



## BOX PARISH COUNCIL

### **MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 7<sup>th</sup> DECEMBER 2020**

**1. Present:** Councillors S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;  
M. Tye  
Mrs Carey (Clerk)

**2. Apologies:** Cllr J. Cox  
The apologies were accepted

**3. Absence:** Nil

**4. Public Question Time:** There were three members of the public present.

Mr Robert Davies stated that he had looked at the possible sitings for the Speed Indicator Device with the Chairman and identified places on the A4 and A365 where it could be put. He felt that there had been a positive reaction to the SID. He felt that Speedwatch should operate in different locations to the SID – the combination of both will make the road safer

He also spoke about the spending of £475 by a Committee for dog bag dispensers and felt that these would not change people's behaviour

**5. Chairman's Announcements and Declarations of Interest:** Nil

**6. Minutes:** The Minutes of the remote Meeting held on 9<sup>th</sup> November 2020 were taken as read and will be signed as being a true record subject at the next proper meeting

**7. Matters Arising/Actions:**

a. **McColls:** Clerk to write to McColls regarding the repairs to the front wall.

**8. Policy Matters:**

a. **Review of policies:**  
**Grievance Procedure/Disciplinary Policy:** Revised policies to be drawn up shortly

**Use of Social Media Policy:** On-going. Cllr Tye to look at any amendments to the policy.

**Risk Assessment form:** To be reviewed again in twelve months  
b. **Business Plan/Forward Plan:** On-going

**9. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Monitoring of Committee budgets:** Monitoring reports to be circulated regularly
- c. **Loss of Revenue due to Covid-19:** Waiting to hear the result of the test case re the Insurance Claim for loss of revenue
- d. **Reconciliation of Bank balances:** Cllr Cox to carry out a further internal audit shortly

**10. Precept for 2021/22:** A budget setting meeting had been held on 30<sup>th</sup> November and a draft budget set. This was discussed and it is **recommended** that a precept of **£140613** be set for 2021/22. This is an decrease of £13126 on last year's precept and will give a Band D charge of £82.50 pa ie a decrease of £6.05 pa

The charges for the hire of the Pavilion and Recreation Ground facilities and Burial Charges were reviewed and it is **recommended** that these remain the same as last year.

#### **11. Legal Matters:**

- a. **Lodge:** No issues
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** Letter received from Wiltshire Council stating that this had been delayed until June/July next year.
- e. **Shed on the Common:** Clerk to arrange for the shed to be removed. Disposal of the contents would be discussed at the next Box Hill & Rudloe Open Spaces Committee meeting

#### **12. Correspondence:**

- a. **Closure of Boxfields Road and Quarry Hill;** further information received. The work by Wessex Water to repair the water mains will start on Monday 11<sup>th</sup> January for approximately 13 weeks with road closures required on Boxfields Road and Quarry Hill. The closures will be in two phases – the first will be Boxfields Road from Monday 11<sup>th</sup> January for seven weeks and the second will be Quarry Hill from Monday 1<sup>st</sup> March for five weeks. Access to all properties, emergency vehicles and refuse collection will be maintained but residents may need to change the direction of reaching their properties.
- b. **Broadband in Kingsdown;** Letter from a resident regarding fibre broadband for Kingsdown. It was agreed to put all the information and contact numbers for Gigaclear and TrueSpeed on the website.
- c. **Kissing gate on Footpath 18;** letter from the Cotswold Wardens regarding the installation of a kissing gate. Wiltshire Council Rights of Way Warden had written to say that he could not justify the provision of a kissing gate. To be discussed further at the Box Hill & Rudloe Open Spaces Committee meeting in January.
- d. **Gigaclear;** Letter from Chris Morris re the siting of the cabinets. Cllrs S. Parker, Campbell and Tye will meet with him to look at the possible sites.

#### **13. Accounts;** The following accounts were submitted and approved for payment

<u>Cheques</u>		
Petty Cash	-	200.00
Mrs S. Parker	-	Chairman's Allowance 200.00
 <u>BACS</u>		
Salaries	-	5733.03
HM Revenue & Customs	-	PAYE 1631.58
Avon Sportsground Main Co	-	BG contract 592.00
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Imperial Cleaning Services	-	Pavilion contract 330.00
SSE	-	Electricity Tractor shed 54.63
Lemon Gazelle	-	Neighbourhood Plan 1000.00
Rialtas	-	Support for Making Tax Digital 70.80
Alan Joy Windows Ltd	-	replacement windows Jubilee YC 1664.00
BHIB	-	Motor insurance 920.47
 <u>Direct debits</u>		
Initial Washroom	-	Fem Hygiene 28.38
NEST	-	Pension contribution 167.04
Hitachi	-	Mule leasehire 344.73
Hills Waste	-	Refuse collection 22.78
Fuel Card Services	-	Petrol 10.80
Wiltshire council	-	NDR Car park 91.00
Wiltshire Council	-	NDR Rec Grd/Pav 304.00
John Deere	-	Mowers leasehire 444.00
 <u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60
 <u>Debit card</u>		
Zoom	-	subscription 14.39

**14. Highway Issues:** All the issues had been discussed at Full Council

- Damage to pavement and drain opposite Budgens on the A4: It was agreed to press Wiltshire Council to carry out the repairs to the drains and pavement as soon as possible

**15: Discussion on positioning of the Speed Indicator Device**

Following a meeting with Wiltshire Council, two sites on the A4; two on the A365 and one on Leafy Lane had been identified. It was reported that Speedwatch will work round the positioning of the SID. After discussion it is **recommended** that the Speed Indicator Device stays in situ for one month at a time and is rotated around the agreed sites.

**16. Items of report:**

- It was agreed to change the date of the next Cemetery Management Committee meeting to **Thursday 7<sup>th</sup> January**

*Meeting closed at 8.35 pm*

**Chair**