



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 12th OCTOBER 2020

- 1. Present:** Councillors S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox
M. Tye
Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There were ten members of the public present.

Mr Richard Bean read out a further statement relating to the Bowls Club and the use of the Bowling Green.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the remote Meeting held on 14th September 2020 were taken as read subject to an amendment in the wording under paragraph 9c. This will read "to waive the contribution from the Bowls Club for the hire of the Bowling Green for this financial year, which equates to the cost of the maintenance contract that the Parish Council has in place for the maintenance of the Bowling Green" The minutes will be signed as being a true record subject at the next proper meeting
- 7. Matters Arising/Actions:**
 - a. **Railings by McColls:** *Remove from Minutes*
 - b. **Vacancy on Parish Council:** Wiltshire Council had confirmed that no election had been called to fill the vacancy left by the resignation of Cllr Hill and the Parish Council can now co-opt. It was agreed to ask for any applications by 14th November.
 - c. **Parking in Church Lane:** This was discussed at Full Council and it was agreed that the Parish council would do nothing to the road markings without consultation with the residents. However, Wiltshire Council may renew these markings as it is highway land. *Remove from Minutes*
- 8. Policy Matters:**
 - a. **Review of policies:**
Grievance Procedure/Disciplinary Policy: Revised policies to be drawn up shortly

Use of Social Media Policy: On-going. Cllr Tye to look at any amendments to the policy.

Risk Assessment form: To be reviewed again in twelve months
 - b. **Business Plan/Forward Plan:** On-going
- 9. Financial Matters:**
 - a. **Investment of Earmarked Reserves:** Continue to monitor investments
 - b. **Monitoring of Committee budgets:** Monitoring reports had been circulated.
 - c. **Loss of Revenue due to Covid-19 – Discretionary Grant:** Further letter received from Wiltshire Council stating that when the original discretionary grant window closed, there were sufficient applications to ensure that at the £7000 level they would spend the amount

allocated by Government. However a number of those applications were rejected and as they were keen to ensure that they were left with as little funding remaining as possible they have awarded an additional £1000 as a top up to the original grant awarded to the parish council giving a total of £8000

- d. **Reconciliation of Bank balances:** Cllr Cox had carried out an internal audit on 9th September 2020
- e. **Consideration of items to be included in the budget:** The budget setting meeting will be held on Monday 30th November at 9.30 am. In the light of the current climate committee chairmen were asked to look carefully at planned expenditure.

10. Legal Matters:

- a. **Lodge:** The new tenat in the Lodge moved in on 2nd October 2020
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** Clerk to check that the solicitor has written a final letter to the owners. *Transfer to Box Hill & Rudloe Open Spaces Committee*

11. Correspondence:

- a. **Closure of A365 for Remembrance Day Service:** Application for temporary closure of part of A365 for the Remembrance Day Service on Sunday 8th November. This was agreed.
- b. **Triangle of land at Longsplatt:** Confirmation received that this land is owned by the Golf Club and not Wiltshire Council as previously thought.
- c. **Knotweed on Mill Lane:** Letter from Chris Clark at Wiltshire Council stating that the Parish Steward did not cut the Japanese Knotweed. He had also checked the GPS tracking for the tractor mowers and confirmed that these had not been in the area so he could not say who had cut the knotweed. He confirmed that the treatment to the stand of knotweed on top of the wall is not the council's responsibility to treat but he would be treating the shoots where it is in the bank section of the lane in the near future.
- d. **Proposed diversion of footpaths 50 (part) 51 (part) and 52 (part) at Wadswick:** Notification that the Order had been made for the diversion of the paths.
- e. **Area Board Boundary Review;** Consultation to run from 10th September to 31st October. The review will align the Area Boards to the new electoral division.
- f. **Request for street light by Hedgesparrow Lane;** Request received from a parishioner for a new street light to be put by the bus stop at Hedgesparrow Lane and additional warning signage. This was discussed and it was felt that the Parish Council needs to look at reducing light pollution in the whole of the parish. The Neighbourhood Plan was also addressing the issue of light pollution. In the circumstances it was agreed not to request an additional street light be added.
- g. **Gigaclear;** Letter from Gigaclear regarding their ultrafast full fibre broadband rolling programme. It was agreed to ask a representative to come and speak at a future Council meeting.
- h. **Walking and Cycling Schemes:** Notification from Wiltshire Council of schemes that have been included in a bid under the Department for Transport's Emergency Active Travel Fund Tranche 2. The scheme nearest to Box will be Easton Lane, cycle link between Chippenham and Corsham.

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

<u>Cheques</u>			
Came & Co	-	Insurance renewal	4831.19
<u>BACS</u>			
Salaries	-		6624.22
HM Revenue & Customs	-	PAYE	1562.11
Avon Sportsground Main Co	-	BG contract/materials	880.00
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Consortium	-	toilet rolls, handtowels, cleaning Materials	205.51

Imperial Cleaning Services	-	Pavilion	330.00
Wiltshire council	-	Rent for Dyers Yard	50.00
Ultra-warm Ltd	-	Service to Lodge boiler	158.47
Hi-Tech Engraving	-	In memorium plaque	40.20
T.F. Slade	-	Book of Remembrance	84.00
Westcare	-	Printer cartridges; sanitiser	243.43
Travis Perkins	-	Limestone chippings, Postcrete, pothole repair	658.73
SSE	-	Electricity Tractor shed	41.12
E.S. Electrical	-	Extractor fans, Lodge	895.52
Hooble	-	Website	131.87
Cath Crofts	-	Final clean of the Lodge	54.00
Scottish Power	-	Lodge Gas £24.69 Electric £12.67	37.36
 <u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	
NEST	-	Pension contribution	161.73
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	108.60
Fuel Card Services	-	Petrol	36.25
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Car park	91.00
Wiltshire Council	-	NDR Rec Grd/Pav	304.00
John Deere	-	Mowers leasehire	444.00
 <u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
 <u>Debit card</u>			
Zoom	-	subscription	14.39
AVG	-	Renewal	44.99

13. Highway Issues:

- **Speed Indicator Device:** This had been ordered and will be delivered shortly
- **Issues relating to speed on Leafy Lane:** This had been omitted from the Agenda for the CATG meeting. Another Issue Sheet to be submitted
- **A365 Devides road:** Issue sheet to be submitted for the resurfacing of the road and also an Issue Sheet for the increase in the number of lorries along this road
- **Metrocount:** A request had been received for a further metrocount at Longsplatt. This had been held in December 2017

14. Items raised at Full Council:

- **Issue relating to the Bowls Club:** A statement had been read out by Mr Richard Bean at the Full Council meeting on 24th September and this had been referred to the Policy & Finance Committee for consideration. All committee members had received copies of this statement and previous correspondence between Mr Bean and the Council Chairman.

Each Committee member was asked to comment and the majority felt that the questions raised had been answered. The Chairman outlined the Council's position on this matter and the background to the previous discussions was explained. She felt that the statement was discriminatory against the Bowls Club. At the Full Council meeting held on 27th August, the recommendation that the Parish Council waives the contribution from the Bowls Club for the hire of the Bowling Green for this financial year was discussed and it had been resolved by eight votes in favour and two against to accept the recommendation.

It was therefore agreed that there should be no further discussion on this matter.

15. Items of report:

- **Blocked drain, Mill Lane by Lycetts Orchard:** Clerk to report this to the Parish Steward

16. Date of next meeting: 9th November 2020

Meeting closed at 9.00 pm

Chairman

DRAFT