



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 16th MAY 2022

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell;
R. Davies; B. Walton; A. Wollard; D. Wright
Mrs Carey (Clerk)
- 2. Apologies** Councillor R. Case
The apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 11th April 2022 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
 - a. **Replacement mower:** Waiting delivery of the electric mower.
 - b. **Sale of generator:** Cllr Parker will contact the auctioneers
- 8. Policy Matters:**
 - a. **Review of policies:**

Disciplinary Policy: Cllr Case is reviewing this. Defer to the next meeting
Grievance Procedure: Cllr Case is reviewing this. Defer to the next meeting
Cllr Case to send to the Clerk for circulation prior to the meeting.

The following policies had been added to the website:

 - Code of Conduct
 - Data Protection Policy
 - Freedom of Information Policy and Publication Scheme
 - Complaints Procedure

Risk Assessment form:

 - An EPC Certificate to be carried out.
 - b. **Forward Plan:** The Forward Plan had been updated. 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 had circulated copies of the End of Year Statement of accounts to 31st March 2022 including copies of the Summary Receipts and Payments and the Detailed Receipts and Payment for the full financial year; the earmarked reserves and asset register. There were no other issues other than those raised previously by the Clerk.

Annual Governance Statement: The Annual Governance Statement was discussed in detail and completed as agreed. It was **recommended** that this be accepted by the Full Council.

- c. **Reconciliation of Bank balances:** Cllr Campbell had carried out a reconciliation of the bank balances. The Internal Audit will be held tomorrow
- d. **Financial Regulations:** The changes to the Financial Regulations had been accepted by the Full Council.

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. The rental for 2022/23 had been received.

11. Items for discussion:

a. **Applications for Funding**

Wessex Water Environment Fund: The draft application for funding in the sum of £1500 for the creation of a wetland/bog area between the pond and river to increase diversity and aesthetics was discussed and agreed. It was **recommended** that this be submitted.

Path by the pond for disabled users – Cllr Davies had received a letter from a disabled parishioner raising this issue. It will be discussed at the next Playing Fields & Pavilion Management Committee meeting.

Wild about Wiltshire: The draft application for the creation of a wildflower area on the grass verge by Rudloe Firs was discussed and it was **recommended** that this be submitted.

Everyday Heritage Grants: Draft application for funding in the sum of £8000 for two Interpretation Boards to be sited at the Car Park Box Hill and one by Rudloe Firs celebrating the history of quarrying in Box and the creation of the wildflower meadow and the community orchard on the Lower Common. It was **recommended** that this be submitted.

- b. **Proposed stall at Box Revels:** Cllrs B. Walton and H. Parker had drawn up ideas for the Parish Council stall at Box Revels which will include details of the Climate Strategy Action Plan; Future plans of the Council; Monies received by funding applications and details of the community volunteer helpers. It will also include a display on the Neighbourhood Plan. It was suggested that if the new electric mower had been received this could be on display in the tractor shed. It was also agreed to open the Blind House for the day and display the history of it. It was agreed to buy a three-sided display and Cllr T. Walton and A. Barton will be supplying tables and a gazebo. **Discuss further at Full Council**
- c. **Article for the June Parish magazine re Queens Green Canopy:** The half page colour article for the Parish Magazine was agreed.
- d. **Christmas lights:** Possibilities for the Christmas lights by the Fountain were discussed and also whether there is a need for a tree or to have a large coppiced hazel branch. Discuss further at the next meeting.

12. Correspondence:

- a. **Annual Parish Meeting:** Letters had been received from some Rudloe residents criticising the way in which the meeting had been run following the unfortunate way in which the Annual Parish Meeting had turned out. Cllr Walton suggested that perhaps next year this could be less informal with a proper Agenda and seating provided. Cllr Davies stated that the Parish Council should have been foreseen as this was being held at Rudloe and there was only one issues that the residents were concerned about. It was stated that the meeting had been for the whole of the parish, not just Rudloe, and that there had been a lot of communication beforehand to try to get the meeting focussed on the issue of the Community Centre, which was not what the meeting had been about.

Cllr Woollard stated that she felt that the proper forum for discussion of issues should be at the Committee and Full Council meetings that when the meeting is with the Parrish the Council should speak with one voice. Cllr Davies disagreed with this and felt it had been appropriate for him to make his personal views known.

It was agreed that lessons should be learnt from the meeting.

- b. **Applications for registration of Community Assets.**

Notification had been received that the application to register the Rudloe Community Centre as a Community Asset had not been successful. However, the application to register the Rudloe Green as a Community Asset had been agreed.

Letter received from Wiltshire Council which states:

“We note that the process determined that the community centre has not been designated as an Asset of Community Value, whereas the green space has. Despite this registration, the land remains in Wiltshire Council’s ownership and it remains at the Council’s discretion to determine the future of the site, including disposal. The process to designate an Asset of Community Value is a statutory planning function that can have an impact on the landowners proposals to dispose of a site, but does not oblige the Council to transfer land to either a community group or other party (including the Parish Council).

