



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 14<sup>th</sup> JUNE 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 were two members of the public present.

Kerry Parker, Head of Corsham School Broadwood Site, attended to speak about the speed of traffic on the B3109 and the issues facing the 235 children attending the school. She is petitioning Wiltshire Council, the MP, Parish Council and Unitary Councillor re the current 50 mph speed limit. Walking and cycling to school is dangerous and is causing a barrier to the Travel Plan – part of which is to discourage use of cars to get the children to school. There had recently been three incidents outside the gate – a lorry had reversed; a car had crashed into a wall and a dead cat had been found. These incidents had happened at play time. The children are writing letters to be sent to Wiltshire Council, Parish Council and MP. She has spoken to Ruth Durrant the Wiltshire Council advisor on the School Travel Plan. It was felt that the best option would be a permissive footway to the pedestrian crossing, flashing signs and a 20 mph speed during school drop off and pick up times.

- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 12<sup>th</sup> April 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. **Flood Wardens - Blocked drains;** Flood Wardens were still awaiting training.
  - b. **Replacement mowers;** The Groundsman has drawn up costings and was looking at the comparison between cost of petrol/electricity. It was suggested that two Councillors should take the lead on this and liaise with the Groundsman. **Discuss at Full Council**
- 8. Policy Matters:**
  - a. **Review of policies:** List of policies to be sent out to Committee members  
**Grievance Procedure/Disciplinary Policy:** Revised policies to be drawn up shortly  
  
**Policy for Use of Personal Social Media by Councillors:** On-going. Cllr Tye to look at any amendments to the policy.  
A letter regarding the Box Parish Discussion was read out. There is confusion as people assume that Box Parish means it is a Parish Council run site. It was agreed to discuss at a future meeting whether the Parish Council has its own facebook site which would be for information only and not a discussion page.  
  
**Risk Assessment form:** To be reviewed at the next meeting
  - b. **Business Plan/Forward Plan:** Document to be drawn up **Action: SP**

## **9. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments.
- b. **Monitoring of Committee budgets:** The Monitoring Report for April/May was circulated and explained. Committee Chairmen to use this to monitor the spending on their committees.
- c. **Loss of Revenue due to Covid-19:** Letter received from Hiscox stating that the Claim for Business Interruption in respect of the mandatory closure of the Pavilion is still being considered. In the interim an unconditional payment of £2500 has been made. This does not reflect the ultimate value of the claim nor does it affect the rights for a fair, full and final settlement offer which will be concluded on assessment of the full financial information that has been provided. Should the ultimate settlement offer be greater than the £2500 interim payment, the £2500 already paid will be deducted. However, if after full review the ultimate settlement offer falls below the £2500, Hiscox will not seek to recoup any of that potential difference. The Parish Council can keep this irrespective of the outcome. However, it will be offset against any further BI claims under the policy.
- d. **Reconciliation of Bank balances:** Cllr Campbell will take over the reconciliation of the bank balances.

## **10. Legal Matters:**

- a. **Lodge:** Letter received from the Agents stating that an “in person” property inspection has now taken place and they have reported that it is being very well looked after and there were no maintenance concerns from the tenant.
- 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. **War Memorial Ditteridge:** A letter had been received from the War Memorial Trust regarding the condition of the War memorial at Ditteridge. As this is a private memorial owned by the Northey family the letter had been forwarded to them. Further letter received from the Northey family. They were making arrangements for the necessary work to the memorial and the adjacent tree to be carried out. However, as they do not live locally they were suggesting that the maintenance decisions should be taken more directly by those living within the village and asked whether the ownership could be transferred as a gift to Ditteridge. However any decision concerning the memorial should take place after the necessary works had been completed and brought back to good repair. The Committee discussed this and felt that it was not something that the Parish Council should take on at the present time but would discuss other options once the repairs had been carried out.
- b. **Grant to Selwyn Hall:** Letter received from the Selwyn Hall Management Committee requesting the grant of £1000. As this is money set aside in the budget it was agreed that the grant could be released now.
- c. **Use of Pavilion:** Request from Corsham Bridge Club to use the Pavilion regularly on a Tuesday evening. They had liaised with Chris Jones as he is no longer going to be using the Pavilion for Bridge. It was agreed to support this
- d. **“How to make suggestions for improved or enhanced bus services in Wiltshire”** Briefing Note received from Wiltshire Council asking for suggestions on what schemes might be considered in order to improve and enhance public transport in Wiltshire. Clerk to circulate to the Councillors for **discussion at Full Council**
- e. **Vine Court:** letter received from a resident concerned about the grassed area by Vine Court. The Clerk had assured them that this had come at no extra cost to the parishioners.
- f. **Kingfisher Trail:** Update circulated.
- g. **Historic Box and Bath Stone Quarry Crane:** Copy of press release circulated.

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

<u>Cheques</u>		
Petty Cash	-	Top up 200.00
Information Commissioner	-	Data Protection registration fee 40.00
<u>BACS</u>		
Salaries	-	5380.28
HM Revenue & Customs	-	PAYE 1627.91
Avon Sportsground Main Co	-	BG contract 753.28
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
SSE	-	Electricity Tractor shed 82.69
SSE	-	Council offices gas (amended bill) 82.48
Water2business	-	½ yr water charges Pav/BG 891.09
Water2business	-	council offices 54.87
Westcare Supply Zone	-	Black Sacks/toner 125.27
Shelley Signs	-	Interpretation Board Box Hill 1008.00
PCC of Box Parish	-	Parish Magazine Advert 130.00
Selwyn Hall Management Com	-	Hire of hall for APM 26.25
Falon Nameplates Ltd	-	Reserve markers Cemetery 490.80
Glasdon UK	-	Seats for Lovar Garden 1964.68
Imperial Cleaning Services	-	Deep clean in Pavilion 120.00
Rialtas Business Solutions Ltd	-	Year End closedown 672.00
John Miller	-	Strimmer harness, shears 141.50
<u>Direct debits</u>		
Initial Washroom	-	Fem Hygiene 28.38
NEST	-	Pension contribution 167.04
Hills Waste	-	Refuse collection 117.70
Fuel Card Services	-	Petrol 10.80
Fuel Card Services	-	Petrol 31.20
Plusnet	-	Telephone Pavilion
Plusnet	-	Office
Wiltshire council	-	NDR Pavilion/PFs 304.00
		Car Park 91.00
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	-	Jubilee clips 25.77
Corsham Print	-	Minute books 60.99

### **13. Highway Issues:**

- **Leafy Lane:** A proposed scheme including dropped crossing points, improved signage etc had been submitted. The total cost of implementing this will be £3800 ie the PC 25% contribution would be £950. Some councillors were not happy with the proposed scheme. Cllr Wright was to hold information gathering meeting as part of the MoD Liaison group and it was suggested that the MoD may fund other options. After discussion it was **recommended** that the Parish Council goes back to CATG and asks for the proposed scheme of dropped kerbs and signage to be put on hold until further options have been considered.
- **B3109 Bradford Road:** There was a discussion following the presentation given by Kerry Parker, Head Teacher of the Corsham School Broadwood Site. The Committee **recommended** that the Parish Council supports Broadwood School in pursuing the provision of flashing lights; 20 mph speed limit at school opening and closing times and a permissive footway to the pedestrian crossing. It is also **recommended** that the Parish Council asks for a metro count to be carried out on the B3109 near the school. Cllrs Davies and Wright will look at an appropriate site for this.

#### Other 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 had collected data
- 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
- Increased HGV movements and air quality in Box: Letter received from Wiltshire Council stating that the Cleveland Bridge will be closed from 28<sup>th</sup> June for a period of three months. Due to the potential adverse impact on the roads, Wiltshire Council has not agreed to the use of any of the network for any of the signed diversion routes. In order to discourage any unsuitable additional traffic some temporary signage will be erected on 27<sup>th</sup> June and will remain for the duration of the bridge closure.
- 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.
- Second SID: Quotation received in the sum of £2271.10 This is a slight reduction on the previous cost. This will now be ordered. The Chairman to meet with David Arnup to confirm further suitable locations.
- Temporary Road Closure: Part of Rode Hill, Box from its junction with Footpath 6 for approximately 497m in a sw direction to enable drainage works to be carried out. This will come into operation on 26<sup>th</sup> July and the closure will be required until 30 July.

#### **14. Issues raised at Full Council:**

Standing Orders and Financial Regulations: The Clerk had apologised to Councillors for sending out the wrong copy of the Standing Orders and the correct copy had been circulated  
Financial Regulations – The Clerk had checked with Wiltshire Association of Local Councils and the Financial Regulations are the correct version.

Discussion on obtaining quotations and drawing up a procurement policy: Draft Procurement Policy to be drawn up for discussion at a future meeting. Cllr Campbell agreed to draft this.

Review of the website: It was agreed to discuss this at a future meeting

#### **15. Items for discussion:**

Business Plan 2021/22: As stated above this will be drawn up and circulated

#### **16. Items of Report:**

- Full Council Meeting: In view of the Government announcement re lockdown it was agreed to hold this in the Pavilion so that social distancing can be observed
- Sid Gould: Thanks to be given to Sid Gould for his contribution to the Council and his work as a Cotswold Warden.
- Cemetery Management – it was agreed to look at reserving graves in the Cemetery
- Date of Playing Fields Meeting – This will be moved to **Monday 26<sup>th</sup> July**
- Date of August P&F meeting; The date will need to be changed as the Clerk is on holiday.

#### **17. Date of next meeting:** 12<sup>th</sup> July