



BOX PARISH COUNCIL

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

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
J. Cox; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were three members of the public present.

Mr Paul Turner referred to the emails that had been circulated to members of the Committee reference the outcome of the public consultation meeting held on 4th July to look at the options for the regeneration of the Rudloe Community Centre/Green. He stated that out of the three options presented by GreenSquare, none had included the existing Community Centre. This was after being told that all options would be on the table and before the Steering Group had been constituted. It had also been stated that the Community Centre was unsafe although no formal review to its safety had been carried out. He asked Box Parish Council to consider taking over the Community Centre which could be run in conjunction with Camomile Café.

Mr Robert Davis stated that he supported this view. He had spoken to residents who did not want to see houses built on the Green. He felt that the Parish Council would get an income out of the Community Centre and could afford to carry out the renovations.

Mrs Sally Mitchell spoke about a meeting in Guildhall, Bath on 5th July which had included a presentation by Dr Erica Mallery-Blythe on the risks involved with 5G. She stated that several towns, including Glastonbury and Frome had stopped the roll out of 5G. She left leaflets to be distributed to Councillors and asked the Parish Council to get involved.

- 5. Chairman's Announcements and Declarations of Interest:** Nil

6. Actions:

Issue raised	Start date	Actionee	Due date
Purchase and installation of Parish signs	October 2018	Cllr Hill/Clerk	12 th August 2019
Spreadsheet to go with the Provision and use of work equipment policy – check legality	October 2018	Cllr Hill	End of July 2019
New website	February 2019	Cllr Campbell	End of July 2019
Purchase of shredder and other tools and equipment – discuss at Full Council	8 th April 2019	Clls Case/Clench/Hill	End of July 2019
Co-option to fill vacancy	8 th July 2019	Clerk	Full Council – 25 th July
Business/Forward Plan	July 2019	Cllrs Parker/Campbell	12 th August 2019

Damp issues in the Lodge	8 th July 2019	Clerk/Cllr Botterill	12 th August 2019
Footpath by Real World Studios – contact Rights of Way Warden	July 2019	Cllr Gould	12 th August 2019
Obtain more information re the options for the Rudloe Community Centre and Green	July 2019	Clerk	12 th August 2019
Location of grit bin and notice board at Wadswick	July 2019	Cllr Parker	12 th August 2019
Name badges for Councillors and staff – Discuss at Full Council	July 2019	Cllr Park	25 th July 2019
Sponsors for flower tubs – discuss at Full Council	July 2019	Cllr Whitford	25 th July 2019

7. Minutes: The Minutes of the Meeting held on 10th June 2019 were taken as read and signed as being a true record subject

8. Update on Issues:

- **“Box” parish signs:** The quote from Ringway for the installation had been agreed at Full Council. Signs to be ordered.
- **Spreadsheet/provision and Use of Work Equipment Policy:** Cllr Hill will check the legality of this.
- **Design of new website:** This is proceeding

9. Matters Arising:

- Vacancy on Parish Council:** Following the resignation of Cllr Clench, there had been no call for an election and the Parish Council could now advertise for co-option. Notices to be put up with any applications to be submitted by 22nd July for consideration at the Full Council meeting on 25th July
- 50mph sign:** The replacement sign for the top of Box Hill A4 is on order
- Claim made re accident in Pavilion 2012:** The Insurance Company have confirmed that this is a claim made shortly after the accident.
- Electricity supply to Tractor Shed:** A meeting had been held with SSE on 2nd July. In order to avoid having to dig the trench near the BT and water pipes it was agreed that a second pole would be installed adjacent to the steps from the Queens Head. This, together with two stays that are required, will amount to an additional £2171.52 + VAT. It was agreed that this be paid. It is still within the budgeted amount.

