



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 8th JUNE 2020

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Case; R. Campbell; J. Cox
Mrs Carey (Clerk)
- 2. Apologies** Cllr J. Whitford
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the remote Meeting held on 11th May 2020 were taken as read and will be signed as being a true record subject at the next proper meeting
- 7. Matters Arising:**
 - a. **Redecorating of Council Offices:** It was agreed to remove this from the Minutes for the present time
 - b. **Railings by McColls:** Wiltshire council has agreed to replace the railings with similar to those there at the present time. The Parish Council could paint these white.
 - c. **Abandoned cars in car park:** The garage has stated that they leave cars in the car park for owners to collect. It was agreed that he be informed that he must not park any cars on the car park and they they must be removed.
 - d. **Travellers at Shockerwick:** Clerk has written to M.J. Church again asking him to expedite the removal of the travellers.
- 8. Policy Matters:**
 - a. **Review of policies:**
 - Grievance Procedure/Disciplinary Policy:** Copies of the NALC draft policies had been circulated and Cllr Case was obtaining copies of the local authorities policies to compare with the existing ones. Draft documents will be drawn up.
 - Anti-Harrasment and Bullying Policy:** The NALC model policy will be adapted for employees and councillors
 - Policy for Councillors Expenses:** Draft policy to be drawn up
 - Format of Risk Assessment form:** On-going
 - b. **Business Plan/Forward Plan:** On-going
- 9. Financial Matters:**
 - a. **Investment of Earmarked Reserves:** Continue to monitor investments
 - b. **Monitoring of Committee budgets:** Copies of the Committee reports at year end had been circulated.
Because of Covid-19 the Parish Council has suffered loss of income from the Pavilion and Recreation Ground. Chairmen and Committees will need to look closely at how money is spent and only do work that is deemed essential – even if other work had been budgeted for. Committees to decide what work can be put on hold until later in the year. This will be discussed again in September.

Annual Return for 2019/20: this will be discussed at the Full Council meeting on 25th June 2020

- c. **Reconciliation of Bank balances**: Further reconciliation to be carried out shortly

10. Legal Matters:

- a. **Lodge**: Quotes for new carpets being obtained. Further quotes for the extractor fans being obtained
New agents had been contacted. Work to the parking areas to be carried out.
- b. **Licences**: Licences to be renewed from April
- c. **Data Protection**; On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common**: Arrangements to be made for the shed to be removed

11. Correspondence:

- a. **Fallen tree branch over footpath**: letter received from Mr Levine at Henley Court re a large branch that had fallen from a tree over the footpath. This was discussed. As the landowner he is responsible and if the tree is dangerous it should be taken down. Clerk to notify Wiltshire Council of the situation.
- b. **Mosaic at Rudloe**; Clerk to ask the School about the installation of the sign.
- c. **Lackham Work Experience**: Letter received from Lackham College stating that at the present time the Parish Council cannot continue with the work experience but the Council could take the young person on as a temporary employee.
After discussion it is **recommended** that the Parish Council employs this young person on a part-time temporary contract for July and August. The details of the temporary contract will be discussed at the Personnel meeting
- d. **Youngsters swimming and congregating at the By-Brook**: letters received from local residents regarding youngsters swimming and congregating at the By-Brook behind their properties. It was stated that there is nothing that the Parish council can do as it is beyond its remit and the residents must ring the Police at the time of the incidents. A further article will be put in the Parish Magazine.
- e. **Hand sanitisers**; it was agreed to purchase 5 sanitiser dispensers for the Pavilion and the Parish Council offices.

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

<u>BACS</u>		
Salaries	-	5254.75
HM Revenue & Customs	-	PAYE 1562.31
Imperial Cleaning Services	-	Pavilion cleaning
Avon Sportsground Main Co	-	BG contract/materials 595.60
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Wiltshire Council	-	Council Tax – lodge 169.00
T.F. Slade	-	Updating Book of Remembrance 42.00
PCC of Box Parish	-	Parish Magazine advert 121.00
Link	-	Grant to Box PC Assist 2500.00
<u>Direct debits</u>		
Initial Washroom	-	Fem Hygiene 26.77
NEST	-	Pension contribution 160.73
Hitachi	-	Mule leasehire 344.73
Hills Waste	-	Refuse collection 111.06
Fuel Card Services	-	Petrol 23.66
Wiltshire council	-	NDR Car park 91.00
John Deere	-	Mowers leasehire 444.00
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60
<u>Debit Card</u>		
Zoom	-	Upgrade to ZoomPro 14.39

13. Highway Issues:

- Metrocount at Wadswick: the request for a metrocount had been submitted but due to the current coronavirus situation no surveys will be implemented on the ground until restrictions have eased and normal traffic levels have been restored.

14. Items raised at Full Council:

Box PC Assist Group:

Further information had been received from WALC that the recommendation to bring the Box PC Assist Group under the control of the Parish council cannot be done retrospectively.

At the Full Council meeting held on 28th May 2020 it was **resolved** unanimously that while the Parish Council fully endorses and supports the Box PC Assist Group, it should be a Community Group. The Clerk would investigate the insurance. The money that the Group has will remain with Link and they can distribute this as per the Group's terms and conditions.

It has also been **resolved** that the grant from SSE in the sum of £2500 made to the Parish Council be given as a grant to the Box PC Assist Group in order that they can spend the money under the terms for which it was applied for.

It had been stated that as a community group the volunteers could not be covered by the parish council's insurance. The Assist Group will look into arranging its own insurance. After discussion it was **recommended** that the Parish Council make a grant to Box PC Assist to cover the cost of public liability insurance.

It was also agreed to discuss how to proceed in the future and how this could be tied in with the Council's Emergency Plan.

Use of land at Box Hill for allotments: The landowner has stated that he would be willing to extend the lease for ten years but would want a break clause at five years. He would not consider putting in a water supply.

The Clerk had written to the people on the waiting list – three had said that they would be interested; two had replied that they were not interested and one had stated that they would only be interested if there was a water supply.

Clerk to ask Wessex Water how much it would cost to put in a standpipe. Note to be put in the Parish Magazine stating that there might be an opportunity to provide more allotments.

Use of Recreation Ground for running a business: It had been reported that the recreation ground was being used by a local resident to hold gym lessons and he was using a tree and the goalposts for part of his workouts. Clerk to contact the person concerned and ask that he apply in writing to use the Recreation Ground and also to check whether he has his own insurance.

15. Items of report:

- a. **Verges:** It was reported that Wiltshire Council had been cutting verges where wildflowers were growing
- b. **Dead tree on Middle Common:** it was reported that there is a dead tree on the middle common that needs removing
- c. It was reported that there is someone possibly sleeping in the bus shelter by the Rising Sun. This will be reported to the Community Police.

16. Date of next meeting: 8th June 2020

Chairman

Meeting closed at 9.20 pm