



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 10th FEBRUARY 2020

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There was three members of the public present.
Anna Woollard outlined her concerns regarding the proposed diversion of part of the footpaths at Wadswick
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 13th January 2020 were taken as read and signed as being a true record subject
- 7. Matters Arising:**
 - a. **Future of Rudloe Green and the Community Centre:** Further letter received from Wiltshire Council reporting that the leases to GreenSquare of both the community centre and shop have now been completed. Wiltshire Cmade by GreenSquare towards a planning application or if the planned transfer does not go ahead, in which event the Council will take control of these assets again. The ground surveys are expected to take place in February/March which will involve some low impact investigations on the green, which will be fully reinstated. Wiltshire Council will be publishing a Public Open Space Notice in the next few weeks advertising the potential transfer of land and buildings to GreenSquare, which will be conditional on planning approval.
 - b. **Redecorating of Council Offices:** Money had been put in the budget for this
 - c. **Bus stop sign by the Cemetery:** on-going
 - d. **Council website:** Contents of new website to be discussed again at **Full Council**.
 - f. **Notice boards:** