



BOX PARISH COUNCIL

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

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell;
R. Davies; B. Walton; D. Wright
Mrs Carey (Clerk)
- 2. Apologies** Councillors R. Case and A. Woollard
The apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There was three members of the public present.
Mr Bean read out a statement regarding the Agenda item for proposed renewal of the contract for the maintenance of the bowling green. He reported that he had been refused a copy of the contract. He felt this was a waste of public money and asked the committee not to renew the contract.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14th February 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Replacement mower:** Following the resolution made at the Full Council meeting, the order for the Mean Green electric mower had been placed and finance arrangements are being made for the leasehire over a five year period.
- 8. Policy Matters:**
 - a. **Review of policies:**

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

Disciplinary Policy: Cllr Case is reviewing this. Defer to the next meeting

Grievance Procedure: Cllr Case is reviewing this. Defer to the next meeting

Procurement Policy: An amended copy had been sent out. It was **recommended** that this be adopted by the Full Council

Standing Orders: The Standing Orders were reviewed in line with the proposed Co-option Procedure. It was **recommended** that these be adopted by the Full Council.

Risk Assessment form:

 - PAT testing of the Parish Council Offices, the Pavilion and the Tractor Shed had been carried out
 - An EPC Certificate to be carried out.

- b. **Forward Plan:** The Forward Plan was being updated for this Committee. Climate Strategy SMART objectives to be added as an additional objective to each of the committees with a new whole section to reflect the aims of the Climate Strategy Action Plan.
- c. **Emergency Plan:** Cllr Parker will review this.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** On-going
- b. **Monitoring of Committee budgets:** The Clerk went through her Finance Report showing the additional income and expenditure over the normal monthly items. A monitoring report will be circulated next month
- c. **Reconciliation of Bank balances:** Cllr Campbell to carry out a reconciliation of the bank balances.
- d. **Financial Regulations – discussion on budgetary control, authority to spend and rising the limits set**
After discussion it was **recommended** that the regulation for three quotes be obtained for contracts over £500 be increased to contracts over £1000. This was carried by four votes in favour and one against.
If the recommendation is resolved by Full Council the Procurement Policy will be amended to reflect this.

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. **Signposting of Selwyn Hall and Library:** Letter received from the Selwyn Hall asking that the Parish Council considers ways in which the facilities can be advertised and the library opening hours advertised. It was agreed to pass this to the Highways Steering Group for consideration.
- b. **CPRE – Best Kept Village Competition:** Application form received to be submitted by 22nd April. It was agreed to add the planting of the tubs in the village to the next Playing Fields & Pavilion Management Agenda.
- c. **Request for a tree in memory of Darrin Harris;** A request had been received to plant a Daphne Bholua Jacqueline Postil in Lacy Wood. This was not considered appropriate as it is a flowering shrub and not a native woodland tree. The request will be considered at the next meeting of the Box Hill & Rudloe Management Committee.
- d. **Renewal of the Bowling Green Contract;** It had been agreed in October 2021 to change the Contract to run from 1st April and not 1st October. The six months contract to 31st March 2022 had been accepted. The new contract from 1st April 2022 to 31st March 2023 had been received for renewal at the same price ie £6045 plus VAT for the maintenance of the Green. This does not include the cost of materials. Cllr Walton explained that a meeting was being arranged with the Bowls Club to discuss the cost of the materials. She also confirmed that comparisons had been made last year between several contractors and it had been agreed that Avon Spotsground Maintenance Co offered the best service..

It was **recommended** that the new contract be accepted by a vote of four in favour and one abstention.

- e. **Box Hill Common Pig and Jig:** Letter received stating that new safety and security plus massive rising costs mean that the organisers require a site that can be secured and a considerably higher fixed entry price would be charged to make the event sustainable. They are looking into this but it would take it away from the village event it has always been. The event schedule for July this year has been cancelled.
- f. **Box Gardening Club;** Letter received stating that they plan to return to the Selwyn Hall for the plant sale on 14th May and the Flower Show on 16th July with exhibits arriving during the evening of 15th July.

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

<u>Cheques</u>		
1 st Neston and Box Scout Group	-	Grant 50.00
<u>BACS</u>		
Salaries	-	5380.28
HM Revenue & Customs	-	PAYE 1627.91
Avon Sportsground Main Co	-	BG contract 604.50
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Imperial Cleaning Services	-	Pavilion contract 333.60
Tree Parts Ltd	-	Clearing work Box Common 17820.00
Westcare Supply Zone	-	Printer cartridge 90.00
Water2Business	-	Water charges, Pav & Rec Grd 44.69
Dawson Steeplejacks	-	Testing Lightning Conductor Chapel 60.00
Wiltshire Council	-	Fee for pre application advice 48.00
Tree Parts Ltd	-	Removing two Ash trees 1400.00
Treework Environmental Practice	-	Tree Survey for Rec. Grd 1806.00
<u>Direct debits</u>		
NEST	-	Pension contribution 167.04
Initial Washrooms	-	Feminine Hygiene
Hills Waste	-	Refuse collection
Plusnet	-	Telephone Pavilion
Plusnet	-	Office 36.84
Wiltshire council	-	NDR Pavilion/PFs Car Park
Hitachi	-	Mule Leasehire 344.73
Fuel Card Services	-	petrol 65.60
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60

13. Highway Issues:

CATG meeting: The next meeting had been rescheduled for 13th April. Cllr Davies stated that he would be raising the issue of Chapel Lane/Devizes Road as a private issue.

Highways Working Group:

Chapel Plaister: the Issue Sheet had been submitted

Group to discuss the following items:

- Letter received from a parishioner to discuss the following issues:
 - Ugly shop front
 - Street furniture
 - Electric street telephone wires
 - Litter bin in the wrong place on the A4 opposite the Cemetery
 - Reducing the illumination from the LED street lighting – either dimming down or turning some of the lights off
- Sign for promoting the Selwyn Hall and Library (referred to above)
- Tunnel Inn Crossroads - the Clerk had asked for the reinstatement of the white lines as a priority

Road closure notices had been circulated.

14. Climate Strategy Action Plan:

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

Further article re the Annual Parish Meeting was discussed. The meeting cannot be held in the Selwyn Hall as this is booked. It was agreed to see if this could be at the Rudloe School. The

format of the meeting will be an Agenda item for Full Council. "Save the date" will be added to the Parish Council News for the Parish Magazine.

15. Items of Report and future Agenda items:

- Cllr Walton reported that she had attended a meeting held at the Quarry Arms to discuss the possible future of Quarry Woods.
- Cllr Wright reported that he had made a further application for ten more kissing gates
- Seat at Rudloe – this is on the Groundsman's job list. It was agreed to look at how the Council looks after seats that have been donated to them.
- Grit bin in the Ley - this is in a bad state and needs replacing. Clerk to notify Wiltshire Council.

16. Date of next meeting: 11th April 2022 at 7.30 pm

Meeting closed at 9.10 pm

Chairman