



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 12th APRIL 2021

1. Present: Councillors S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
J. Cox; M. Tye
Mrs Carey (Clerk)

2. Apologies: Nil

3. Absence: Nil

4. Public Question Time: There were three members of the public present.

Mrs Walton reported that the grassed area by Vine Court had been dug out and planted. She asked if the Groundsman could water this once a week.

She asked if the list of nominations for the election could be put on the website. She also reported that there was a leak in the water tank on the Bowling Green. The Clerk replied that the notice re the election had been put onto the website and the issue of the water tank was being dealt with.

Mr Davies reported that he was collecting the data re the Boxfields Road traffic. He stated that he was not happy with the CATG meeting and the decisions that had been made and he asked that the council consider highway issues carefully ie the Chapel Lane/Devizes Road. Cllr Case reported that several parishioners had asked that road safety and speed should be a priority for the Council going forward.

5. Chairman's Announcements and Declarations of Interest: The Chairman reported that Jonathan Corbett, the Census Engagement Manager, had asked to join the meeting to speak about his concern re comments that had been put on Facebook regarding a Census official who had been going to people's houses following non-compliance with the Census, this is a legal requirement. He had asked that the offensive posts be removed from the Box Discussion Group facebook page and it was confirmed that this had been done. A formal notice re the Census Officers will be put onto the website.

Cllr Parker stated that as there had been several complaints about this facebook page in recent months, a formal letter be sent to the Admin Officer asking for care to be taken to monitor what is published.

6. Minutes: The Minutes of the remote Meeting held on 8th March 2021 were taken as read and will be signed as being a true record subject at the next proper meeting

7. Matters Arising/Actions:

- a. **McColls:** New safety railings had been put in on the pavement in front of McColls
- b. **Blocked drains:** Flood Wardens were still awaiting training.
- c. **Replacement mowers:** Look at the options for replacing the present mowers. It had been agreed that the Council continues with the present lease at a single annual payment of £296
- d. **Sale of parcels of land in Quarry Woods:** The two parcels of land had been sold but not to the local group that had been formed. An application had been received from Wiltshire Council for a Tree Preservation Order to be put on the trees in the woods. Cllr Cox queried a post that had been put onto the Quarry Woods facebook site by a Councillor re the Blue Heart Campaign which could be construed as being on behalf of the

Parish Council. She felt that the Blue Heart Campaign was not a Parish Council initiative but a private issue

- e. **Parking on Hazelbury Hill:** Further letter received from Mr R. Smith following notification of the Parish Council's decision stating "by disregarding the identified need for yellow lines for the umpteenth time the Council is committing to no action even though a Health and Safety issue has been identified and added in your letter of 2015. The question of liability of the Council should be considered carefully in the event of a tragedy to to blocked access to emergency vehicles. Have you decided where the buck stops?"

A reply will be sent to Mr Smith informing him that liability for highway issues rests with the County Council and not the Parish Council.

A letter had been sent to **all** residents of Hazelbury Hill and three replies had been received stating that they did not consider that there was any issue and felt that current system had been working well. No further action to be taken.

8. Policy Matters:

- a. **Review of policies:**

Grievance Procedure/Disciplinary Policy: Revised policies to be drawn up shortly

Use of Social Media Policy: On-going. Cllr Tye to look at any amendments to the policy.

Risk Assessment form: To be reviewed every twelve months

- b. **Business Plan/Forward Plan:** On-going

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments.

- b. **Monitoring of Committee budgets:** Monitoring reports to be circulated regularly

- c. **Loss of Revenue due to Covid-19:** The decision from the Supreme Court had been received. Hiscox Insurance were pursuing the claim made for loss of revenue.

- d. **Reconciliation of Bank balances:** Cllr Cox had carried out the reconciliation of the bank balances.

