



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 9<sup>th</sup> AUGUST 2021

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell; R. Case; R. Davies; B. Walton; D. Wright; A. Woollard  
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public present. Mr Walton asked who had agreed the decision for the locations of the SID and asked whether the "Thank you" could be turned off. The Chairman replied that when the SID had been purchased the Council had agreed the locations. A list will be sent out to Councillors. Meetings had been held with Wiltshire Council to agree the location and Wiltshire council had confirmed that the SID could not be put on the B3109
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 12<sup>th</sup> July 2021 were taken as read and signed as a true record
- 7. Matters Arising/Actions:**  
The Chairman stated that the point of having the Action Sheets was to show the extra items of work for the members of staff. As had been agreed a Councillors would meet with Joel and Chris to go through the items on the Action Sheets and if the work was something that they could not undertake it, a quotation would have to be sought for someone else to carry out the work. The Personnel Committee will discuss this at the meeting in September. However, Cllr Walton stated that she felt that it was useful to have all the actions listed and not just those for Chris and Joel.

  - a. **Flood Wardens - Blocked drains;** Flood Wardens were still awaiting training.
  - b. **Replacement mowers;** It was agreed that information re the replacement mowers should be brought back to the meeting in October.
- 8. Policy Matters:**  
a. **Review of policies:** List of policies had been circulated to Committee members. The policies need to be reviewed at different times and the Committee will need to go through and decide whether they need to be reviewed annually, biannually or only if legislation changed. The Committee will look at the list of policies at the September meeting and put dates for renewal against the policies.

**Grievance Procedure/Disciplinary Policy:** Cllr Case is reviewing these and will bring them to the October Meeting.

Cllr Case agreed to review the **Appraisal policy; Lone Working policy and Child Protection policy** and report back to the meeting in September

Cllr Campbell agreed to review the **Health and Safety Policy** and will bring this back to the September meeting

**Policy for Use of Personal Social Media by Councillors:** On-going. Cllr Tye to look at any amendments to the policy.

**Procurement Policy:** Cllr Campbell had drawn up a Procurement Policy. The draft includes a paragraph re Climate Strategy. All Committee members to look at this and bring any comments back to the September meeting.

**Tree Policy:** Cllr Walton to draft a policy for review at the next meeting. This could cover the trees on the four areas of land owned by the Parish Council ie the Recreation Ground; Lacy Wood; Box Hill Common and the Cemetery.

**Risk Assessment form:** To be reviewed at the next meeting

- b. **Business Plan/Forward Plan:** The Committee was shown a copy of the Forward Plan that had been used previously. It was agreed that the document should be revised as it was felt to be an extremely useful document. This could act as a handover information document for changes of Committee Chairmen or committees. Each Chairman was asked to look at their objectives, to revise them and bring the amended draft back to the next meeting in September. The Clerk will circulate the document to all the Chairman.

#### **9. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments.
- b. **Monitoring of Committee budgets:** Monitoring reports will be sent out regularly
- c. **Loss of Revenue due to Covid-19:** The claim was still be pursued by Hiscox
- d. **Reconciliation of Bank balances:** Cllr Campbell has taken over the reconciliation of the bank balances.

#### **10. Legal Matters:**

- a. **Lodge:** The Full Council had agreed that the tenancy be extended for a further fixed term of 12 months.
- b. **Licences:** Licences 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. **Rudloe Green:** Copy of a letter sent to GreenSquare re the regeneration of Rudloe including Rudloe Green. It appears from a recent Update that this may be relating to the "disposal of public open space". It was agreed to invite GreenSquare to attend a Council meeting to give an update on the regeneration proposals and it was **recommended** that an open meeting with the Parish Council, GreenSquare and Rudloe residents could be held at the School on either 21<sup>st</sup> or 22<sup>nd</sup> September.
- b. **Pavilion showers and urinals:** It was reported that one of the showers had been running and not switched itself off. One of the urinals was also flushing for longer than usual. The plumber had serviced the shower and will be looking at the urinal.
- c. **Bowls Club:** Letter from the Bowls Club reporting that a gentleman had been standing at the entrance to the car park asking bowlers if they lived in the village or, if not, where they lived. The Clerk will reply stating that this was nothing to do with the Parish Council.
- d. **Rustic Cottage, Box Hill:** letter received from the solicitors acting for the owner in the sale of Rustic Cottage. They refer to a Deed between the Parish Council and the owner granting right of access over the path beside the property. They have raised enquiries re the arrangements for the repair and maintenance of the access and whether any future works are proposed. ***Passed to the Box Hill & Rudloe Open Spaces Committee for consideration.***
- e. **Ash trees – Longsplatt/Henley Lane:** letter received regarding the condition of the Ash trees at the junction of Henley Lane and Longsplatt. It was agreed to pass this to Wiltshire council to confirm that they own the trees and that they will check them.