It is our understanding that as the Council is offering the whole of the site for sale to Green Square Accord (the green, the community centre and associated parking, and the shop), we would not be bound by any moratoria (as set out in legislation), as it would constitute part-listed land – i.e. sale of a site only part of which has been listed which is an exempt disposal. A link to the Council’s website detailing the application process and some other guidance is below:

[Right to bid for assets of community value - Wiltshire Council](#)

On that basis, we have no instructions to vary from the existing course of action to enter into a conditional contract to dispose of the whole site to Green Square Accord; the condition being that they obtain planning consent prior to the disposal taking place.”

After discussion it was agreed that the Council would have to wait and see what is in the proposed planning application by GreenSquare Accord.

It was **proposed** that a Working Group be set up to examine all functions required for the planning, development, acquisition, management and maintenance of the Rudloe Green Community Asset and the Rudloe Play Area. To be **discussed at Full Council**.

- b. **Flower Show/Campfest:** Letter from Box Gardening Club regarding the parking arrangements for these events which are being held on the 15th/16th July. If all the cars for the Campfest use the car park/Valens Terrace there will not be room for people to drop off items for the Flower Show. It was suggested that a one way traffic system be implemented

for cars to exit via Mill Lane. It was agreed to speak to the Groundsman to see if he would be happy with this arrangement.

- c. **Application for use of the Recreation Ground by Box Revels**; The application to use the Recreation Ground by Box Revels together with an extensive Risk Assessment had been received. It was agreed that this be accepted.
- d. **Clearing vegetation from Box Tunnel**: Copy of a letter written by Mr Tye to Network Rail. It was agreed that the Council should support his letter.
- e. **Notice Board**; letter from a resident in Chapel Lane offering to site a small notice board in their garden. Transfer to Planning & Conservation for discussion.

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

<u>Cheques</u>		
D. Clifford	-	repairs to steps in Under 7s 138.00
Selwyn Hall management Company	-	Grant to Selwyn Hall 1000.00
 <u>BACS</u>		
Salaries	-	5611.12
HM Revenue & Customs	-	PAYE 2297.34
Avon Sportsground Main Co	-	BG contract
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1114.56
Imperial Cleaning Services	-	Pavilion contract 333.60
SSE	-	Office – Gas 221.19
SSE	-	Electric – Office 139.46
SSE	-	Pavilion – Electric 271.81
SSE	-	Pavilion – Gas 169.48
SSE	-	Electric – Chapel 554.14
Water2Business	-	Water charges Rec/Pavilion
Bob Child	-	Printing Box Parish Walking Map 699.83
Hi-Tech Engraving	-	In Memorium plaque 40.50
Cotswold National Landscape	-	Donation to Cotswold Wardens 500.00
		Grasslands Project budget 100.00
Westcare Supply Zone	-	Refuse sacks/printer cartridge 131.88
The Brunel Shed, Corsham	-	Gate for Under 7s 200.00
Elancity UK	-	Speed indicator device 2271.10
 <u>Direct debits</u>		
NEST	-	Pension contribution 221.57
Initial Washrooms	-	Feminine Hygiene
Hills Waste	-	Refuse collection 109.54
Plusnet	-	Telephone Pavilion 40.36
Plusnet	-	Office 35.93
Wiltshire council	-	NDR Pavilion/PFs 304.00
		Car Park 91.00
Hitachi	-	Mule Leasehire 344.74
Fuel Card Services	-	petrol 168.16
 <u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60
 <u>Debit card</u>		
Wybone Ltd	-	Dog bags 181.16
Net World Sports	-	White Liner 237.35

Credit payment

Received from Water2Business re Bowls Green/Pavilion £21.58

Received: £1391 CIL money received from Wiltshire Council re Dartmeet Lower Kingsdown Rd

Have agreed with John Deere that as the new mower is going to be delivered any day that they do NOT take out the secondary lease payment of £355.20

14. Highway Issues:

CATG meeting: The report from the Corsham Area Transport Groupd held on 13th April was discussed.

- Bradford Road, Rudloe: It was agreed that a plan and costs for a footway sub bit be prepared. A speed limit assessment will be carried out.
Metro count: Details of the results of the metro count had been received and circulated
- Market Place, Box: CATG will send the cost of the sign to the Parish Council
- Leafy Lane, Rudloe: The request forms for the pedestrian crossing and the speed limit assessment had been received.
- Chapel Plaister Junction improvements: This had been added to the list

Oil on pavement by Dodds Factory: Letter from a resident complaining about the oil on the footpath by Dodds Factory which is a hazard and a pollution issue. It was agreed that the Parish Council writes to Dodds asking them to clear this up and take measures to stop the oil leaking out. Clerk to report on MyWilts app.

15. Items of Report and future Agenda items:

- Replacement goal nets and repair to nets at Rudloe: Request received that the goal posts are repaired and new goal nets purchased. Clerk to ask the Groundsman to measure these
- No Mow May: A complaint from a resident had been received about the No Mow May policy for the Recreation Ground. To be discussed at the next Playing Fields & Pavilion Management Committee meeting.
- Apologies: Cllrs Walton and Wright gave apologies for the Full Council Meeting

16. Date of next meeting: tba

Meeting closed at 9.05 pm

Chairman