10. Legal Matters:

- a. **Lodge:** No issues

- b. **Licences:** Licences to be renewed from April

- c. **Data Protection:** On going

- d. **Community Governance Review** Letter received from Wiltshire Council stating that this had been delayed until June/July this year

11. Correspondence:

- a. **Parish Council Elections;** The list of nominations had been published. There are eleven people standing for the Box Ward so there will be an election. Only four people stood for the Rudloe Ward so they will be elected automatically

- b. **Remote meetings:** Letter received from Wiltshire Association of Local Councils stating that the Government had decided not to extend the remote meetings regulations which expires on 7th May. The Annual Council Meeting will need to be held between 10th and 24th May and this must now be held physically. The date for the Box Council Annual Council Meeting has been set for Thursday 20th May and it was discussed that it may be preferable to hold this in the Pavilion.

The requirement to hold an Annual Parish Meeting was waived during the lockdown.

However this meeting must be held between 1st March and 1st June. It was **recommended** that this be held on Thursday 27th May at 7.30 pm and that it be held in the Selwyn Hall if this is free. The format would be presentations by each Committee and any local groups but the meeting could be held by a walk through of the parishioners, thereby limiting the numbers in the hall at any one time.

To be **discussed** further at the Full Council meeting on 29th April.

- c. **Water tank on Bowling Green:** It had been reported that the water tank was leaking. It is not sure if it is the actual tank or the liner. Action had been taken to disable the water supply

and quotes will be obtained for a new plastic tank. The water meter had been checked and there had been no change in the readings.

- d. **Flower planters:** An offer had been received from Mr Case to move the planters so that the Gardening Club can plant these and the ones by the Bowling Green. Cllr Tye will liaise with the Gardening Club.
- e. **Access from houses onto Allotments:** Letter reporting that a plank had been put across the stream allowing access onto the allotments – *to be discussed at the next Playing Fields and Pavilion Management Committee meeting*
- f. **Footpath 39 Box Hill:** Letter received from a resident who lives by F39. A lot of cyclists are using this path and he has asked for a chicane to be put in to prevent this. *Discuss at the next meeting of the Box Hill & Rudloe Management Committee.*
- g. **New litter bin:** Request received for a new litter bin at Rudloe. It was agreed that before any new bins are positioned, the Council would have to look at the condition of the wheelie bins in the Car Park as they cannot deal with any more rubbish. Clerk to contact Hills Waste to see if these could be replaced.
- h. **Football Cup Final:** Request to hold the Chippenham and District Sunday League football cup final on the Recreation Ground on 16th May at 10.45 am. It was agreed to ask for more details regarding the number of people, cars etc and suggesting that the Leafy Lane Playing Fields might be the better option.
- i. **Peacock Arts Trail:** This will be held from 11-19 September 2021 in Corsham and surrounding towns and villages.

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

<u>BACS</u>			
Salaries	-		5380.48
HM Revenue & Customs	-	PAYE	1631.98
Avon Sportsground Main Co	-	BG contract	855.04
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
SSE	-	Electricity Tractor shed	77.10
John Miller	-	Servicing to machines/work boots	454.04
John Miller	-	Repairs to mower (new inner tube)	67.28
WALC	-	Subscriptions	1112.27
Countrywide Grounds Main	-	Work in Cemetery	715.84
Goughs solicitors	-	Work re Shed and Common	900.00
D.J. Mathias	-	Pavilion taps	243.72
Wessex Water	-	Standpipe Cemetery	178.00
Wiltshire Council	-	½ yr NDR Office 1022.90	
		Cemetery 802.50	1825.40
Mirage Signs	-	New signs –PFs, Common, Parking	104.40
D.J. Mathias	-	Replacing damaged tap public toilet	270.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	28.38
NEST	-	Pension contribution	167.04
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	138.67
Fuel Card Services	-	Petrol	10.80
Fuel Card Services	-	Petrol	29.36
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	307.90
		Car Park	91.68
John Deere	-	Mowers leasehire	
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Zoom	-	Subscription	14.39
Amazon	-	Accounts Book	19.98

13. Highway Issues:

- Warning sign for horses at Prospect: Parish Council to collect data evidence
- Farm Vehicles turning at Boxfields Rd Cllr Davies had reported that he was collecting data

