



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 12TH AUGUST 2019

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case;
J. Cox; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Cllr N. Botterill
- 3. Absence:** Nil
- 4. Public Question Time:** There were three members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 8th July 2019 were taken as read and signed as being a true record subject

7. Matters Arising:

- a. **Electricity supply to Tractor Shed:** Two letters of complaint re the new poles have been received. These will be discussed at Full Council on 29th August.

Cllr Parker read out the following statement:

This work has long been considered essential as the council was failing its employess under the Health and Safety at Work Act and in its duty of care by expecting them to work in such conditions. This was accepted unanimously by both this and previous Councils.

*Following several meetings with SSE on site and discussions with them, the Parish Council has looked at **ALL** the possible options for this, and the change in legislation would not allow the electricity board to take a spur from an existing pole. Solar panels had been considered and an electricity supply would be needed to store the electricity. Wind turbines were also not suitable. The work, as carried out, was considered to be the safest option.*

The plans for this work have been discussed at several Playing Fields Management Committee meetings, a Policy & Finance Committee and subsequently at several Full Council meetings and the works had been approved by the Council.

The trench for the electricity cable had to be dug to a particular specification. The depth of the existing water and BT pipes in this area would not allow the electricity cable to be placed on top of these. The cable could not be laid underneath a water pipe.

The Parish Council is elected by the whole Parish to make decisions, some of which might not meet with the approval of all the 3202 parishioners.

This will be reiterated and discussed at Full Council

- b. **Red Telephone Box at Ashley:** A revised Lease had been drawn up and sent out for signature.

- c. **Lovar Water Garden – replacement bridge**; The survey had been completed and will be discussed by the Playing Fields & Pavilion Committee
- d. **Future of Rudloe Green and the Community Centre**:
Letter received from GreenSquare stating “ To enable any kind of regeneration in this area we would not be keeping the current community centre building and we have endeavoured to make that very clear. In terms of all options, we recognise that some kind of community facility is required at Rudloe. We were asking the residents of Rudloe what facilities would be more useful, a shop or community facility of some description, a play area, the nature of the green space etc. We could, if that is the priority for local people, create some kind of community room/facility for example. We need to be realistic about what we would be able to achieve and that it would not be as large as the current empty building.”

Letter received from Wiltshire Council stating “Wiltshire Council’s Cabinet decision of 12th June 2018 gave authority for both Housing and Estates teams to engage with GreenSquare to explore their housing regeneration proposals for Rudloe The council is currently in the final stage of agreeing short term leases with GreenSquare for both the shop and the community centre which we will complete during August.....there are significant costs to bring the community centre building to a condition fit for occupation and compliant with H&S legislation. The council’s Estates department has been concerned about leasing the community centre in its current condition to any organisation that may find the management overhead and costs of occupation a drain on their resources.....The Council will only transfer the freeholds of these assets to GreenSquare, on grant of a planning consent for the regeneration project for affordable housing. If GreenSquare fail to deliver their project preparations to timescale or are refused planning for their proposed scheme then the Council has the option to take both properties back and has Cabinet authority to sell them on the open market”

A copy of the report to Cabinet was included which showed ballpark estimates for the significant expenditure that is required.

Copies of both these letters and the report will be circulated to all Councillors for discussion at Full Council on 29th August.

As requested a costing analysis/benefits for taking on the Community Centre with a ten year forecast had been drawn up and these will be circulated to all Councillors.

There was a discussion and it was **recommended** that the Parish Council continues to put pressure on GreenSquare through the Steering Group regarding the provision of green space/play area/shop/community centre.

The next meeting of the Steering Group will be held on 27th August and there have been 12 applications to join this.

- e. **Redecorating of Council Offices**; On-going

8. Policy Matters:

Policies:

- a. **Review of policies**: Terms of Reference for Council and Committee . These had been revised and were discussed and agreed. It is **recommended** that these be circulated to Full Council for approval **Action: Clerk**
- Format of Risk Assessment form**: On-going
- b. **Applications for use of the Recreation Ground**: See minute 14a below
- c. **Business Plan/Forward Plan**: To be discussed at next meeting.
- d. **Emergency Plan**: Continue to monitor

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** Revised Financial Regulations had been received. These will be circulated for discussion at the next meeting
- c. **Monitoring of Committee budgets:** Monitoring report to 31st July 2019 was circulated Chairmen to raise any matters with the Clerk.

