



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 13TH MAY 2019

- 1. Present:** Councillors; S. Parker (Chairman); r. Campbell; R. Case;
A. Clench; J. Cox; V. Hill; J. Whitford
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 and Declarations of Interest:** Cllr Cox declared an interest in the item on the Parish Council Cleaner and took no part in the discussions

6. Actions:

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Cllr Hill/Clerk	10 th June 2019
Spreadsheet to go with the Provision and use of work equipment policy – check legality	October 2018	Cllr Hill	End of July 2019
Design of new website – Obtain quote from Caroline Moorhouse	29 th November 2018	Cllrs Campbell	End of May 2019
Purchase of shredder – draw up justification report	8 th April 2019	Clls Case/Clench/Hill	30 th May 2019
Co-option to fill vacancy on Council	April 2019	Full Council	30 th May 2019
Office Cleaner – check insurance with Insurance Company	13 th May 2019	Clerk	30 th May 2019
Clerk to notify Police and Corsham School re drug taking in the village	13 th May 2019	Clerk	30 th May 2019

- 7. Minutes:** The Minutes of the Meeting held on 8th April 2019 were taken as read and signed as being a true record subject

8. Update on Issues:

- **“Box” parish signs:** Clerk and Cllr Hill had met with Kate Davey from Wiltshire Council on 10th April and the positioning and wording of the signs were agreed. She is obtaining quotations from Ringway
- **Spreadsheet/provision and Use of Work Equipment Policy:** Cllr Hill will check the legality of this.

- **Design of new website:** Caroline Moorhouse could set up the new website for £750. Subject to a formal quotation being received it is **recommended** that the Parish Council accepts this and asks her to proceed
- **Market Place Car Park – Lease:** Signed copy of Lease received. ***Remove from Minutes***
- **Purchase of power washer and shredder;** The purchase of the power washer in the sum of £550 had been agreed. It was reported that John Miller have a shredder in stock which had been purchased by the Community Service and returned having done less than 10 hours work. They are offering this to the Council for £2000 (to purchase new would be £5000). It was agreed that a justification report be drawn up to discuss further at Full Council

Action: RC/JA

9. Matters Arising:

- a. **Formation of a Tennis Club:** The diary and lockable cash box had been purchased and given to the Post Office ***remove from Minutes***
- b. **Parking in Bargates:** A reply had been received from the Surgery stating that they had put a message on the television screen in the waiting room asking patients to be considerate when parking in Bargates.
- c. **Vacancy on Parish Council;** Applications to be considered at Full Council on 30th May

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. He needed some clarification on the Playing Fields risk assessment. This will be discussed at the next Playing Fields Management Committee meeting on 20th May
- c. **Applications for use of the Recreation Ground/Box Hill Common:** Application received for use of the Recreation Ground for launch of 5-7 hot air balloons from the lower part of the Rec as part of Box Reels and the Bath Balloon Festival. This was agreed subject to the receipt of a risk assessment. The date had been changed to the evening of Saturday 25th May
- d. **Business Plan/Forward Plan:** To be discussed further.
- e. **Emergency Plan:** Continue to monitor

11. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** Cllr Clench to carry out a further reconciliation of the accounts.
- c. **Monitoring of Committee budgets:** Balances and budgets to be sent to the Committee Chairmen after the end of year close down

12. Legal Matters:

- a. **Lodge:** Continue to monitor any items reported by the Letting Agent – the gas check had been carried out
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection;** On-going

13. Correspondence:

- a. **Painting of white railings:** Letter of thanks to the councillors who painted the white railings
- b. **Application for use of Recreation Ground;** Request from the Box Pre-School Playgroup for a sports day on Saturday 29th June. This was agreed subject to liaising with Joel and checking that there are no events in the Selwyn Hall.
- c. **Pavilion – repairs to defective emergency lighting:** Quotation for the repairs in the sum of £275.50. It was agreed that the work should go ahead.

- d. **Rising Sun site**; It had been confirmed that the site had been sold to the Community Interest Company. A copy of a letter received from a neighbour raising concerns about the information board which may attract visitors by car and cause more problems re parking in the lay by
- e. **Box Common – work to trees**; Permission had been given to SSE to cut back trees near power lines.
- f. **Gully emptying**; Wiltshire Council will be sending the gully tanker around villages. The Clerk had submitted a list of the gullies that need clearing urgently
- g. **Wiltshire Search and Rescue**; Letter received requesting a grant. It is **recommended** that £100 be given.
A contribution towards the Corsham Food Bank was also discussed. It was **recommended** that £200 be given to them.
- h. **Design of Rudloe Mosaic**; Letter from Ben Anderson asking for agreement that the school children design the sign with the help of Emma Leith from the Peacock Arts Trail. This was agreed.
- i. **Cleaner for the Office**; Two letters of application had been received. After discussion it was **recommended** that Corinne Cox be offered the position of cleaner for one hour a week at £15 per hour using her own cleaning products, subject to the Clerk checking the insurance cover with the Insurance Company.
Terms of Reference to be drawn up.