- Leafy Lane: A proposed scheme including dropped crossing points, improved signage etc has been agreed and is now awaiting a final scheme cost. The final cost will be shared with the Parish Council so confirmation is needed that a 25% contribution is agreed. The total cost will be in the region of £7000. It had been agreed that the Parish Council contributes 25% to the cost of the work. The issue of reducing the speed limit on Leafy lane had been raised but this would not meet the national criteria
- B3109 Bradford Road: The problems experienced by pedestrian walking along and crossing the road were recognised and agreed by CATG. The School is in the process of updating their School Travel Plan and there will be discussions between the School Travel Plan Advisor and CATG officer to agree where in Wiltshire Council the work should be owned and progressed and how the costs of surveys and improvements will be funded.

Other issues

- A4 opposite Budgens Garage: The Clerk has asked for the work to the damaged drain and to raise the pavement to proceed. A letter had been received asking for consideration to reducing the speed limit to 30 mph but it was agreed that this stretch of road would not meet the criteria for this. Wiltshire Council has confirmed that the SID could be sited on this stretch of road
- Junction at top of Chapel Lane/Devizes Road: After further discussion it was **recommended** that the Parish Council do not pursue this further at the present time.
- Parking at Chapel Plaister: Gemma Winslow from Wiltshire Council had looked at the site and reported that this was not Wiltshire Council land so there is nothing that they can do to stop vehicles parking. She suggested that it might be worth considering installing bollards. It was agreed to monitor this to see if the situation improves once lockdown has finished. A new sign for the Chapel parking had been made
- VW Garage Ashley: A letter had been received regarding parking of cars for sale on the main road. Gemma Winslow from Wiltshire Council has reported that as there are no parking restrictions no tickets can be issued and technically no rules are being broken unless the vehicles are untaxed/MoT
- Erection of bollards, Bradford Road and Boxfields Road: Gemma Winslow had met with the landowner who had erected bollards at gated entrances on the Bradford Road and Boxfields Road to stop the access being blocked by parked cars. She has confirmed that there was no issue with the bollards as they are on private land but she had suggested that these be replaced with reflective posts.
- Increased HGV movements and air quality in Box: Cllr Mathew had raised this issue with Wiltshire Council given the increased HGV traffic driving through Box due to the restrictions on and the coming closure of Cleveland Bridge in Bath as well as the new Clean Air Zone in the City.
- Church Lane – formalising of the No Parking Zone: Cllr Mathew had raised the resurfacing of Church lane with Wiltshire council. In order for this to proceed the Parish Council needs to formalise the issue on the No Parking Zone. The Chairman reported that she has spoken to the Church and local residents who do not see a problem with the parking. After discussion it was **recommended** that the Council does not ask for the no parking zone to be formalised and that the resurfacing of Church lane can go ahead.

14. Issues raised at Full Council:

- Kingfisher Trail: Members of the Bybrook Conservation Group have expressed an interest in siting the Kingfisher on private land near the Bybrook. It was **recommended** that the Parish Council go ahead with offering to host the Kingfisher, preferably in early August
Post Minute note: The only dates available are the 6th September to 20 September

15. Items for discussion:

- Reopening of the Pavilion: It was agreed that this should be left until more information had been received. *To be discussed further by the Playing Fields & Pavilion Management Committee*

16. Items of Report:

- Clerk asked to obtain quotations for a set of wadders for use in the pond
- A check on the trees on the Common which were overhanging footpaths had been carried out and it had been suggested that it would be cheaper for the Parish Council to invest in a throw line and equipment to deal with these branches. Quotations to be obtained
- It was asked if a public thank you to employees could be put on the Full Council Agenda
- It was reported that the Assistant Groundsman will be spending one day a week tackling the weeds and the streets
- Clerk to ask the Parish Steward to clear the gravel from the pavement opposite Budgens
- Rights of Way by Ashley Stud/Railway bridge – this is very muddy. It was agreed to ask the Cotswold Wardens if chippings could be put down
- There is a blocked drain at the lower end of Beech Road outside Vale View

Meeting closed at 9.30 pm

Chairman