



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 14TH MAY 2018

- 1. Present:** Mr Barnes (Chairman); Mr Campbell; Mrs Case; Mr Clench; Mr Hill;
Mrs Parker; Mrs Richards;
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements:** Mr Barnes announced that he would not be standing as Chairman of the Council for the forthcoming year
- 6. Minutes:** The Minutes of the Meeting held on 9th April 2018 were taken as read and signed as being a true record.
- 7. Matters Arising:**
 - a. Best Kept Village Competition:** Application had been submitted
 - b. Jubilee Youth Centre:** Replacement of the critical windows with white PVC – Planning application submitted
 - c. "Box" parish signs:** Letter received from Wiltshire Council stating that they would need to know that the company supplying the signs had the necessary streetworks accreditation and correct insurance documents to work on the Highway Network. Wiltshire Council would also need to take a closer look at the sign designs themselves before anything is manufactured to ensure the lettering is the correct height for the approach speeds and that the size of the signs will fit safely in the locations requested.
 - e. Seat for bus shelter by The Bassetts:** Mr Sims to provide a sleeper for a new seat to be made.
 - f. Vacancy on Parish Council:** Notices to be drawn up. Deadline for applying to be Friday 22nd June.
- 8. Twinning:** The signs had been erected.
- 9. Policy Matters:**
 - a. Policies:**
 - Flooding in Market Place:** Letter from Paul Bollen who is being seconded to the Land Drainage Team and the Land Drainage Engineer. Also letter from the Flood Resilience Officer from Wiltshire Council stating that the flood wardens would be acting on behalf of the Parish Council and should therefore be included on the Parish Council insurance. The Committee discussed this and disagreed with these comments. There is no risk of flooding anywhere in the Parish other than

from the drains in the Market Place and it was for this reason that the Flood Warden group had been set up. This had not been set up on behalf of the Parish Council and it was still felt that Wiltshire council should cover the insurance.

b. Risk Assessments

Format of Risk Assessment forms: Mr Hill gave a presentation on the new Risk Assessment forms for all the Committees. It was **recommended** that these be adopted by Full Council. Each Committee will update and complete.

Thanks were given to Vaughan for all his hard work with his

c. Applications for use of the Recreation Ground/Box Hill Common: Nil

d. Community Plan/Neighbourhood Plan: This will be discussed further by the Planning and Conservation Committee

e. Review of policies:

The following policies were reviewed and agreed

- Leave of Absence; Lone Working; Manual Handling; Redundancy

Mrs Case had discussed the Lone Working policy with Joel and Chris. It was agreed that the Manual Handling policy would be incorporated with the Risk Assessment and the Council should look at how this should be implemented and whether training was required. It was agreed that both the Lone Working policy and the Manual Handling policy should be covered at the annual Appraisal meetings and to look at obtaining a poster re manual handling.

10. Financial Matters:

- Investment of Earmarked Reserves**: Continue to monitor investments
- Financial Regulations and Financial Risk Assessment**: On-going
- Monitoring of Committee budgets**: The monitoring report and summary of accounts for 2017-18 was circulated and agreed.

11. Legal Matters:

- Lodge**: Continue to monitor
- Licences**: Licences had been renewed from April
- Data protection**: The Clerk had undertaken a telephone audit with the Data Protection Officer prior to a full site visit. Letter received from NALC with a statement from the ICO stating "the Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude in finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator"

12. Health and Safety issues: Nil

13. Forward Plan:

- Outside of Council Offices; railings – to be repainted in June/early July
- Chainsaw Maintenance and Cross-cutting course – Chris Drake had asked at his recent Appraisal to attend a chainsaw cross-cutting course. This is a two day course at a cost of £490 and after discussion the Committee did not feel that this was necessary for the role of Cleansing Manager.

14. Highway issues:

- **Metro Count** The results of the recent metro counts had been received. The average speeds were as follows:
 - Beech Road – 28.5 mph
 - Lower Kingsdown Road (east of Wormcliff Lane) 16.7 mph
 - Lower Kingsdown Road (east of High Street) 17.4 mph
 - Westwood Road, Rudloe (east of Broadwood Avenue) 19.7 mph
 - Bulls Lane (west of Quarry Hill) 18.1 mphThere will be no further action

- **Freight Survey for the A365:** The results had been received and will be discussed by CATG. The Clerk had asked for the milestone at Jockey Fiveways to be reinstalled. However, Wiltshire Council has stated that they will only replace statutory signs.
- **Parking by Vine Court;** Wiltshire Council has agreed to install an access protection bar marking across the entrance to deter vehicles from blocking the entrance.
- **Potholes:** Copy of a letter sent to Wiltshire Council received re potholes in Bargates
- **Parking in Mill Lane:** Copy of a letter sent to the police re parking of cars in Mill Lane