10. Policy Matters:

- Policies:**
- Review of policies:** On going
- Format of Risk Assessment form:** On-going
- Applications for use of the Recreation Ground/Box Hill Common:** Risk Assessment received for the Campfest which will be held on 12th July
- Business Plan/Forward Plan:** To be discussed at next meeting.
- Emergency Plan:** Continue to monitor

11. Financial Matters:

- Investment of Earmarked Reserves:** Continue to monitor investments
- Financial Regulations and Financial Risk Assessment:** Cllr Cox had been appointed to carry out the quarterly review of the bank balances.
- Monitoring of Committee budgets:** Regular monitoring reports will be circulated

12. Legal Matters:

- a. **Lodge:** The Letting Agent had reported that there is a severe problem with black mould in the Lodge and they cannot relet this in its present condition. As a complete new damp course had been installed in 2013 the Clerk and Cllr Botterill will pursue this to establish whether this is the cause or whether it had been a lack of ventilation. Meeting to be arranged to look at the problems and the Clerk will contact Sovereign Damp Proofing, who carried out the work, to discuss the issue.
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection:** The appointment of the Data Protection Officer had been renewed.

13. Correspondence:

- a. **Installation of 5G:** Following the presentation and the leaflets from Sally Mitchell, this issue was discussed. The Committee were not sure if there is sufficient evidence of significant health issues. This has been researched for over ten years. The Committee agreed to pass on all the information to Councillors who can take this issue up personally if they wish to do so but felt that, as a Council, not to pursue this at the present time.
- b. **Water tank:** Following the purchase of the pressure washer, together with the need to water the flower tubs, it was **agreed** to purchase a water tank in the sum of £104.25 + vat
- c. **Red Telephone Box at Ashley:** Letter received from local residents. As Mr Adams will shortly be moving from Box it was requested that the name of the Licence for the community use of the Telephone Box be changed to the "Ashley Red Box Committee". This was agreed.
- d. **Footpath 20 – Real World Studios:** letter received about the footpath by the Studios which has confusing signs stating that the footpath had been closed. Cllr Gould had checked the Definitive Map which clearly showed that no alternation had been made to the footpath. He will take this up with the Rights of Way Warden.
- e. **Clearing of vegetation from Tunnel Portals:** Letter received from a parishioner requesting the Parish Council ask Network Rail to clear the vegetation from the Tunnel Portals. It had been asked that this work be included with the planned management work.
- f. **Lowar Water Garden – replacement bridge:** Letter received from a parishioner regarding the replacement bridge. It was confirmed that no planning permission would be required for the proposed works. This is being dealt with by the Playing Fields & Pavilion Management Committee.
- g. **WALC:** The WALC newsletter had been circulated

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

<u>Cheques</u>			
Travis Perkins	-	Sadolin, rollers, brushes	80.62
<u>BACS</u>			
Salaries	-		5157.47
HM Revenue & Customs	-	PAYE	1580.22
Imperial Cleaning Services	-	Pavilion cleaning	240.00
Avon Sportsground Main Co	-	BG contract	748.34
J. Arney	-	Reimburse plants/wood for planter	176.40
Corsham Print	-	Newsletter	113.00
John Miller	-	Materials	88.34
SSE	-	Additional costs for electricity supply	2605.82
Westcare Supply Zone	-	Ink cartridges	166.80
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	186.34
Hitachi	-	Mule Leasehire	344.73
Wiltshire Council	-	NDR Car Park	90.00
Wiltshire council	-	NDR – PFs/Pavilion	300.00
John Deere	-	Mowers leasehire	444.00
Fuel Card Services	-	Petrol	29.06
Hills Waste	-	refuse collection	86.96
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

15. Highway issues:

The following issue had been raised at Full Council on 27th June 2019

- Request for a “Caution 30mph – slow down now” sign be place on the A4. Kate Davey Senior Engineer with Wiltshire Highways has stated that on the public maintainable highway, Wiltshire Council are only permitted to erect highway signs as specified in the Traffic Signs Regulations and General Directions 2016, which are the regulations directly from the Department for Transport. Unfortunately the wording requested is not allowed for in the regulations and therefore should not be erected on the public highway.

16. Items raised at Full Council:

- a. ***Alex Kalidoski had raised concerns regarding the transition from Community Plan to Neighbourhood Plan and why the Community Plan has not been update***

The Parish Council had agreed that because the Neighbourhood Plan was being drawn up the Community Plan would not be updated.

