



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 14<sup>TH</sup> JANUARY 2019

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell; R. Case;  
A. Clench; J. Cox; V. Hill;  
Mrs Carey (Clerk)
- 2. Apologies** Councillor: P. Van Praag
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Actions:**

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Cllr Hill	CATG mtg February
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	End of January 2019
Design of new website	29 <sup>th</sup> November 2018	Cllrs Campbell/Van Praag	End of February 2019
Emergency Plan – use of telephones in power cut	10 <sup>th</sup> December 2018	Clerk	11 <sup>th</sup> February 2019
Circulate Social Media Policy	14 <sup>th</sup> January 2019	Clerk	End of January 2019

- 7. Minutes:** The Minutes of the Meeting held on 10<sup>th</sup> December 2018 were taken as read and signed as being a true record.

**8. Update on Issues:**

- **“Box” parish signs:** Cllr Hill will pursue this at the next CATG meeting  
**Action: VH**
- **Spreadsheet/provision and Use of Work Equipment Policy:** On-going
- **Design of new website:** On-going
- **Electricity for Tractor Shed; transfer to Playing Fields Committee**

- **Grant Awarding Policy**: Completed
- **Emergency Plan – use of telephones in power cut**; on-going

#### **9. Matters Arising:**

- Market Place Car Park**: Awaiting new Lease for signature
- Electoral Review of Wiltshire Council**; On-going.
- Parish Council quarterly Newsletter**; Next edition – March 2019

#### **10. Policy Matters:**

- Policies**:  
Flood Group:  
Draft Action Plan received which had been circulated to Committee members. After discussion it was agreed that this was not acceptable. It had previously been formally agreed by Full Council that the Parish Council would support the Flood Group but this would not come under the umbrella of the Parish Council
- Risk Assessments**  
Format of Risk Assessment form: Next review to be carried out in July 2019
- Applications for use of the Recreation Ground/Box Hill Common**: Nil
- Review of policies**: Provision and Use of Work Equipment drawn up and agreed. This will run alongside the Risk Assessment. Spreadsheet to be drawn up to accompany this. **Action: VH/RC**
- Business Plan/Forward Plan**: To be discussed further.  
  
**Drawing up of a 3 or 5 year budget**: Committee members to consider whether this is needed. To be discussed further
- Emergency Plan**: The Committee discussed an information leaflet to go out to vulnerable people with advice in the event of an emergency and it was felt that this could be put as an article in the next Newsletter. Cllr Hill raised the issue of what would happen in a power cut if no telephones could be used. It was agreed to ask Wiltshire Council how they would deal with this. **Action: Clerk**

#### **11. Financial Matters:**

- Investment of Earmarked Reserves**: Continue to monitor investments
- Financial Regulations and Financial Risk Assessment**: On-going
- Monitoring of Committee budgets**: The Monitoring Report had been circulated and was agreed

#### **12. Legal Matters:**

- Lodge**: Continue to monitor any items reported by the Letting Agent
- Licences**: Licences had been renewed from April
- Data Protection**: The Data Protection Policy and other documents had been put onto the website

#### **13. Correspondence:**

- Wooden sign on handrail – steps on Common**: Request from Cotswold Wardens to place a wooden sign on the handrail of the new steps on the Lower Common stating “steps built for Box Parish Council by the Cotswold Voluntary Wardens 2018 celebrating 50 years work in the Cotswolds”. This was agreed.

- b. **Abandoned cars on Recreation Ground car park:** These had been reported via My Wiltshire App and were being dealt with. The Clerk had also notified the police.
- c. **Remarking of Tennis Courts:** The courts had been remarked for Tennis. However, as the bottom court was already marked out for five aside football it was **recommended** that the netball markings be put on the top court. Report received stating that there is a lot of moss on both the courts which could cause the surface to start to break up and can become slippery. Quotation received for £850 to clean this off and it is **recommended** that this be accepted.
- d. **Corsham Liaison Group;** Meeting held on 8<sup>th</sup> January 2019. It was agreed that Cllr Campbell would represent the Council at the next meeting.

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

**Cheques**

The Cotswold Voluntary Wardens Countryside Fund - Grant		500.00
Landcare Tree Nursery	- Tree stakes (Common)	27.00
Wiltshire council	- rent for Dyers Yard	50.00

**BACS**

Salaries	-	4727.21
S. Lock	- Cemetery Contract	400.00
E. Joaquin	- Cem contract	400.00
HM Revenue & Customs	- PAYE	1548.33
Imperial Cleaning Services	- Pavilion cleaning	300.00
Westcare Supply Zone	- Printer cartridges	163.20
John Miller	- Part service of machinery	1053.81
David Colbourne	- reimburse re materials for steps (Common)	325.05
Avon Sportsground Main Co	- BG Contract and materials	730.40
Neill Newport	- Tennis court lines (part payment)	480.00

**Direct debits**

Initial Washroom	- Fem Hygiene	25.26
Wiltshire Council	- NDR Car Park	88.00
Wiltshire Council	- NDR Pavilion/PFs	293.00
NEST	- Pension contribution	95.97
Hills Waste	- Refuse collection	57.76
Fuel Card Services Ltd	- Petrol	9.60

**15. Health and Safety issues:**

**Risk Assessment:** Some of the Risk Assessment will need to be signed by the members of staff

**16. Highway issues:**

- **One way system in The Ley:** Traffic is using The Ley the wrong way. This will be raised at CATG and signage requested. It was also agreed to request a metrocount for The Ley
- **Road Closure:** Part of Upper Ley on 18<sup>th</sup> March to enable Wessex Water to repair a mains leak

## **17. Items raised at Full Council:**

- **Removal of hazardous waste from Recreation Ground shed:** Three quotations had been received in the sum of £425; £696 and £690. The first two quotations will not remove the unlabeled chemicals. It is **recommended** that the quotation from Chemgo in the sum of £690 be accepted as they will remove all of the containers plus the freezer and fridge.
- **Request to put a statement in the Minutes:** At the Full Council meeting held on 10<sup>th</sup> December a request had been received to put a statement prepared by a Councillor into the Minutes regarding the Budget and setting of the Precept for 2019/20. Subsequent to the meeting it had been ascertained that some of the figures contained in that statement were inaccurate.

This was discussed and it was unanimously **recommended** that the inclusion of individual statements by Councillors in the Minutes should not be allowed. The Parish Council is a corporate body and this would set a precedent. Councillors are able to read out statements and this should be noted in the Minutes. The Clerk is seeking advice on this matter.

It was also stated that certain issues are being put on social media by Councillors that do not represent the views of the Full Council. The Clerk will circulate a copy of the Social Media policy to all Councillors to remind them of procedure **Action: Clerk**

## **18. Items of Report and future agenda items:**

- a. **Work on Lower Common;** Following work carried out on the Lower Common by the Cotswold Wardens it had been necessary to ask Nick Churchill to spend a day tidying up the area instead of clearing as originally agreed. He will carry out a further days work as requested.
- b. **Laurel hedge in Cemetery;** To be discussed at the next Cemetery Management Committee meeting
- c. **Removal of wreaths in the Cemetery;** To be discussed at the next Cemetery Management Committee meeting.

## **19. Date of next meeting:** 11<sup>th</sup> February 2019

**Chairman**

*Meeting closed at 8.50 pm*