



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 10th JUNE 2019

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox; V. Hill; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 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. Actions:

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Cllr Hill/Clerk	End of June 2019
Spreadsheet to go with the Provision and use of work equipment policy – check legality	October 2018	Cllr Hill/Cllr Hill	End of July 2019
Design of new website –	29 th November 2018	Cllrs Campbell	End of June 2019
Purchase of shredder – further discussion	8 th April 2019	Full Council	End of July 2019
Purchase of three replacement grit bins	10 th June 2019	Clerk	8 th July 2019

- 7. Minutes:** The Minutes of the Meeting held on 13th May 2019 were taken as read and signed as being a true record subject

8. Update on Issues:

- **“Box” parish signs:** Clerk had chased Kate Davey for a quotation from Ringway. If there is no response by the end of June it was agreed to proceed with the quotation from M.J. Church
- **Spreadsheet/provision and Use of Work Equipment Policy:** Cllr Hill will check the legality of this.
- **Design of new website:** This is being drawn up. Committee Chairmen to write a small summary on the work of their Committees.
- **Purchase shredder;** To be discussed further at the July Full Council meeting. Following the purchase of a power washer Cllr Whitford suggested that a log of its usage be kept. After discussion it was agreed that this would be discussed further at the Personnel Meeting
- **Office Cleaner:** The Terms of Reference were agreed. **Remove from Minutes**
-

9. Matters Arising:

- a. **Vacancy on Parish Council**; The notice of vacancy following the resignation of Cllr Clench had been displayed.
- b. **50mph sign**: The replacement sign for the top of Box Hill A4 is on order
- c. **Drug taking in village**: The Clerk had spoken to the local Community Police who would speak to the Green Room Youth Club and Corsham School. ***Remove from Minutes***

10. Policy Matters:

- a. **Policies**:
- b. **Review of policies**: On going
Format of Risk Assessment form: Next review to be carried out in July 2019. Cllr Hill is collating all the Risk Assessment forms.
- c. **Applications for use of the Recreation Ground/Box Hill Common**: Applications received for use of the Common by Pig and a Jig on 6th July and for a Climbing Wall on the Recreation Ground on 19th June had been approved.
- d. **Business Plan/Forward Plan**: To be discussed further.
- e. **Emergency Plan**: Continue to monitor

11. Financial Matters:

- a. **Investment of Earmarked Reserves**: Details of the Earmarked Reserves as at 31st March 2019 was given to each Chairman
- b. **Financial Regulations and Financial Risk Assessment**: Cllr Clench had carried out a further reconciliation of the accounts. Cllr Cox will now take this on.
- c. **Monitoring of Committee budgets**: A copy of the budget showing the balances and earmarked reserves for each Committee was given to the Chairman. Regular monitoring reports will be circulated

12. 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 appointment of the Data Protection Officer had been renewed.

13. Correspondence:

- a. **Claim made re accident in Pavilion 2012**: The claim had been sent to the Insurance Company to deal with.
- b. **Wiltshire Wildlife Organisation**: Letter from the Water Team Project Officer re a project to protect and enhance the By Brook and its local environment. Details to be published on the website and in the Parish Magazine
- c. **Clean Air Day 20th June**: Details had been circulated
- d. **Letters of thanks**: Received from Alan Payne, Box Gardening Club and Wiltshire Search and Rescue for the grants
- e. **Electricity supply to Tractor Shed**: A revised quote received in the sum of £5914.67 an increase of £24.55. This was agreed and the Clerk will confirm the acceptance of the quote with SSE and arrange for the work to commence as soon as possible.
- f. **Parish Emergency Assistance**: Details of salt available for the winter. It was agreed to purchase three replacement grit bins for those that were damaged.
The new bins for the village will be purchased when the money for these had been received.
Action: Clerk

14. Accounts; The following accounts were submitted and approved for payment:

<u>BACS</u>		
Salaries	-	5181.71
S. Lock	-	Cemetery Contract 416.67
E. Joaquin	-	Cem contract 416.67
HM Revenue & Customs	-	PAYE 1580.42
Imperial Cleaning Services	-	Pavilion cleaning 240.00
John Miller	-	Pressure washer 675.00
CMS	-	Plans for car park on Common 592.02

