



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 9th JULY 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case; J. Cox;
P. Van Praag
Mrs Carey (Clerk)
- 2. Apologies** Councillors V. Hill and R. Richards
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 11th June 2018 were taken as read and signed as being a true record.
- 7. Matters Arising:**
 - a. **Best Kept Village Competition:** Box had been placed 4th in the North Wiltshire Round of Judging
 - b. **Jubilee Youth Centre:** Permission had been granted for the replacement of the critical windows with white PVC
 - c. **"Box" parish signs:** Letter received from Mirage Signs stating that the signage itself is manufactured to the correct specifications for highways use but they are not highways accredited to fit the signs. Clerk has written again to Wiltshire Council to ask if they would fit the signs.
 - d. **Seat for bus shelter by The Bassetts:** Seat is ready to be put into the bus shelter
 - 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.
 - h. **Model Standing Orders:** These were adopted by Full Council on 28th June 2018
Remove from Minutes
- 8. Policy Matters:**
 - a. **Policies:**
 - Flooding in Market Place:** Meeting to be arranged to discuss insurance for the Flood Wardens
 - b. **Risk Assessments**
 - Format of Risk Assessment form:** The Risk Assessment form was discussed and updated.
 - c. **Applications for use of the Recreation Ground/Box Hill Common:**
 - Box Playgroup – 21st July 2018
 - Magic Dragon Preschool – 19th/20th July 2018Permission was granted for these events

- d. **Review of policies:** On-going.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
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 to be carried out.
Training for budget setting – to be carried out on 24th September at 7 pm for all Councillors

10. 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 documents were adopted at the Full Council meeting on 28th June 2018. To be put onto the website

11. Health and Safety issues: Nil

12. Business Plan:

- Outside of Council Offices; railings – this had been completed

Draft Business Plan for 2018-19 circulated. To be discussed at the next meeting

13. Highway issues:

- Grit bins – Councillors to check grit bins near them and to let the Clerk know if they need more salt
- Pavement Schemes – It was agreed to put forward the length of pavement in Ashwood Road, Rudloe and the pavement by the Old Dairy, Market Place, Box

14. Correspondence:

- a. **Corsham Area Board:** The next meeting on 25th July at 7 pm at the Springfield Community Campus will be a special workshop for all the community to plan how to eliminate plastic waste
b. **Accident at Bargates:** A claim had been made for the replacement of the bench which was badly damaged in the accident on 15th June.
c. **New recycling collection services from 30th July:** Details of the new recycling collection to be put on the notice boards, website and Parish Magazine.
d. **Town and Parish Training and Networking Day 15th June 2018:** Devolution of services – money to be put into the budget to cover any increase in devolved services

15. Accounts

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

Cheques

Wolf Partnership Ltd	-	Stump grinding Rec 6397	312.00
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BACS

Salaries	-		5027.21
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00

Imperial Cleaning Services	-	Pavilion contract	263.99
HM Revenue & Customs	-	PAYE	1681.13
Avon Sportsground Main Co	-	BG Contract/materials	711.86
Westcare Supply Zone	-	Printer cartridges	81.60
Hi-Tech Engraving	-	In Memorium Plaque	36.00
GF Decorating & Property Services	-	Railings, door, pavilion	1370.00

Direct debits

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
Fuel Card Services	-	Petrol -Cemetery	35.58
		Play Fields	64.54
Hills Waste	-	Contract for waste bins	102.12
			67.92

Debit card

Watermark Stationers Ltd	-	New Account books	30.68
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16. Items raised at Full Council:

- a. **Newsletter**; It had been agreed to publish a quarterly Newsletter which could be put on the Parish Council website, on notice boards, in the Parish Magazine and in the local shops. Committee Chairmen to contribute a short report to this.
- b. **Questionnaire from Wiltshire Council**: Mrs Wright had forwarded a copy of the questionnaire from Wiltshire Council. It would appear that this is a survey following submission of an issue sheet.
- c. **Representation at external meetings**: It had been agreed that the Parish Council should be represented at external meetings when notified, especially when a County Councillor asked

17. Items of Report and future agenda items:

- a. **Box Hill Common**: Further quotes to be obtained for the posts; Joel to repair the picnic table as soon as possible.
Additional meeting to be held on Monday 30th July to discuss work on the Common in the Autumn.
- b. **Lacy Wood**: Richard Cripps had agreed to look at Lacy Wood and draw up a report. The working party scheduled for 28th July will be postponed.
- c. **Footpath Wormcliffe Lane to Bathford**: it was reported that this is overgrown.

18. Date of next meeting: 13th August 2018 at 7 pm

Chairman

Meeting closed at 8.10 pm