



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 11<sup>th</sup> OCTOBER 2021

- 1. Present:** Councillors R. Case (Chairman); R. Campbell  
R. Davies; B. Walton; D. Wright  
Mrs Carey (Clerk)
- 2. Apologies** Cllrs S. Parker; A. Woollard - the apologies were accepted
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public present.  
Mr Paul Turner read a statement regarding the Disposal of Open Space at Rudloe Green. A notice by Wiltshire Council to dispose of area of open space had appeared in the Gazette & Herald with objections to be lodged by 27<sup>th</sup> October. He stated that this was the area of land known as Rudloe Green and was not supported by the people of Rudloe. This is a precursor to the GreenSquare development and the open space would be lost for three years. There are currently 80 flats with no gardens and the children would have no open space. In 2019 105 residents had supported the application to have it declared as a Village Green but this had not be successful because of an ongoing test case regarding Village Green within a settlement boundary. He urged the Parish Council to support parishioners and object to this disposal.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 13<sup>th</sup> September 2021 were taken as read and signed as a true record
- 7. Matters Arising/Actions**
  - a. **Flood Wardens - Blocked drains;** Cllr Mathew had reported that more volunteers are needed to join the Flood Wardens. Article to be put on the website and in the Parish Magazine.
  - b. **Replacement mowers;** It was agreed that information re the replacement mowers should be brought back to the Personnel meeting on 19th October. Information to be circulated prior to the meeting.
- 8. Policy Matters:**
  - a. **Review of policies:** At the Extraordinary Council Meeting it had been agreed that the policies would be divided up into Committees. The Committee went through the list of policies and allocated them to the various committees  
  
**Grievance Procedure/Disciplinary Policy:** Cllr Case is reviewing these and will bring them to the December Meeting.  
  
**Health & Safety Policy**  
Cllr Campbell had reviewed this and it is **recommended** that it be accepted with no changes made.

**Health & Safety Procedures:** Cllr Campbell had reviewed this and amendments had been made. The Committee went through this but it would need to come back to the next meeting as the information re chemicals needs to be updated. Cllr B. Walton will discuss this with the Groundsman.

**Procurement Policy:** Cllr Campbell had drawn up a Procurement Policy. A requirement compliance matrix needs to be added. Any further comments on the draft policy should be forwarded to Cllr Campbell and Cllr Wright.

**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 November meeting.

#### **9. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments.
- b. **Monitoring of Committee budgets:** The Clerk circulated a finance report covering the income and expenditure for September.
- 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 23<sup>rd</sup> November at 9.30 pm** Each Committee was asked to draw up a list of items to be included with the budget. Committee Chairmen to ask the Clerk for any clarification re figures prior to the budget setting meeting. It was agreed that the Staff Training and PPE budget should be included in the Personnel budget.

#### **10. Legal Matters:**

- a. **Lodge:** A copy of the report carried out on the vacant property has been received. The agents are to carry out a full clean and deduct the cost out of the tenant's deposit.

Four applications for the tenancy had been received. These were considered and it was proposed to **recommend** to Full Council to accept the application from the applicant who meets the Council's criteria. It was agreed that in future it is **recommended** that the decision for this be delegated to the Policy & Finance Committee.

- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** on-going
- e. **Rustic Cottage, Box Hill;** Following the Council's recommendation that the Deed be removed from the property, the Clerk has written to the solicitors to action this.

#### **11. Correspondence:**

- a. **Gigaclear;** letters received requesting information on ownership of areas of land. The information had been supplied to them.
- b. **James Gray MP;** An advice surgery will be held at the Parish Council offices on 13<sup>th</sup> November. Article to be put on the website and in the Parish Magazine.
- c. **Letter from Corsham AFC re additional use of football pitch;** Request received that one of AFC Corsham's older age groups use the football pitch on a Sunday afternoon from 1.30 pm. AFC Corsham use the pitch on a Saturday for the younger children and two adult football clubs use the pitch on a Sunday. It was **recommended** that that permission is refused.

