



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 14th FEBRUARY 2022

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell; R. Case;
R. Davies; B. Walton; A. Woollard; D. Wright
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There was three members of the public present.
Mr Walton stated that the Agenda documents were not in the public domain and that all papers should be on the website and therefore these items should not be discussed. The Chairman stated that if a document is received on the day of the meeting it is up to the Chairman and the Committee to decide if it will be dealt with.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 10th January 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**

 - a. Replacement mowers:** A comprehensive report showing the full costings and comparisons between the two battery operated mowers, together with the options for purchasing, had been drawn up and circulated. The Clerk reported that there is someone who may be interested in purchasing the existing mowers. Cllr Case stated that the Parish Council should continue to look at future greener options for the batteries and their disposal.

After discussion it is **recommended** that taking into account all the information given, the Parish Council proceeds with the acquisition of the Mean Green battery operated mower at a cost of £31847 + vat using a five year lease hire agreement at a cost of £330 + vat per month
- 8. Policy Matters:**

 - a. Review of policies:**

Co-option Policy: The revised draft had been circulated. It was **recommended** that this be adopted by Full Council.

Disciplinary Policy: Cllr Case is reviewing this and will bring it to the March Meeting.

Grievance Procedure: Cllr Case is reviewing this and bring back to the March meeting

Procurement Policy: An amended copy had been sent out. It was agreed that reference in the policy to financial Regulations regarding purchases of between £250 and £500 needs expanding and there also needs to be reference to any Call-off Contracts. It was agreed that Councillors review the policies and send any suggested amendments back to the Clerk for further discussion next month.

Risk Assessment form:

- PAT testing arranged for 14th March.
- The light on the security camera had been fixed.
- An EPC Certificate to be carried out.
- A quotation for the replacement side gate had been received in the sum of £160 for treated or £230 for painted.
It was **recommended** by six votes in favour and one against that the quotation of £160 for the treated gate be accepted.

- b. **Business Plan/Forward Plan:** Business Plan to be drawn up. The SMART objectives need adding to the Forward Plan. When all the committees have completed their part of the Forward Plan the document will be collated.
- c. **Emergency Plan:** Cllr Tye had declined to undertake this. Cllr Parker will review this.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** On-going
- b. **Monitoring of Committee budgets:** The Clerk had drawn up a report showing the additional income and expenditure over the normal monthly items. The monitoring report up to 31st January 2022 had been circulated.

Cllr Walton stated that the Pavilion income to date was lower than had been budgeted for. This is a result of the on-going Covid restrictions and the fact that some user groups had paid in advance and not used the facility over the lockdowns.

The Clerk highlighted issues relating to the budget for 2022/23:

- **Cemetery - Electricity in Chapel**
A large bill for £525.13 had been received for the use of electricity in the Chapel. The Clerk has discussed this with SSE and has carried out checks as advised. The smart meter had been checked and this appeared to be working correctly. The thermostat had also been checked. Daily readings had been taken which showed a usage of about 14 units a day which for the 77 day period of the account should be about 1078 units but the amount shown is 1670.

For the last financial year the Council did not have to pay any charges as the previous accounts had been overestimated.

The amount put in the budget for next year will not be enough and there will be an overspend of about £600-700. It was suggested that the Cemetery Management Committee look at the heating for the anteroom

Contract for maintenance of the Cemetery: The budget had allowed for an increase in the contract but the revised contract just received shows that this has been increased by 2.5% year on year for the past four years which will result in an underspend of £500

- **Playing Fields – Materials for the Bowling Green**
Only the cost of the contract had been put into the budget, not the additional cost of the materials which will result in a shortfall of about £1500. This had been discussed at the Playing Fields & Pavilion Management Committee meeting.

- c. **Reconciliation of Bank balances:** Cllr Campbell has taken over the reconciliation of the bank balances.