***“I note the Council’s response within meeting minutes 27/06/2019 to Dave Wrights comments on 28/3/2019 regarding CIL payments and distribution of funds and believe the council comments to be false and misleading.”
Mr Kalidoski went on to outline two specific planning applications and the allocation of S106 and CIL payments.***

The Clerk had taken these issues up with Wiltshire Council. A full reply had been received from the S106 Community Infrastructure Monitoring and Admin Officer for Wiltshire Council as follows:

13/052724/OUT Bradford Road

S106 agreement dated 04/05/2015 requires the following:

- Cemetery contribution £4998 – this will go to Corsham
- On site Public Open Space Commuted sum £ to be calculated at transfer – it is understood the developers will be instructing a management company for the Open Space and not transferring this to Wiltshire Council
- Highways contrubiton £100,000
- Leisure contribution £38,460 – it had been agreed that this will come to Box Parish Council for use on the Pavilion
- Primary Education £279,686 – paid on 15/03/2019
- Secondary Education £306,480 – paid on 15/03/2019

As this development was granted permission prior to the date Wiltshire Council implemented CIL (18/5/2015) this development is not CIL liable.

17/12270/REM – There is no CIL contributions from this as the outline permission (detailed above) was granted prior to Wiltshire Council implementing CIL. All financial requirements were dealt with by way of S106 agreement

14/11354/OUT Westwells Road

S106 agreement dated 04/08/2016 requires the following:

- Cemetery contribution £10,000 – this will come to Box Parish Council
- Primary School contribution @ £18,064 per place
- Public Open Space Maintenance contribution - £ to be calculated at transfer – again it is understood the developers will be instructing a management company for the Open Space and not transferring this to Wiltshire Council

- Secondary School contribution @ £23,940 per place
- Traffic regulation Order £4,000
- Travel Plan Monitoring £7,500

As this development was granted permission after the date Wiltshire Council implemented CIL, the Reserved Matters approval will attract a CIL charge. When the Reserved Matters application has been submitted Wiltshire Council will be able to provide an approximate amount that Box Parish Council would receive.

b. Future of Rudloe Green and the Community Centre:

Following the presentation given by Phil Bowley at the Full Council meeting on 27th June and the issues raised at the Public Question Time above the Committee discussed this.

There were concerns that the Green Space should be preserved. It was agreed that the houses and flats are in need of modernising. It was also stated that a decent Social Centre was needed. However, the existing Community Centre had never been fully used in the past.

It was agreed that GreenSquare should not rule out all the options and at this stage everything should be considered and the Steering Group need to take control of this.

The question of a shop was also discussed, particularly with the closure of the Westwells Post Office and Hawthorn Stores, but no enterprise was willing to take this on.

It was stated that the Parish Council does not have funds available to take over the Community Centre. It was agreed to ask Phil Bowley from GreenSquare for confirmation if the options regarding the Community Centre had been ruled out and, if so, why. Information would be obtained from Wiltshire Council regarding the legal situation and the state of the current Community Centre.

c. Change of name of the Box Hill Common & Rudloe Management/Rights of Way Committee

It was **recommended** that this be changed to “Box Hill & Rudloe Open Spaces Committee

d. Grit bin/dog waste bins and notice board for Wadswick: It was agreed to look into the location for a grit bin and notice board and discuss at the next meeting. It was agreed that a dog waste bin was not necessary and would not be emptied by Wiltshire Council.

e. Changes to National Park: The information had been circulated to all Councillors and the contents noted

18. Other issues:

Redecoration of Council Offices: It was agreed to draw up proposals and obtain quotes for the renovation of the kitchen. It was also agreed to look at the purchase of a drop down screen and fixing a projector in the ceiling and to the redesign of the layout of the Council Chambers

19. Items of Report and future agenda items:

- a. **Discussion re the purchase of a shredder:** It was reported that the discussion at Full Council should include all equipment and tools
- b. **Identification badges for all Councillors and staff:** Discuss at Full Council

- c. **Flower tubs on the Recreation ground and the village**: It was suggested that sponsors could be sought for these. Discuss at Full Council
An offer of 20 boxes of bedding plants had been accepted
- d. **Fundraising by local youngster**: As reported in the Parish Magazine a local youngster is raising money to take spend a month in China and Vietnam with World Challenge, involving treks in both countries, as well as a community building project. It was suggested that the collection for the Chairman's Fund at the end of July be given towards this.

20. Date of next meeting: 12th August 2019

Chairman

Meeting closed at 8.45 pm