised should have a start date, actionee and due date for all and every issue:** The procedure for this was discussed and the Chairman and Clerk to look at options. This would start immediately.

18. Items of Report and future agenda items:

- a. **Role of Vice Chairman of Committees:** To be discussed at **Full Council**
- b. **Discussion if matters raised under items of report:** Clarification to be obtained
- c. **Red telephone box on A4 Box Hill;** It was agreed to ask BT to remove this
- d. **Change of date:** Playing Fields Committee meeting to move from 10th to **17th** September.

19. Date of next meeting: 3rd September 2018

Chairman

Meeting closed at 8.55 pm