10. Legal Matters:

- a. **Lodge:** As reported at the Cemetery Management Committee meeting the Lodge had been left in a disgusting state. Work had been carried out to repair the taps and the lights and switches. The Clerk was meeting with a damp proofing specialist to discuss the black mould. A deep clean will then have to be carried out and the whole house redecorated. The Clerk will contact the Insurance Company to see if there is any cover for this situation. **To be discussed further by the Cemetery Management Committee and at Full Council**
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection:** On going

11. Correspondence:

- a. **Pump for Irrigation System on Bowling Green:** It was reported that the pump for the irrigation system needs replacing. A quote had been received and further quotes being obtained. This is an urgent matter and the pump will need to be replaced as soon as possible to prevent any damage to the bowling green. **Action: Clerk**

Post Minute note: Two quotations received in the sum of £1891.26 + VAT and £1755 + VAT.
- b. **Lights for the Xmas tree:** Wiltshire Council has confirmed that they could provide a socket. Forms for the connection with SSE to be completed. There may be a cost incurred for this. **Action: Clerk**
- c. **Community Governance Review:** Notification from Wiltshire Council that the Electoral Review Committee has requested all parishes within the council area to be approached to see if there are any requests for a Community Governance Review – this includes amending the name of a parish or its wards, the total number of councillors, the amendment or creation of wards, changes to external boundaries of the parish or creation/abolition/merger/grouping of parishes and other such changes.

It is **recommended** that there should be no changes to the external boundaries of the Parish as the Parish Council wish to retain the buffer between Box and Corsham. It is **recommended** that the ward name for the Box Hill Ward be changed to **Box Hill and Rudloe Ward**

- d. **Polling District and Polling Place Review Consultation:** Notice received from Wiltshire Council. It was agreed that there should be no change to the current arrangements
- e. **Landowner's enquiry re Box Heritage Trail:** Letter from Mr Payne asking permission to use the footpaths/bridgelways on Parish Council land as marked on the Box Heritage Trail and to put small circular way on existing signposts on the Recreation Ground and on a leg of the Rock Circus noticeboard. This was agreed
- f. **Terracycle – recycling of cat food pouches:** To be discussed at Full Council
- g. **Statement of Licensing Policy:** Details of consultation received from Wiltshire Council

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

<u>Cheques</u>			
Travis Perkins	-	Hire of excavator	285.00
 <u>BACS</u>			
Salaries	-		5397.47
HM Revenue & Customs	-	PAYE	1580.42
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Avon Sportsground Main Co	-	BG contract/materials	748.34
Westcare Supply Zone	-	Ink cartridges and stationery	214.74
John Miller	-	New switch	2.63

D.J. Mathias Ltd	-	Repairs to leak in urinal	149.58
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Avoncrop Amenity Products	-	Materials	180.18
Lemon Gazelle CIC	-	Neighbourhood plan	200.00
D.J. Mathias Ltd	-	Replacement taps The Lodge	270.00
E.S. Electrical	-	Emergency check re electrics to pump	54.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	186.34
Hitachi	-	Mule Leasehire	344.73
Wiltshire Council	-	NDR Car Park	90.00
Wiltshire council	-	NDR – PFs/Pavilion	300.00
Hills Waste	-	Refuse collection	103.34
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
J.D. Pipes Ltd	-	Ducting for electrics	87.24

13. Highway issues:

- **Petition to reduce the speed limit in Kingsdown:** Letter received from a parishioner asking why the Parish Council would not be supporting the Speed Limit Assessment. The clerk had replied that before the Council committed to this it was considered advisable to ask for a formal metro count to be carried out and this had been submitted
- **Temporary Closure of part of Mill Lane:** This will be closed on 18th October to allow Openreach to safely access boxes for desiting works
- **Dropped kerb:** Request received for a drop kerb at Brunel Way/Bargates

14. Items raised at Full Council:

- a. **Use of Recreation Ground – Nordic Walking and Fitness Bootcamp:** As discussed at Full council letters received requesting use of the Recreation Ground by a Nordic Walking Group and a Fitness Bootcamp. These were agreed subject to the grant of a six months licence from September to March at the annual rental of £200
- b. **Issues raised by Mr D. Wright:**
The issues concerning the Rudloe Community Centre had been discussed fully at 7d above

“Due to the recent tragic event at Box Bowling Club, Box Parish Council is requested to consider the siting of a defibrillator on or near Box Recreation Ground”

It was suggested that the Bowling Club apply to the Area Board for a defibrillator – the Parish Council could make a grant towards this. The defibrillator could be fitted by the outside door to the changing rooms at the Pavilion. This would need to be renewed every two years. St John Ambulance could offer advice on this

15. Other issues:

- **Quotes for internal electric work at Tractor shed:** Two quotations received. Clerk to ask for the third quotation to be submitted within 48 hours. To be discussed at Full Council.

16. Items of Report and future agenda items:

- a. **Area by Vine Court:** It was reported that this area need clearing
- b. **Twinning Group:** It was reported that the present president, Mr Fred Sheppard, is stepping down. It was suggested that the Chairman of the Council should take this role
- c. **Waste bin by bus stop opposite Post Office:** This needs replacing

17. Date of next meeting: 9th September 2019

Chairman

Meeting closed at 9.15 pm