10. Legal Matters:

- a. **Lodge:**
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going

- d. **Lease of field behind Cemetery:** This had been signed wef 1st January 2022

11. Correspondence:

- a. **Gully tank visit:** This will be in the area shortly. Clerk to report the blocked drains on the A4; Mill Lane; Market Place and Glovers Lane; Henley lane and Chapel Plaister
- b. **Planting a tree for the Jubilee:** Information received. It was agreed that the 4000 trees planted by the Cotswold Wardens were sufficient
- c. **Gigaclear:** the dates for work to be carried out had been circulated to all Councillors.
- d. **Wild about Wiltshire:** Letter received from Wiltshire Council asking for town and parish councils to nominate any grassed areas or public open spaces owned by Wiltshire Council that could be designated as wildflower meadow. Clerk to circulate the letter for discussion at **Full Council.**

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

<u>BACS</u>		
Salaries	-	5380.28
HM Revenue & Customs	-	PAYE 1628.11
Avon Sportsground Main Co	-	BG contract 622.50
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Imperial Cleaning Services	-	Pavilion 333.60
SSE	-	Cemetery Chapel 525.13
	-	Parish Council Offices - Gas 227.61
3E Assessment	-	EPC Report 205.00
Ultra-Warm	-	Service to boiler Pavilion 222.00
	-	Service to boiler, Council offices 132.00
Consortium	-	Cleaning materials, toilet rolls 263.03
CPRE	-	Subscription 36.00
Westcare Supply Zone	-	Printer cartridge 90.00
Water2Business	-	Pavilion/PFs 44.69
Marcus Mitchell	-	Repairs to Car Park wall 70.00
Melissa Hoskings	-	Pond Management Plan 250.00
V. Porter	-	Refund of Pavilion hire charge 32.00
M. Carey	-	Accounts Book 16.40
Box Hill Motors	-	Mule MOT 48.00
<u>Direct debits</u>		
NEST	-	Pension contribution 167.04
Initial Washrooms	-	Feminine Hygiene 30.08
Hills Waste	-	Refuse collection 126.92
Plusnet	-	Telephone Pavilion
Plusnet	-	Office
Wiltshire council	-	NDR Pavilion/PFs 304.00
	-	Car Park 91.00
Hitachi	-	Mule Leasehire 344.73
Fuel Card Services	-	petrol 44.06
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60

13. Highway Issues:

CATG meeting: The report from the meeting held on 12th January had been received. The next meeting scheduled for 6th April had been cancelled.

Highways Working Group: The report from the meeting of the Working Group held on 19th January was discussed and the following issues raised:

Wadswick/Chapel Plaister: it was agreed that there is a serious visibility problem for cars exiting out onto the B3109 on the brow of the hill. There is also increased traffic along this road.

It is **recommended** that an Issue Sheet be submitted to CATG to look at this issue.

Chapel Lane/Junction with A365

Cllr Davies had drawn up a report regarding the danger of the poor visibility from the right and the request to extend the yellow lines to remove at least one car parking space. It was also suggested that the parking area on Chapel Lane could be deregularised. It was agreed to look into the costs for this.

It is **recommended** that an Issue Sheet be submitted to CATG to look at this issue

Road from Bathford to Kingsdown: A request had been received for a further metro count but this had been carried out recently. Residents had requested a warning sign that walkers and riders use the road.

It was **recommended** that an Issue Sheet be submitted to CATG but a survey would have to be carried out before CATG would agree to prioritise this.

Charging Points; The Working Group had discussed the provision of electric car charging points but are waiting for more information from Wiltshire Council.

Tunnel Inn Crossroads: Following the recent bad accident when a delivery van failed to stop and crashed into a car, Wiltshire Council had been asked to reinstate the road markings as a priority. The signage at the junction also needs improvement. This issue will go back to the Working Group for further discussion.

14. Climate Strategy Action Plan:

An article to be submitted to the Parish Magazine was discussed and agreed.

15. Items of Report and future Agenda items:

Hedge planting: Cllr Walton has organized working groups to plant the hedge round the compost area on 20th and 27th February

17. Date of next meeting: 14th March 2022 at 7.30 pm

Meeting closed at 8.55 pm

Chairman