



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 11th JUNE 2018

- 1. Present:** Mr Campbell (Chairman); Mrs Cox; Mr Hill; Mrs Richards; Mr Van Praag
Mrs Carey (Clerk)
- 2. Apologies** Mrs Case; Mrs Parker
In the absence of Mrs Parker, the Chair was taken by Mr Campbell
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public present.
Mrs Tye queried why no-one had attended the meeting at Leafy Lane with Ben Anderson and Wiltshire Council to discuss the crossing issue.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14th May 2018 were taken as read and signed as being a true record.
- 7. Matters Arising:**
 - a. **Best Kept Village Competition:** Application had been submitted
 - b. **Jubilee Youth Centre:** Replacement of the critical windows with white PVC – Planning application submitted
 - c. **"Box" parish signs:** Letter received from Wiltshire Council stating that they would need to know that the company supplying the signs had the necessary streetworks accreditation and correct insurance documents to work on the Highway Network. Wiltshire Council would also need to take a closer look at the sign designs themselves before anything is manufactured to ensure the lettering is the correct height for the approach speeds and that the size of the signs will fit safely in the locations requested. Clerk had written to the manufacturer to ask if they had the necessary accreditation.
 - e. **Seat for bus shelter by The Bassetts:** Mr Sims to provide a sleeper for a new seat to be made.
 - f. **Vacancy on Parish Council:** Notices to be drawn up. Deadline for applying to be Friday 22nd June.
 - g. **Market Place Car Park:** The Clerk had discussed the terms of the new Lease with Wiltshire Council. The new Lease will be for a further seven years on similar terms. Under the terms for the proposed lease and the repairing covenant the Parish Council would be responsible for the low boundary walls at the front of the car park whilst Wiltshire Council would retain liability for those walls for which the Council as landowner has responsibility.
It was **recommended** that the terms of the new Lease be agreed wef 1st April 2018

- h. **Model Standing Orders**: The Clerk had customised these and they had been circulated to Committee members. These were discussed and agreed subject to the Clerk asking for clarification on section 3l – recording of meetings which is ambiguous. Clerk to circulate to all members for adoption at Full Council.

Post Minute note: Letter from WALC stating “Standing order 3(l) refers to the public question time/session which is not classed as the actual meeting of the Council. Standing order 3(m) refers to the business of the meeting when it is not open for members of the public to speak. So during the public question time/public session someone could make an oral report on proceedings but they are not permitted to do this during the business of the meeting.”

8. Twinning: The signs had been erected.

9. Policy Matters:

- a. **Policies**:
Flooding in Market Place: Clerk has written to the Parish Council Insurance Co. re public indemnity cover for the Flood Warden Group. Mrs Parker has also written to Wiltshire Council re insurance. The Clerk will also chase Paul Bollen re the proposed works to the drains.
- b. **Risk Assessments**
Format of Risk Assessment form: The new Risk Assessment form was discussed. Clerk will complete the update.
- c. **Applications for use of the Recreation Ground/Box Hill Common**: Nil
- d. **Neighbourhood Plan**: This had been discussed further by the Planning and Conservation Committee. ***Transfer to Planning Committee***
- e. **Review of policies**: On-going.

10. Financial Matters:

- a. **Investment of Earmarked Reserves**: Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment**: On-going
- c. **Monitoring of Committee budgets**: Monitoring reports to be reviewed regularly

11. Legal Matters:

- a. **Lodge**: Continue to monitor
- b. **Licences**: Licences had been renewed from April
- c. **Data protection**: Following the recent audit a Report and Action Plan has been received together with all the relevant documentation. This had been circulated prior to the meeting. All the documents were discussed and will be circulated to all Councillors for adoption at Full Council. Clerk to establish which documents need to be put onto the website and also to ask about protection of data from the possibility of hacking/virus

12. Health and Safety issues: Nil

13. Forward Plan:

- Outside of Council Offices; railings – to be repainted in June/early July

14. Highway issues:

Mr Hill gave a report on the recent CATG meeting:

- A365 – Wiltshire Council has a problem accessing the data
- Metro counts – Clerk to request a metro count on A365 by the entrance to the Ley and also on Leafy Lane by Portal Avenue.

Wormcliffe Lane; Part closure from 16th to 20th July for BT Openreach to undertake works

