



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE **HELD ON 8th NOVEMBER 2021**

1. **Present:** Councillors R. Case (Chairman); R. Campbell
R. Davies; B. Walton; D. Wright
Mrs Carey (Clerk)
2. **Apologies** Cllr A. Woollard - the apologies were accepted
3. **Absence:** Nil
4. **Public Question Time:** There was one member of the public present.
5. **Chairman's Announcements and Declarations of Interest:** Nil
6. **Minutes:** The Minutes of the Meeting held on 11th October 2021 were taken as read and signed as a true record
7. **Matters Arising/Actions**
 - a. **Flood Wardens - Blocked drains;** The Clerk will order the bund which will be stored in the cellar at the Parish Council's offices.
 - b. **Replacement mowers;** This is being discussed by the Personnel Committee
8. **Policy Matters:**
 - a. **Review of policies:** On going
Clerk to draw up a draft Co-option Policy.

Disciplinary Policy: Cllr Case is reviewing this and will bring it to the December Meeting.
Grievance Procedure: Cllr Case is reviewing this and bring back to the January meeting

Health & Safety Procedures: Cllr Campbell had reviewed this. It was **recommended** that this be adopted

Procurement Policy: Cllr Campbell had drawn up a Procurement Policy. A requirement compliance matrix needs to be added.

Risk Assessment form: To be reviewed at the next meeting
 - b. **Business Plan/Forward Plan:** The Committee was shown a copy of the Forward Plan that had been used previously. It was agreed that the document should be revised as it was felt to be an extremely useful document. This could act as a handover information document for changes of Committee Chairmen or committees. Each Chairman was asked to look at their objectives, to revise them and bring the amended draft back to the December meeting.
9. **Financial Matters:**
 - a. **Investment of Earmarked Reserves:** Continue to monitor investments.

- b. **Monitoring of Committee budgets:** The Clerk circulated a monitoring report up to 31st October and a finance report covering the income and expenditure for October which was reviewed.
- c. **Reconciliation of Bank balances:** Cllr Campbell has taken over the reconciliation of the bank balances.
- d. **Date of Budget Setting meeting;** This will be held on **Tuesday 23rd November at 9.30 pm**

10. Legal Matters:

- a. **Lodge;** The agents are pursuing references for the proposed tenants
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** on-going
- e. **Rustic Cottage, Box Hill;** The Clerk will take advice on whether a Release of Covenant Deed is necessary.

11. Correspondence:

- a. **Wessex Flood Resilience Team:** Notification that the Wessex Flood Resilience Team is due to be replaced by December 2023.

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

<u>Cheques</u>			
Wiltshire council	-	Planning application fee Box Hill	234.00
<u>BACS</u>			
Salaries	-		5380.28
HM Revenue & Customs	-	PAYE	1628.11
Avon Sportsground Main Co	-	BG contract	830.10
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Imperial Cleaning Services	-	Pavilion	240.00
SSE	-	Office electricity	67.14
SSE	-	Office – Gas	132.38
SSE	-	Pavilion- Gas	114.51
Westcare Supply Zone	-	Refuse sacks, diaries	109.51
Water2business	-	Water charges – Pav and PFs	53.24
<u>Direct debits</u>			
NEST	-	Pension contribution	167.04
Initial Washrooms	-	Feminine Hygiene	30.08
Hills Waste	-	Refuse collection	111.83
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	304.00
		Car Park	91.00
Hitachi	-	Mule Leasehire	344.73
Fuel Card Services	-	Petrol	74.09
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

13. To consider items to be included in the budget:

- Change lights in office and Council chambers to LCD - £1000
- Energy Performance Certificates on Council buildings - £75 each
- Changes to the website

14. Highway Issues:

The Highways Working Group comprising Clls Campbell; Davies; Johnston; S. Parker; Smith and Woollard to meet shortly to discuss all the items below and report back to the Committee with any issues to be considered with the budget.

Metro count has been requested.

