



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 11th MARCH 2019

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case;
A. Clench; J. Cox; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Councillor: V. Hill
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Chairman welcomed Cllr Whitford to his first P & F meeting.

6. Actions:

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Cllr Hill/Clerk	8 th April 2019
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	8 th April 2019
Design of new website – report to February Full Council with provisional start date in April	29 th November 2018	Cllrs Campbell/Van Praag	End of March 2019
Market Place Car Park – Waiting to hear from WC	11 th February 2019	Clerk	8 th April 2019

- 7. Minutes:** The Minutes of the Meeting held on 11th February 2019 were taken as read and signed as being a true record.

8. Update on Issues:

- **“Box” parish signs:** Clerk to speak to Kate Davey re the sign
- **Spreadsheet/provision and Use of Work Equipment Policy:** On-going
- **Design of new website:** Cllrs Campbell to give a report at Full Council including wording for the notice
- **Market Place Car Park – Lease:** Following the decision made at Full Council, the Clerk had written to Wiltshire Council requesting renewal of the lease on the same terms as previously, except the term of the lease be increased to seven year. Waiting for a reply.
- **Advice re Bowling Green:** *Transferred to Playing Fields Management Committee*

9. Matters Arising:

- a. **Electoral Review of Wiltshire Council**; On-going.
- b. **Parish Council quarterly Newsletter**; Next edition – March 2019
- c. **Abandoned cars on Recreation Ground car park**; The cars have been removed. *Remove from Minutes*
- d. **Format of Annual Parish Meeting**: It was agreed to hold this on 16th April as the date had been advertised. It was agreed that the meeting would be informal with Committee Chairmen displaying a report on the work of their Committee and it was agreed to invite local groups ie Green Room, Bowls Club, Twinning Group to have a similar display. Depending on the response from local groups it was agreed to provisionally book the Selwyn Hall in case the venue would need to be changed. The meeting would start at 7.30 pm and give people a chance to read the reports and to ask questions of Chairmen. Formal questions would be taken at the end of the meeting.
Refreshments would be served and name tags should be provided for Councillors.

10. Policy Matters:

- a. **Policies**:
Flood Group: On-going. Waiting for revised Action Plan from Cllr Mathew
- b. **Risk Assessments**
Format of Risk Assessment form: Next review to be carried out in July 2019
- c. **Applications for use of the Recreation Ground/Box Hill Common**:
Application and Risk Assessment received for use of the Recreation Ground by Box Revels on Monday 27th May. This was agreed.
The Twinning Group will be using a power lead from the Pavilion. They will draw up a Risk Assessment for this
- d. **Review of policies**: The list of policies was reviewed. The following policies will be reviewed at the next meeting:
 - Application for use of Recreation Ground and Box Hill Common
 - Health & Safety Policy and Procedures
 - Appraisal Form – to be reviewed by the Personnel Meeting

It was suggested that when the new Councillor is in place, the Data Protection Officer be asked to give an update to the Full Council

- e. **Business Plan/Forward Plan**: To be discussed further.
- f. **Emergency Plan**: Continue to monitor
- g. **Snow Plan**: This was discussed and amendments made.

11. 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**: The Monitoring Report to be circulated at the next meeting for discussion.

12. Legal Matters:

- a. **Lodge**: Continue to monitor any items reported by the Letting Agent
- b. **Licences**: Licences to be renewed from April
- c. **Data Protection**: On-going

13. Correspondence:

- a. **Rudloe Community Interest Company;** Letter for information that a Rudloe CiC is being set up to liaise with Wiltshire Council and GreenSquare about the future use of the Rudloe Community Centre
- b. **Diversion of Footpath 56;** This had been confirmed. The Cotswold Wardens would be putting in a stile
- c. **Wiltshire FA Pitch Improvement Programme;** Letter received. *Transfer to Playing Fields Management Committee*
- d. **Retail Rate Relief for the High Street;** Councillor's briefing note received from Wiltshire council. Clerk to pass a copy of this to the Post Office and David Hill.
- e. **Wiltshire Council newsletter;** Details of the Budget agreed for 2019/20. This had been circulated

