



BOX PARISH COUNCIL

MINUTES OF THE REMOTE COUNCIL MEETING HELD BY ZOOM ON 30TH APRIL 2020

- 1. Present:** Councillors: S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
J. Cox; R. Davies; D. Evans; V. Hill; D. Moore; R. Smith; M. Tye;
B. Walton; J. Whitford (part of the meeting); A. Woollard
Councillor: B. Mathew

Mrs Carey (Clerk)
- 2. Apologies:** Councillor S. Gould
The apologies were accepted
- 3. Absent:** Nil
- 4. Public Question Time:** One member of the public joined the meeting.
- 5. Chairman's announcements and declarations of interest:** The chairman announced the death of Mr Fred Sheppard, a past Parish Councillor and Council Chairman.
Councillors were reminded of the protocol for the remote meeting and that councilors should behave as at any other meeting

Declaration of interest: Councillors Botterill; Parker; Smith; Walton and Tye declared an interest in item 6 ii of the Agenda
Councillors Botterill; Parker; Walton and Tye declared a pecuniary interest in item 6 i of the Agenda
- 7. Minutes:** The Minutes of the Council Meeting held on 27th February 2020 were taken as a true record and will be signed at the first normal meeting of the Council

Cllr Davies raised an issue regarding the GreenSquare meeting held in February
- 8. Voting at remote meetings:** After discussion it was **resolved** unanimously that voting be by a show of hands for those on video link. For any councilors who cannot be seen they will be asked to state their vote.
- 9. Number of meetings to be held by Zoom:** After discussion it was **resolved** unanimously that the Council reverts back to the normal calendar of meetings. It was suggested that Microsoft Teams could be used but this would require the use of Office 365.

After discussion it was **resolved** to defer the Annual Meeting. This will be reviewed again in one month's time.
- 10. Discussion on the system to use for remote meetings:** After discussion it was **resolved** unanimously to continue with Zoom but to upgrade this to Zoom Pro at a cost of £11.99 per month (or £9.99 if offer is still available.)
- 11. Update on Box PC Assist:** The group had been set up to help with the situation facing the Parish because of the Coronavirus. A leaflet stating that the Parish Council was setting up a Support Group, had been sent out to residents with the Newsletter asking for volunteers to help/or for requests of help.

Jackie Nicholas had offered to help and advice and a group had been formed with Councillors Botterill; Parker; Smith, Tye and Walton together with members from the Church, Methodist, Link and MoD. There were 125 volunteers. Guidelines had been set up and ID badges issued. The group was set up to support the elderly, vulnerable and those in need. Councillor Moore asked why a further group was needed when there was already Link. Councillor Parker replied that it was because most of the members of link were in the over 70s age group and Councillor Botterill said that there were 38 voluntary co-ordinators covering the whole of the parish and Link could not deal with that scale.

It was asked how the requests for expenses were being managed and Councillor Parker stated that no requests had been received at the present time but money was being held by Link with Jackie Nicolas as the treasurer. The fund was to be able to help anyone who had run out of cash – there would need to be three receipts; one for the food purchased; one for the volunteer and one for Link. An invoice would be sent to the people who had received the food. The group had received £500 from the Bingham Trust together with the £200 that the Bingham Trust had given the Parish Council to use for the VE Day Celebrations.

Councillor Case stated that she had been collect prescriptions for a neighbor who had rung the Pharmacy and given permission for the medicine to be collected.

Councillor Cox queried whether PC Assist stood for Parish Council or Parish Community and that she was against payment of any expenses for petrol etc as volunteers should not receive payment. Councillor Parker confirmed that it was Box Parish Council Assist. Councillor Cox did not feel that this had been communicated across the board.

There was a discussion on the payment of expenses to volunteers. Councillor Parker stated that she did not expect volunteers to be claiming petrol but it should cover someone who was not able to pay for food.

- i. **Grant application from Box PC Assist:** Grant application received requesting that the Parish Council puts £300 into the emergency fund out of S137 money. If this is not used it will be returned to the Parish Council. After discussion it was **resolved** by 12 votes in favour and one against that the £300 could be paid in the future if this was needed.
- ii. **Discussion whether the Pow Wow costs incurred by Councillors on Box PC Assist can be reclaimed from the Parish Council:** Councillors Botterill, Parker, Walton and Tye had declared an interest in this item. The costs incurred had been for four Pow Wow telephone meetings between 19th and 31st March but the total amount of the costs was not yet known.

After a lengthy discussion it was agreed not to pursue this item further.

12. Policy & Finance Committee: The Minutes of the meeting held on 9th March 2020 were submitted and agreed.

Recommendation that the Grievance Procedure/Disciplinary Policy be adopted. Councillor Tye raised concerns about the wording of the policies. After discussion it was agreed that these would be taken back to Policy & Finance for a further update. The Clerk will obtain copies of the Wiltshire Policies.

13. Playing Fields & Pavilion Management: The Minutes of the meeting held on 2nd March 2020 were submitted and agreed

14. Planning & Conservation Committee: The Minutes of the meeting held on 27th February and 9th March 2020 were submitted and agreed.

15. Accounts for payment: The accounts were submitted and agreed

Cheques

BACS

Salaries	-		5316.50
HM Revenue & Customs	-	PAYE	1580.22
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Avon Sportsground Main Co	-	BG contract/materials	741.00
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Wiltshire Council	-	Council Tax – Lodge	164.50
Wessex Water	-	Standpipe charge	177.00
ICCM	-	Subscription	95.00
Wiltshire Council	-	½ yr NDR offices	1022.90
Wiltshire council	-	½ yr NDR Cemetery	698.09
S. Parker	-	Reimburse re Corsham print	33.25
Rialtas	-	Making Tax Digital support	70.80
Fire Alarm Consultancy Ltd	-	Annual service	288.00
Waterscape Solutions Ltd	-	BG irrigation service contract	611.23
Westcare Supply Zone	-	Ink cartridges/hand sanitiser	188.38
Link	-	Transfer of grant from Bingham	200.00
		Hall for Box PC Assist Group	
Consortium	-	Lanyards and badges for Box PC	
		Assist Group	143.49
SSE	-	Electric for Tractor shed	
		March/april	124.72
Site Engineering Services	-	Welding on climbing frame	300.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	161.73
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	118.82
Fuel Card Services	-	Petrol	30.32
Plusnet	-	Telephone Pavilion	30.98
Plusnet	-	Office	37.08
Wiltshire council	-	NDR Car park	91.68
Wiltshire Council	-	NDR PFs and Pav	307.90
John Deere	-	Mowers leasehire	444.00
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

16. Items of Report and Future Agenda Items

- Wiltshire Councillor Brian Mathew reported on the Wiltshire Health and Community meetings
- It was reported that Mr Tim Barton had offered some land at Box Hill for community allotments

Chairman