It had been confirmed at the CATG meeting to agree funding for a speed limit assessment on the B3109 at Rudloe as well as a topographical survey to be completed to investigate the viability of a footway on the south side of the B3109 from Park Place development to the newly installed Toucan crossing. The cost of the speed limit assessment is £2500 (25% = £625) and the approximate cost of a topographical survey is £2000 (25% = £500). The total contribution would be £1125. As this area falls across the boundary of Corsham and Box it would be advisable for both Corsham Town Council and Box Parish Council consider sharing the cost of the contribution at £562.50. It was agreed that the Parish Council would contribute £562.50

Leafy Lane

It had been agreed by that the following request be submitted:

- That the speed limit be reduced from 40 mph to 30 mph
- That Wiltshire Council assesses the risk on the road and pursue the issue of a pedestrian crossing to run from Park Avenue to the Dandelion Cafe

It had been agreed that Unitary Councillor Derek Walters would take the lead on these issues. He will liaise with Cllr Davies and report back to the Parish Council before presenting anything to CATG in case there are any cost implications involved

Kate Davey has confirmed that if the Parish Council would like to request a speed limit assessment for Leafy Lane we will need to complete a new highways issue form and submit it to be put on the agenda for the next meeting. We will have to agree to pay the contribution of £625 towards the assessment. CATG will still need to agree whether it should be a top priority and commit to funding the rest towards as assessment.

If the Parish Council wishes to request a formal pedestrian survey to be carried out at Leafy Lane to determine if the criteria for a formal pedestrian crossing is met this will have to be conveyed to the CATG at the next meeting and priority/funding discussed. The likely costs for a formal pedestrian survey to be carried out is in the region of £1000 of which Box PC would be asked to contribute 25% ie £250. Total cost £875

Bus stop at Hedgesparrow Lane: A Highways Improvement Request form has been submitted.

There may be a financial contribution towards this

Warning sign for horses at Prospect: Data to be submitted to CATG

Signage at top of Market Place: A Highways Improvement Request Form has been submitted requesting CATG look at the signage at the entrance to the Market Place to stop large lorries using this narrow road. Several large delivery lorries have been stuck because of the narrow road and parked cars.

Junction of Monkton Farleigh Road and Kingsdown Road: Cllr Mathew in conjunction with Cllr Kidney to look at whether a new flashing sign can be put in. Also the white lines at the junction need to be improved. Need to ascertain the cost of this

A4/Devizes road junction: There is no provision for a "No left turn" sign prior to the traffic lights when travelling toward Bath

Exit from Beech Road onto A4: Look at this and see if there is an agreement that a formal request with agreement to pay the 25% contribution is put to the next CATG for both larger road signs and painted 'SLOW' signs on the A4 at the Beech Road (West) junction. The data from the requested metro count will still be useful if any further measures such as hatching etc are to be considered, but the provision of the extra signage should be relatively quick to organise compared to undertaking detailed investigations for re-assessing the current speed limit and undertaking other works, if in the light of the metro count data these are considered worth undertaking.

Metrocounts: Metrocounts for B3109 at Wadswick and The Ley have been carried out and no further action recommended

15. Items for discussion:

Climate Strategy Action Plan: The Committee discussed how it could help implement the Action Plan.

- Ensure out electricity supply is from renewables
- Energy expended by the council office on heating, light, printing etc
- Develop a procurement strategy that places a high score on bids providing a positive Climate change response

- Ensure PC assets are supported by Energy Performance Certificates with energy running costs, recommendations and estimated implementation costs
- Reduce use of fossil fuel vehicles
- Box PC will seek more potential for energy generation on Box PC buildings and land
- Parish grant scheme: Ask applicants to say how their request would affect climate change/biodiversity; seek “off-setting” projects
- Set up new grants scheme to address climate change innovations
- Consider appointing a climate change assistant to the Clerk

Cllr Case stated that she fully supported the Climate Strategy Action Plan but felt that the Parish Council needed to get all the information first. In view of the severe financial constraints of some local parishioners she would not support an increase in the precept.

Terms of Reference for the Committee: It was agreed to look at this in the New Year when the review of the Committees is considered.

Terms of Reference for Working Groups: It had been agreed in September 2019 that any fact finding working groups set up by Committees will meet and bring back a report to their Committee. That Committee will discuss these and bring any recommendations forward to Full Council. The Working Groups cannot make any recommendations or decisions. The Working Groups can be a combination of Councillors and interested parties.

16. Items of Report and future Agenda items:

- a. It was requested that any Councillors who are ill either stay away from the meetings or wear masks to protect other councillors
- b. It was requested that the Parish Council look at “Food for Free” – planting of fruit trees on wasteland; provision of a communal allotment
- c. It was reported that a resident had built a fence on their land in front of Fairmead View which extends across the stream. Clerk to write to the Environment Agency to notify them

17. Date of next meeting: 6th December 2021 at 7.30 pm

Chairman

Meeting closed at 9.00 pm