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

<u>Cheques</u>			
Layla Slade	-	Grant for Back to Netball Box	6435 180.00
The Brunel Shed	-	Grant re Rudloe Mosaic	6436 600.00
Wiltshire Council	-	contribution to signs	6437 250.00
<u>BACS</u>			
Salaries	-		5027.61
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.33
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Avon Sportsground Main Co	-	BG Contract and materials	584.00
Lemon Gazelle CIC	-	Neighbourhood Plan	1000.00
Westcare Supply Zone	-	Ink cartridges	165.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	95.97
Fuel Card Services	-	Petrol	29.20
Hills Waste	-	Refuse collection contract	54.28
Hitachi	-	Mule Leasehire	404.73
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Amazon UK	-	Water butt and stand	55.72
Brunel Engraving Co	-	Brass numbers for graves	30.18

15. Highway issues: Cllr Hill had given an update at Full Council

- Hedgesparrow Lane – Temporary Closure on 29th April until 10th May to enable Wessex Water to replace an external elective meter
- Traffic Parking on verge by Barberry Cottage, Box Hill – It was agreed to send a copy of the complaint to the Highways Enforcement Officer

16. Items raised at Full Council:

- a. **Horse riders crossing the B3109 at Chapel Plaister;** It had been reported that horse riders were finding it difficult to cross the B3109 at Chapel Plaister. It had been established that there is no bridleway at Chapel Plaister. Bridleway 59 runs across Hazelbury Common which crosses the A365 and joins Bridgeway 61 to Blue Vein. In the circumstances it was felt that no action could be taken

- b. **Formation of a Tennis Club**: The information received had been circulated to Committee members. Cllr Whitford stated that there were seven tennis clubs local to Box. He had looked at the usage of the courts and did not feel that this lent itself to the setting up of this type of club. The Committee agreed that the tennis courts had been built for the benefit of all the village and this needs to be a community facility which could also be used by netball clubs, the School and the Youth Club. It was commendable that someone want to set up a tennis club and this could still be done. It was felt that the proposed arrangement did not take into account the fact that it is a small village facility and did not address the issue of casual users. In the circumstances it was **recommended** that the status quo should remain.
- c. **Parking in Bargates**: It was agreed that there are a lot of cars parked on the road but there are also a lot of empty driveways. It was **recommended** that nothing could be done about the parking but the Parish Council would speak to the Doctors Surgery about the current parking problems and ask them to review their parking arrangements.
- d. **Provision of additional grit bins**: It was confirmed that the Queens Head will give funding for three new grit bins. It is **recommended** that these be positioned at The Bassetts; by The Fountain and at Vine Court/Post Office. An article about the use of grit had been put into the Parish Magazine.

17. Items of Report and future agenda items:

- a. **Pig and a Jig**; Cllr Case will be attending a meeting regarding the set up etc.
- b. **Work to trees on Lower Common**: It was recommended that the pollarding work be left until the Autumn
- c. **Cancer Research Big Breakfast**; To be held at the Quarrymans Arms on 23rd March
- d. **Postage Stamps**: It was reported that the cost of stamps will increase on 25th March. The Clerk will buy some before that date.
- e. **Silver birch on Recreation Ground**; It was suggested that saplings from Lacy Wood could be used to replace this tree
- f. **WWI Posters**: It was suggested that Alan Payne be asked to remove the posters
- g. **Purchase of a shredder**: It was suggested that the Chairmen of Playing Fields, Cemetery and Box Hill should meet to discuss the purchase of a shredder
- h. **Pavilion Management Committee**; It was suggested that this Committee could be merged with the Playing Fields Management Committee
- i. **Apologies**: Cllr Parker gave her apologies for Full Council

18. Date of next meeting: 8th April 2019

Chairman

Meeting closed at 8.50 pm