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

<u>Cheques</u>			
Southern Electric	-	Offices - gas	356.77
		Electric	129.55
		Pavilion – gas	394.22
		Electric	39.35
			918.89
Petty Cash			200.00
Mrs M. Tye	-	Reimburse re paint for railings	92.02
Mrs Parker		Reimburse re paint for railings	32.99
<u>BACS</u>			
Salaries	-		5157.47
S. Lock	-	Cemetery Contract	416.67
E. Joaquin	-	Cem contract	416.67
HM Revenue & Customs	-	PAYE	1580.22
Imperial Cleaning Services	-	Pavilion cleaning/carpet	564.00
Avon Sportsground Main Co	-	BG Contract and materials	639.20
Waterscape Solutions Ltd	-	Irrigation service contract/new Controller	715.60
John Miller	-	Materials and spares	390.08
Consortium	-	Toilet Rolls/Hand towels/handwash	
		Cleaning materials	243.90
Rialtas Business Solutions	-	Annual support	145.20
Marcus Mitchell	-	Markers on graves	45.00
Dawson Steeplejacks Ltd	-	Repairs to stained glass window and check to lightning conductor	1720.80
ES Electrical	-	Electrics in shed and external lights	177.49
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	186.34
Fuel Card Services	-	Petrol	28.85
Hills Waste	-	Refuse collection contract	68.76
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 – Rec and Cemetery	85.14
Fuel Card Services	-	Petrol – Cemetery	17.95
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

15. Highway issues:

- Changes to submission of highway improvements and traffic survey requests: Information received from Wiltshire Highways – Clerk to circulate
- Temporary closure of Lower Kingsdown Rd; From 20th May to 22nd May for Wessex Water to carry out communication pipe relay works.
- Temporary road closure order – Pig and Jig; This has been granted

16. Items raised at Full Council:

a. Questions raised by Mr Wright:

“The allocation of the S102 is clearly articulated and I have one question regarding the Rudloe S102 funding – why was this money not invested in Rudloe”

The Section 106 Agreements were drawn up by Wiltshire Council prior to the permissions being granted – specific projects had to be agreed at that time. The S106 money from the Bradford Rd development was allocated to the Pavilion and the S106 money for the development at the top of Westwells Road was allocated to the Cemetery. This was agreed **before** the boundary review.

“Noting the large number of housing developments in the Rudloe area and the current population is in the order of 1,700 what plans are there for community investment in Rudloe?”

The CIL money is now sent through automatically by Wiltshire Council and the council has been given guidance on how this should be spent. The Council has recently received £5218 from the development on the old Flamingo site in Westwells Road and the Council has agreed that part of that money will be spent on improvements to the Rudloe Play Area

“Also noting the increase in the population of Rudloe (the inclusion of the Rudloe Estate and the Dickens Gate development on the Bradford Rd) what plans are there to increase the number of Rudloe Parish Councillors?”

This issue was raised when the boundary review was carried out and Wiltshire Council did not feel that the number of parishioners should be increased from 15. Box Parish Council has a large number of councillors – many other villages only have seven.

b. Condition of the Rudloe Play Area:

A report and photographs submitted by Cllr Moore and Tye. This will be discussed fully at the Box Hill Common & Rudloe Management Committee meeting in June. The Clerk is obtaining quotations for the repainting of the equipment.

c. Allocation of CIL monies: Clerk to send the information round to all Councillors so that this can be discussed at various Committee meetings.

d. Wording of the Cemetery Contract: The final wording of the Contract was agreed following the advice received from the Employment solicitor.

17. Items of Report and future agenda items:

a. Items for the Playing Fields Management Committee:

- The handrail on the new steps needs sanding down
- The metal bench by the Cricket pitch needs painting
- One shed on the allotments is in need of attention

b. Shed on Box Common; This is still on the Common. Clerk will send a further letter stating that this must be removed immediately or the matter will be put in the hands of a solicitor

c. 50 mph sign at top of Box Hill: The sign needs replacing. The Parish Steward had been informed

- d. **Drug taking in Village:** It was reported that there are increased incidents of drug taking in the village. Clerk to notify the Police and Corsham School
- e. **Unders 7s Play Area** – the boards on the train need replacing as the wood is rotten and will be difficult to screw it down
It was reported that older children are on the equipment in the Under 7s.

18. Date of next meeting: 10th June 2019

Chairman

Meeting closed at 8.50 pm