15. Correspondence:

- a. **Corsham Area Board**: letter received from the new Chairman, Ruth Hopkinson who is keen that the meetings should not just be about Wiltshire Council informing Parish & Towns but also Parish/Towns informing Wiltshire Council.
- b. **Upgrading of bus stops with live time information**: Letter from Melsham Without Parish Council asking for support in a joint approach to Wiltshire Council to investigate the possibility of upgrading bus stops for the new First Bus D3 service and the existing Fairsaver X72 bus service to Bath so that the timing and destination information is Wi-Fi enabled on the buses can be displayed at bus stops. It was **recommended** that this be supported.
- c. **Future of Wiltshire Council's assets in Rudloe**; Cabinet meeting to be held in Salisbury on 12th June to discuss the disposal of Wiltshire Council land in Rudloe (Rudloe Community Centre). The three options for the Council's freehold land and property are:
 - An open market sale of part or the whole of the site
 - A transfer of the whole site to GreenSquare
 - A lease of the vacant community centre to a community group or other party but otherwise retain the status quoThe second option is the preferred option. If this is transferred to GreenSquare it might involve a remodelling of the play area
- d. **Housing development – Rudloe**: Letter received regarding Streetname Application. The street names of Bartholomew Court, St Philip Street, St James Place, Monks Court, Ebenezer Way, St John Crescent and St Patricks Drive were considered acceptable.
- e. **Storage in Pavilion**: Request for a further cupboard received from the Boxlea WI. It was agreed to check that there would be room for this.
- f. **Tree on Recreation Ground**: Letter from a parishioner who planted a tree on the Recreation Ground some years ago asking for the neighbouring tree to be trimmed back. Clerk to speak to the Groundsman
- g. **MP Surgery**: James Gray MP to hold surgeries in the Parish Council offices, the first to be held on Saturday 7th July from 10-11.30 am
- h. **Lovar Garden bridge**; Several letters received regarding the Parish Council's decision not to replace the bridge at the present time. These will be discussed at the next Playing Fields Committee meeting. Clerk to acknowledge the letters
- i. **Historic nail**: Letter from Mr Wright stating that during repair to footpath 34 a six inch nail was recovered which he felt could be of Roman origin.

16. Accounts

The following accounts were recommended for payment at the Committee meeting:

Cheques

NALC	-	Local Council Review	6389	17.00
Mrs K. Garrett	-	Internal Audit	6390	150.00
Petty Cash	-		6391	200.00

Wessex Water	-	Pavilion £696.05 Office £53.67	6392	749.72
<u>BACS</u>				
Salaries	-			5253.43
S. Lock	-	Cemetery Contract		400.00
E. Joaquin	-	Cem contract		400.00
Imperial Cleaning Services	-	Pavilion contract		300.00
HM Revenue & Customs	-	PAYE		1481.74
Avon Sportsground Main Co	-	BG Contract/materials		711.86
Westcare Supply Zone	-	Printer cartridges		159.60
John Miller	-	Materials/repairs to strimmer		144.90
Rialtas Business Solutions Ltd	-	Year end close down		647.16
ES Electrical	-	5 year electrical reports for Council bdg; Chapel and Pavilion		1101.00
<u>Direct debits</u>				
NEST	-	Pension contrib (Apr/May)		105.03
Initial Washroom	-	Fem Hygiene		23.82
Wiltshire Council	-	NDR Car Park		84.00
Wiltshire Council	-	NDR Pavilion/PFs		291.00
Fuel Card Services	-	Petrol (Cem/PFs)		38.80
Fuel Card Services	-	Petrol (Cem)		19.55
Fuel Card Service	-	Petrol (PFS)		23.74
Tallis Amos Group (BS Mowers)	-	Service contract		101.33
John Deere	-	Mowers leasehire		444.00
Hitachi	-	Mule leasehire		257.87
Madasafish	-	Broadband		1.69
<u>Debit card</u>				
Sloane & Sons (Reformation Ltd)	-	Seat for War memorial		268.20

17. Items raised at Full Council:

Election of Vice Chairman: Following the election of the vice chairman at the Annual Council meeting on 31st May when one of the nominees was not present, advice received from WALC as follows: "There is nothing in the law which says a vice-chairman must be present in order to be elected to the council. The law on this subject, that is s15(6) of the Local Government Act 1972 simply says "The Parish Council may appoint a member of the council to be vice-chairman of the council." The main thing is that someone is not elected to the post without first giving their consent but the councillor in this instance had indicated their willingness to stand."

18. Items of Report and future agenda items:

- a. **Parish Council yard:** The Clerk had asked the grounds staff to tidy this and to repair the side gate
- b. **Parking in Bargates:** Complaint received from a parishioner about the excessive use of Bargates for parking for the Birdhouse Café, Doctors Surgery etc. There is nothing that the Parish Council can do about this as there are no double yellow lines but there is nothing to stop the individual residents from putting in dropped kerbs by their property.
- c. **Wood cladding:** Mr Hill reported that there had recently been wood cladding put on an historic building in the village

- d. **Parish Council funding**: it was reported that another Parish Council had received funding from Area Board towards a lawn mower. More information to be obtained
- e. **Absence of Committee Chairman**: Following the recent Cemetery Management and Policy & Finance Committee meetings when the Chairman was absent, it should be decided whether the chairman appoints another committee member to act as chair in their absence or the committee elects a chairman. To be discussed at Full Council
- f. **Participation at Committee meetings by absence members via phone etc**: Advice had been taken from WALC and other sources and it had been determined that at the present time aspects of the law do not allow this.
- g. **Attendance Register – publication on website**; To be discussed at Full Council
- h. **Seat by red telephone box Ashley**: It was reported that this needs new slats on the back.
- i. **Website**: Thanks to be sent to Mr Lyons for maintaining the Council's website and to invite him to the Christmas drinks

19. Date of next meeting: 9th July at 7 pm

Meeting closed at 8.40 pm

Chairman