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

<u>BACS</u>			
Salaries	-		5380.08
HM Revenue & Customs	-	PAYE	1627.91
Avon Sportsground Main Co	-	BG contract	678.16
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Hooble	-	Annual charge for website	131.87
Defence Infrastructure Organisation	-	Lease Bus shelter Leafy Lane	20.00
Wiltshire Council	-	Lease – Jubilee Youth Centre	50.00
John Miller	-	Repairs, new backpack sprayer, spares	165.87
<u>Direct debits</u>			
NEST	-	Pension contribution	167.04
Hills Waste	-	Refuse collection	99.34
Fuel Card Services	-	Petrol	167.63
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	304.00
		Car Park	91.00
Hitachi	-	Mule Leasehire	344.73
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit Card</u>			
British Red Cross	-	First Aid courses	302.40
Argos UK	-	Booster box	15.99
Zoom UK	-	Subscription	14.39

**13. Highway Issues:**

It was stated that there **must** be a representative to attend all the CATG meetings.

It was **recommended** that a working group comprising the CATG representative ie Cllrs Campbell; Davies; Smith and Woollard be set up.

The working group to go through all the Highways issues and bring figures back for the budget setting meeting.

- Leafy Lane: There is a need to carry out a Speed Assessment review re the suitability for a 30 mph speed limit. This will be at a cost to the Parish Council of £600. It was **recommended** that this contribution be agreed.
- B3109 Bradford Road: Cllr Davies had spoken to James Whittington from Corsham Town Council. As this involves both Councils it was agreed that there should be a joint meeting to discuss this. It was **recommended** that the Highways Working Group meet with Corsham TC. There needs to be a co-ordinator to bring the issues together.
- Highways Improvement Request form: re bus stop at Hedgesparrow Lane. This had been submitted
- Warning sign for horses at Prospect: Data to be submitted
- A4 opposite Budgens Garage: Letter received from David Arnup stating that he will arrange a meeting with the contractor to start the ball rolling with pricing up reconstruction of the footway.
- Parking at Chapel Plaister: Clerk to ask Gemma Winslow from Wiltshire Council to look at the site again
- Metro Count Wadswick – This will take place once lockdown is lifted
- Highways Improvement Request Form: A request form had been submitted to CATG by the Parish Council to look at the signage at the entrance to the Market Place to stop large lorries using this narrow road.

- Junction of Monkton Farleigh Road and Kingsdown rd. Cllr Mathews had been discussing this with Cllr Kidney (representating Monkton Farleigh PC) and had suggested a metrocount. After discussion it was felt that a metrocount was not needed. A new flashing sign to warn about the junction from Bathford needs to be put in. Also the white lines at the junction need to be improved and the centre white line on the Monkton Farleigh road could be realigned. It was agreed to ask Cllr Mathew to ascertain the cost of the sign.
- A4/Devizes Road junction: It was reported that there is no provision of a “No left turn” sign prior to the traffic lights when travelling towards Bath. To be discussed by the **Highways Working Party**
- Chapel Lane exit: To be discussed by the **Highways Working Group**

**14. Items for discussion:**

**Report from GreenSquare re presentation and Wiltshire Council’s notice of disposal of green open space:** Cllr Davies had asked for this to be put onto the Agenda. It was agreed that this should be discussed fully at the Box Hill & Rudloe Open Spaces Committee.

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

- Utilising local shops/contractors – this should be part of the Procurement Policy

The Climate Strategy Working Group will look at how each Committee can address the issues in the Action Plan

**15. Items of Report and future Agenda items:**

- a. **Draft Co-option Policy;** The Clerk will draw up a draft policy

**16. Date of next meeting:** 8<sup>th</sup> November 2021 at 7.30 pm

**Chairman**

*Meeting closed at 9.10 pm*