Greenwood Direct Ltd	-	Oak boards for allotments	290.16
Environmental Drains Services	-	Electrical connection to Lodge	240.00
D.J. Mathias Ltd	-	Repairs to inlet value in public toilets	174.42
K.M. Parts Group	-	Combination padlocks & grease gun	172.37
Microshade Business Consultants	-	Date Protection Officer service	354.00
Avon Sportsground Main Co	-	BG contract	769.94
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	161.73
Hills Waste	-	Refuse collection contract	97.04
Hitachi	-	Mule Leasehire	344.73
Wiltshire Council	-	NDR Car Park	86.08
Wiltshire council	-	NDR – PFs/Pavilion	295.10
John Deere	-	Mowers leasehire	444.00
Fuel Card services	-	Petrol Cemetery	20.00
		PFs	76.42
			96.42
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Pump International Ltd	-	Pump for allotments	366.65

15. Highway issues:

- Temporary closure of part of A4: Between Chippenham and Corsham from its junction with the A350 to its junction with Hartham Lane on 6th July for carriageway patching
- One way sign in The Ley: It was reported that the sign had been damaged and turned
Post Minute note: this has been repaired

16. Items raised at Full Council:

a. Questions raised by Mr Wright:

“Box PC are requested to produce a Rudloe Village Green ‘Options Analysis’ paper will will evaluate the cost benefits that Box PC could provide to the local community if the Rudloe Village Green were transferred from Wiltshire Council to Box PC. The ‘Options analysis’ should produce cost models in support of the following options:

- **Do nothing**
- **Shared management responsibility – part ownership with WC or GreenSquare**
- **Total ownership responsibility**

This was discussed. It was agreed to ask Wiltshire Council how often they cut the Green. Phil Bowley has been invited to the next Full Council Meeting. Cllr Anderson had stated that there had been no decision had been made on the Village Green status. It has been received by Wiltshire Council but it will take some time to review it. It was agreed that this area could be highlighted as an Open Space in the Neighbourhood Plan.

“Box PC are invited to review the wooden bridge over the Lidbrook at the junction of Box7 and Col9 as a possible replacement model for the Lovar Garden bridge”

Photographs had been received and this will be discussed further when the survey had been carried out. Cllr Whitford had written to Wiltshire Council and the Environment Agency re the bridge.

The questions relating to Box Common and Lacy Wood will be discussed at the next Box Hill Common & Rudloe Management Committee on 17th June.

b. Springfield Centre, Corsham;

The following information had been received from Cllr Anderson

Taking the customer details, including setting the Direct debit up, printing costs for the card and other initial activities involves quite a few members of staff – costing more than the £20 initial charge. Most operators also charge the customer for these activity costs or roll it up into an initial pro-rata fee. Spread over the average length of tenure of approximately 14/15 months it works out at just over £1 a month. The costs need to be covered, so the alternative would be to charge the cost to all tax papers rather than the gym users who actually use the service. As the council runs to a balanced budget there is no profit made from council charges so nothing is charged that does not cover an expense.

- c. **Issues raised from the Revels**; The issues raised at the Full Council will be taken on board by the Revels Committee.
- d. **Minutes from the Annual Parish Meeting**: These had been agreed and will be circulated to Councillors and put on the website
- e. **Newsletter**: The draft was discussed and agreed with several small amendments.
- f. **Notice Board in Queens Square**: This had been raised at Full Council. It was agreed not to buy a new board.

17. Items of Report and future agenda items:

- a. **Hermitage Wall**: it was reported that this is being dealt with by Wiltshire Council Listed Buildings Officer, English Heritage and Wiltshire Highways and was being discussed with the owners and builders
- b. **Redecoration of Council Offices**; To be discussed at the next meeting

18. Date of next meeting: 8th July 2019

Chairman

Meeting closed at 8.45 pm