



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 8th APRIL 2019

- 1. Present:** Councillors; S. Parker (Chairman); R. Case;
A. Clench; J. Cox; V. Hill; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Councillor R. Campbell
- 4. Public Question Time:** There were no members 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	13 th May 2019
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	13 th May 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 April 2019
Market Place Car Park – Waiting to hear from WC	11 th February 2019	Clerk	13 th May 2019
Booking of tennis courts – Article in Parish Magazine	8 th April 2019	Cllr Parker	17 th April 2019
Purchase of diary and Secure money box		Clerk	13 th May 2019
Parking in layby by Rising Sun – Report to Area Board and Police	8 th April 2019	Cllr Tye/clerk	13 th May 2019
Purchase of pressure washer and shredder. Obtain more information	8 th April 2019	Clls Case/Clench/Hill	13 th May 2019

- 7. Minutes:** The Minutes of the Meeting held on 11th March 2019 were taken as read and signed as being a true record subject to an amendment at item 16a deleting the words “which crosses the A365 and joins Bridgeway 61 to Blue Vein” as this was inaccurate.
- 8. Update on Issues:**
 - **“Box” parish signs:** Clerk and Cllr Hill to meet with Kate Davey from Wiltshire Council on 10th April. The positions of the four boundary signs were discussed

and amendments to the wording of the signs suggested to include the words “Welcome to the Parish of Box” and “Indre-et-Loire”

- **Spreadsheet/provision and Use of Work Equipment Policy**: On-going
- **Design of new website**: Cllrs Campbell gave a short report at the March Full Council meeting. Further report to be given at the April full Council to include the wording for the notice to go on the existing website.
- **Market Place Car Park – Lease**: Following further information this had been discussed at the Full Council meeting on 28th March and the terms of the Lease were agreed. Awaiting the engrossed copy for signature.

9. Matters Arising:

- a. **Electoral Review of Wiltshire Council**; It had been reported at the Area Board meeting that the division name “Box and Colerne” would remain but “Box Hill” would become “Corsham Without”
- b. **Format of Annual Parish Meeting**: The format was discussed and Committee Chairmen will set up the presentations at 3 pm on the 16th April Refreshments would be served and name tags provided for Councillors.
- c. **Horse riders crossing B3109 at Chapel Plaister**; It had been requested that this issue be readdressed and signage considered. However, after discussion it was agreed that no further action be taken
- d. **Formation of a Tennis Club**: It had been **resolved** at the Full Council meeting on 28th March to retain the status quo. However it had been agreed that the Council would look at ways to improve the booking system ie a better diary with the times shown; a lockable cash box and an article to be put in the Parish Magazine advising anyone booking the courts for a Sunday should pay and obtain the key prior to this when the Post Office was open.
- e. **Parking in Bargates**: A reply had been received from the Surgery stating that the matter of reviewing their parking arrangements would be discussed at their next business meeting on 25th April

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. Cllr Hill is collating all the Risk Assessment forms. He needed some clarification on the Playing Fields risk assessment.
- c. **Applications for use of the Recreation Ground/Box Hill Common**:
Application received for use of the Recreation Ground for launch 5-7 hot air ballons from the lower part of the Rec on Sunday 26th May 2019 as part of Box Reels and the Bath Balloon Festival. This was agreed subject to the receipt of a risk assessment.
- d. **Review of policies**: The following policies were reviewed and agreed without change:
 - Application for use of Recreation Ground and Box Hill Common
 - Health & Safety Policy and Procedures
- e. **Business Plan/Forward Plan**: To be discussed further.
- f. **Emergency Plan**: Continue to monitor
- g. **Snow Plan**: This had been adopted at the Full Council meeting on 28th March 2019

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 Reports were circulated and discussed.

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. **Vacancy on Parish Council:** Confirmation that no election had been requested. Notices for co-option will be displayed. The closing date for the applications will be 16th May and the applications will be considered at the Full Council meeting on 30th May
- b. **Work to Recreation Ground:** Quotation received for spraying and rolling the Recreation Ground and for scarifying the football pitch in the sum of £780. It was **recommended** that this be accepted
- c. **Lightbar for the Mule:** No cheaper alternative could be found which would be suitable. It was agreed to purchase the lightbar in the sum of £309 + VAT
- d. **Lay by at the Rising Sun:** Letter received from a resident stating that the bus could not pull into the lay by as vehicles from the garage opposite had been parked for long periods. It was agreed to report this at the next Area Board meeting and ask them to pass it on to the Police. The Clerk will also write to the bus company and ask them to also contact the Police. **Action: MT/Clerk**

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

<u>Cheques</u>			
Wiltshire Council	-	½ yr NDR Offices	1006.10
Wiltshire Council	-	½ yr NDR Cemetery	597.87
Wessex Water	-	½ yr standpipe charge Cemetery	88.50
ICCM	-	Subscription	95.00
 <u>BACS</u>			
Salaries	-		5157.67
S. Lock	-	Cemetery Contract	416.67
E. Joaquin	-	Cem contract	416.67
HM Revenue & Customs	-	PAYE	1547.93
Imperial Cleaning Services	-	Pavilion cleaning	240.00
Avon Sportsground Main Co	-	BG Contract and materials	892.12
Lemon Gazelle	-	Stage payment Neighbourhood plan	1000.00
Joel Arney	-	Materials for Rudloe Play Area; NB Prospect; paint for steps	88.30
Joel Arney	-	Tools (tyre inflator) floor mat	68.19
Environmental Drain Services	-	Balance re septic tank	6846.00
 <u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	95.97
Fuel Card Services	-	Petrol	28.85
Hills Waste	-	Refuse collection contract	68.76
Hitachi	-	Mule Leasehire	404.73
Wiltshire Council	-	NDR Car Park	86.08
Wiltshire council	-	NDR – PFs/Pavilion	295.10
 <u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

15. Highway issues:

- Speed on the Kingsdown Road – a Petition had been presented to Full Council on 28th March. The Council had agreed to support this
- Road closure – Lower Kingsdown Road to be closed from 22nd May for Wessex Water to carry out communication pipe relay works

16. Items raised at Full Council:

- Repainting of white railings**; Wiltshire Council had agreed to a working party painting the white railings. They will be sending information re type of paint and how to prevent any paint dropping into the water course etc. Wiltshire Council will provide cones and would reimburse for the cost of the paint. Hi-viz jackets would need to be worn and there must be a risk assessment. The railings would need rubbing down, undercoating and then a top coat.
- Purchase of power washer**: Clerk to ask Joel for details of the power washer required. This would have to have the right engine size and enough power to pump the water.
- Purchase of a shredder**; Cllrs Case, Clench and Hill will meet to discuss this further and report back to the next meeting. **Action: RC/AC/VH**
- Alterations to committees**: It was stated that the Pavilion Management Committee meetings only met three times a year and the meetings were very short. It was suggested that:
 - that the Pavilion Management Committee be combined with the Playing Fields Management Committee or
 - items such as the Bowling Green, tennis courts and allotments be taken off the Playing Fields committee and combined with the Pavilion Management committee.**To be discussed at Full Council**

17. Items of Report and future agenda items:

- Crossroads sign at Tunnel Inn**: This needs replacing
- It was reported that the white van had been removed from the Cemetery.**
- Dog fouling in Bargates**; Clerk to ask the Dog Warden to visit

18. Date of next meeting: 13th May 2019

Chairman

Meeting closed at 8.55 pm