15. Correspondence:

- a. **Market Place Car Park:** The lease with Wiltshire Council expired in April. A copy of the new draft lease received. It was agreed that Mr Campbell and Mr Hill would compare the terms of the new lease with the old one
- b. **Model Standing Orders;** New model Standing Orders had been received. These had been drawn up to take account of new legislation. They had also been redrafted in a more suitable order. It was agreed that the Clerk would customise these and bring them back to the next Policy & Finance committee meeting for agreement.
- c. **Statutory Pay Award;** Details of the agreed Statutory Pay Award received together with the revised pay scales. The award is a 2% increase from 1st April 2018 but the lower pay bands had been adjusted at a higher percentage. The cost to the Council will be £1916 per annum which had been included in the budget. It is **recommended** that this be accepted.
- d. **Corsham Neighbourhood Plan;** Public consultation to be held between 12th April and 25th May at Corsham Library; Town Hall, Corsham and Wiltshire Council
- e. **Localism Act 2011 – Standards;** Letter from Wiltshire Council requesting a copy of the Code of Conduct for all Parish and Town Councils and also reminding Councillors that the register of interest must be completed and kept up to date.
- f. **Fire Alarm – Pavilion;** Following the recent inspection of the Fire Alarm in the Pavilion, defective equipment needs to be replaced at a cost of £184.50. It was agreed that this should be carried out
- g. **Planting a tree on Box Common;** Letter received requesting a tree be planted in memory of a resident who had recently passed away and who had lived in Maslen Lane for 30 years. It was agreed that a tree could be planted but the Parish Council must agree to the type of tree, where and how it is planted.
- h. **Town and Parish Councils Training and Networking Day;** To be held at Trowbridge Civic Centre on Friday 15th June
- i. **Work on Recreation Ground;** Notification that Wessex Water will be carrying out proposed work to an existing sewer on the Recreation Ground.

16. Accounts

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

<u>Cheques</u>			
SSE	-	Electric – Office £115.89	6386 888.92
		Electric – Pavilion 66.17	
		Gas – Office 350.83	
		Gas – Pavilion 356.03	
Travis Perkins	-	Materials	6387 138.76
<u>BACS</u>			
Salaries	-		4914.55
S. Lock	-	Cemetery Contract	500.00
E. Joaquin	-	Cem contract	500.00
Imperial Cleaning Services	-	Pavilion contract	240.00
HM Revenue & Customs	-	PAYE	1481.74
Avon Sportsground Main Co	-	BG Contract/materials	572.60
Mirage Signs	-	Sign for Recreation Grd	42.00
ES Electrical	-	PAT testing Pavilion & Office	123.12
Westcare Supply Zone	-	2 Printer cartridges and paper	186.29
John Miller	-	Materials/Spares	89.99
Rialtas Business Solutions Ltd	-	Accounts Software maintenance	142.80
Waterscape Solutions Ltd	-	Irrigation Contract	554.40
<u>Direct debits</u>			
NEST	-	Pension contrib	53.62
Initial Washroom	-	Fem Hygiene	23.82
Wiltshire Council	-	NDR Car Park	84.00
Wiltshire Council	-	NDR Pavilion/PFs	291.00
Fuel Card Services	-	Petrol (Cemetery)	23.02
Fuel Card Services	-	Petrol (PFs)	23.14
Tallis Amos Group (BS Mowers)	-	Service contract	101.40
John Deere	-	Mowers leasehire	444.00
Hitachi	-	Mule leasehire	257.87
Madasafish	-	Broadband	1.69
Plusnet	-	Office telephone	36.72
Plusnet	-	Pavilion telephone	28.98

17. Items raised at Full Council:

It had been agreed at the Annual Parish meeting that the Policy & Finance Committee would detail the actions taken against the bullet points in the Community Plan. This can be seen at Annex A to these Minutes

18. Items of Report and future agenda items:

- a. **Bin by Vine Court:** Clerk to ask Wiltshire council to reposition this away from a resident's window
- b. **Bowls Club:** Clerk to ask the Bowls Club to take out their recycling from the rubbish
- c. **Steps at Lovar Garden:** It was reported that the orange mesh and stakes used to block off the steps is continually being vandalised. It was agreed to discuss the status of the steps at Full Council.
- d. **Sign for Ashley:** It was reported that a direction sign to Ashley is hidden behind the bus shelter. Clerk to ask WC to reposition this
- e. **Cemetery field:** It was reported that the barbed wire fence at the top of the field had been cut again

- f. **Slippage of bank in Henley Lane**: Mrs Parker will chase this up with WC
- g. **Common**: it was reported that the dandelions had not been cut on the Common.
Clerk to speak to the Groundsman

19. Date of next meeting: To be agreed

Meeting closed at 8.50 pm

Chairman