



## BOX PARISH COUNCIL

### MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 11<sup>th</sup> MAY 2020

**1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Case; R. Campbell; 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.

Mrs Walton asked whether there was a list of outstanding work for the Groundsmen for the Common and Playing Fields. It was stated that the list was being prioritised and would be sent out before the committee meetings.

Mrs Smith said that she would like to record how beneficial the Box PC Assist Group was and felt that the facebook group was a good means of communication. She hoped this would continue.

She also asked for an update on the Samaritan signs for the bridge. It was confirmed that these had been requested and the Clerk would chase this. It was reported that the Samaritans are running training courses and are looking for volunteers to do a shift a month.

Mrs Tye agreed with the comments made by Mrs Smith.

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

**6. Minutes:** The Minutes of the Meeting held on 9<sup>th</sup> March 2020 were taken as read and will be signed as being a true record subject at the next proper meeting

**7. Matters Arising:**

- a. **Redecorating of Council Offices:** Money had been put in the budget for this
- b. **Council website:** This had been discussed at Full Council. More information will be put onto the website
- c. **Railings by McColls:** An issue sheet will be submitted and a quote obtained for replacing the railings. Clerk to chase this with Wiltshire council

**8. Policy Matters:**

- a. **Review of policies:**  
**Grievance Procedure/Disciplinary Policy:** This had been referred back from the Full Council. Copies of the NALC draft policies had circulated and Cllr Case was obtaining copies of the local authorities policies to compare with the existing ones. Draft documents will be drawn up.  
**Format of Risk Assessment form:** On-going
- b. **Business Plan/Forward Plan:** The Forward Plan was discussed. This will be circulated to Committee members to look at how this could be incorporated with the Business Plan/Actions for each committee

## **9. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Monitoring of Committee budgets:** On going
- c. **Reconciliation of Bank balances:** Further reconciliation to be carried out in the Spring

## **10. Legal Matters:**

- a. **Lodge:** The chimney had been swept. Quotes for new carpets being obtained. Further quotes for the extractor fans being obtained  
New agents will be instructed shortly. Work to the parking areas to be carried out.
- b. **Licences:** Licences to be renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** On-going

## **11. Correspondence:**

- a. **Litter bin by Quarry Woods;** Request from a parishioner for a litter bin near the public footpath at the entrance to Quarry Woods. After discussion it was agreed to ask the landowner if he would provide a bin.
- b. **Temporary road closure;** Part of Henley Lane will be closed on 8<sup>th</sup> June for a new gas supply
- c. **Footpath 96;** Report from Wiltshire Council that they are recommending closure of this footpath.
- d. **Parish Council Insurance;** Letter from Came & Co stating that the parish Council cannot claim for loss of revenue under business interruption cover unless the closure of the Pavilion was ordered by a public authority due to an outbreak of Covid19 at the premises.
- e. **Esso pipeline in Box Cemetery;** Letter received from Fisher German LLP regarding pipeline safety and awareness. Discuss further at the Cemetery management committee.
- f. **Red telephone box at Ditteridge;** Letter from a resident asking for permission to use the telephone box as a community library/information point. After discussion it was **recommended** that a lease, similar to the one for the telephone box at Ashley, be drawn up. It was stated that there is still a telephone on site and the status of the box would have to be established.

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

<b><u>BACS</u></b>			
Salaries	-		5254.23
HM Revenue & Customs	-	PAYE	1562.11
Imperial Cleaning Services	-	Pavilion cleaning	240.00
Avon Sportsground Main Co	-	BG contract/materials	779.56
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Wiltshire Council	-	Council Tax – lodge	169.00
Rialtas	-	Annual software support	148.80
Finesse Decorating Services	-	Painting of Play area at Rudloe	2000.00
SSE	-	Office – Gas	220.31
<b><u>Direct debits</u></b>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	160.61
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	22.78
Fuel Card Services	-	Petrol	46.70
Wiltshire council	-	NDR Car park	91.00
Wiltshire Council	-	NDR PFs and Pav	304.00
John Deere	-	Mowers leasehire	444.00
<b><u>Standing Order</u></b>			
T.H. White	-	Mule service contract	63.60
<b><u>Debit Card</u></b>			
Zoom	-	Upgrade to ZoomPro	14.39

After discussion it was **recommended** that the contract with Imperial Cleaning Services for the cleaning of the Pavilion be suspended from 1<sup>st</sup> June until such time as the Pavilion is reopened.

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

Cllr Campbell reported on the recent CATG meeting when the following issues had been discussed:

- Work by the school – to be completed shortly
- Speed at Kingsdown – no further action
- A4 Bath road by Northey Arms – there is not room for installation of an island
- Sign by Tunnel Inn – the requested sign is not in the prescribed Traffic Signs regulations and cannot be erected on the highway
- Speed of Traffic in The Ley – discussed

Safety of pedestrians on Leafy Lane – Cllr Campbell will contact SSE regarding the altering of the fencing to aid visibility. He will discuss the whole issue with Cllr Anderson and an appropriate Issue Sheet will be submitted

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

#### **Box PC Assist Group:**

Following the Full Council meeting there appears to be some confusion over whether the PC Assist Group is part of the Parish Council or a Community group.

Katie Fielding from WALC has advised “A committee or working group of the Parish Council is set up by and the terms of reference agreed by the Council at a meeting with an agenda item reflecting the purpose, remit and powers of the committee. If this has not been done, it is not a committee or working group of the council.

It is realized that this group may have been formed before the new meeting regulations came out. At the time, guidance was issued by NALC which said that urgent decisions could be taken by email but there would need to be a clear email trail of the decisions and how they were reached. It would appear that the Box PC Assist Group is, therefore, a separate community group to which the Parish Council could make a grant to the group (making sure that the council has the power to support whatever the grant is for) out of S137 money”

After discussion it was **recommended** that the Box PC Assist Group comes under the control of the Parish council. All money would have to be handed over to the Parish Council to be held under a separate Cost Centre

It was clarified that the Bingham Trust had made a donation to the group of £500 and had asked for the £200 given to the Parish Council to be moved to the Box PC Assist Group

**Use of land at Box Hill for allotments:** Mr Tim Barton had offered some land by White Ennox Lane to the Parish Council for use as community allotments. It was agreed to get more clarification as to where the land was and what the classification of the land was (as it might require planning permission for allotments). To be discussed further at **Full Council**

### **15. Items of report:**

- Travellers at Shockerwick Sidings:** Cllr Botterill explained the present position re the travellers who had arrived at this site three weeks ago. The land is owned by Mr. M. Church who has apparently given them permission to stay on the land on the condition that there are no more. The Police and Wiltshire council have been informed. Clerk to write to Mr Church and ask him for the present situation.
- Calendar of meetings for 2020/21:** This will be drawn up shortly and circulated
- Annual Council Meeting:** It had been agreed to review this again at the Full Council meeting at the end of May.

**16. Date of next meeting:** 8<sup>th</sup> June 2020

**17. Personnel:** Confidential discussion on urgent issues relating to members of staff. Members of the public and Councillors who were not members of the Personnel Committee were excluded for this item in accordance with the Public Bodies (Admission to meetings) Act 1960.

*Meeting closed at 8.45 pm*

**Chairman**