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

<u>Cheques</u>			
Box Parish Community Assist	-	Grant	130.00
A. Rich (reissue of cheque 6535	-	Work to Under 7s steps	2965.62
<u>BACS</u>			
Salaries	-		5746.32
Revenue & Customs	-	PAYE	1628.11
Avon Sportsground Main Co	-	BG contract	729.52
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
SSE	-	Electricity Tractor shed	61.76
Westcare Supply Zone	-	Printer cartridge/green sacks/ Laminating pouches	268.54
Water2Business	-	Water charges Pav/BG	282.66
SSE	-	Pavilion gas	163.45
SSE	-	Office Gas	141.14
D.J. Mathias	-	Service to shower in Pavilion	90.00
Hooble	-	Website Domain name	144.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	28.38
NEST	-	Pension contribution	167.04
Hills Waste	-	Refuse collection	130.75
Fuel Card Services	-	Petrol	10.80
Fuel card Services	-	Petrol	40.91
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	304.00
		Car Park	91.00
Hitachi	-	Mule Leasehire	344.73
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Zoom	-	Subscription	14.39

**13. Highway Issues:**

- Leafy Lane: It was reported that Cllr Derek Walters is pursuing the possibility of a 30 mph speed limit. He was seeking to get the roads redefined as a local access road and not a through road. The Metro Council had shown cars doing 30 mph so it gives a good reason to reduce this from 40 mph. It was agreed that Cllr Davies would act as the PC liaison with Cllr Walters. Cllr Walters to be asked to bring any options back to the Parish Council before they are taken to CATG in case there are any cost implications.
- B3109 Bradford Road: This had been put as a priority for the next CATG meeting in September
- Highways Improvement Request form: Request received for a walkway to be created from the bus shelter at Hedgesparrow Lane or for a street light to be installed. **Transfer to Box Hill & Rudloe Open Spaces Committee for discussion**
- Highways Improvement Request Form: Request for a footway on the B3109 from Glen Avon to the turning for the Wadswick Country store. As the cost would be in the £10,000s Clerk to pass this over to Wiltshire Council Highways as it would be outside the remit of CATG
- Other issues
- Warning sign for horses at Prospect: Data to be submitted
- Farm Vehicles turning at Boxfields Rd Data submitted
- A4 opposite Budgens Garage: Letter received from David Arnup stating that he will arrange a meeting with the contractor to start the ball rolling with pricing up reconstruction of the footway.

- Parking at Chapel Plaister: Clerk to ask Gemma Winslow from Wiltshire Council to look at the site again. A new sign for the Chapel parking had been made and will be put up shortly
- Metro Count Wadswick – This will take place once lockdown is lifted.
- Winter preparations: Councillors are asked to check all the salt bins. A list of the bin locations will be circulated.
- SID: The second SID had been ordered. Latest data and locations for the SID to be circulated to all Councillors.
- Road Closure: The Ley to its junction with Hazelbury Hill – resurfacing to take place from 26<sup>th</sup> September

**14. Issues for discussion:**

The Agenda item “discussion on a handover information document to be used when Committee Chairman or composition of Committee changes” had been covered under the “Forward Plan” above.

**15. Items raised at Full Council:**

- **Items to be considered at an additional Council meeting**; Several issues had been raised at the last Full Council meeting which it was agreed could be discussed at an additional Council meeting to include looking at how the Council conducts its meetings. It was suggested that this could be held on **Thursday 23<sup>rd</sup> September**.
- **Reinstatement of Parish Newsletter**; To be **discussed at Full Council** to decide whether this should be reinstated and the format to be used.
- **Review of Broadband for Parish Council Offices**: It was agreed to investigate this and to look at the provision of a booster box for the Council Chambers.

**16. Items of Report:**

- a. Cllr Wright reported that the Area Board had agreed the application for funding re the restoration of the surface of Footpath 18. This would be £1250 from Area Board; £625 from Wiltshire council and £625 from Box Parish Council. To be discussed at the Box Hill & Rudloe Open Spaces Committee.
- b. Cllr Case stated that she disagreed with and challenged the issue raised at the last Full Council meeting re the Policy & Finance Committee.

**17. Date of next meeting:** 13<sup>th</sup> September 2021 at 7.30 pm

**Chairman**

*Meeting closed at 9.15 pm*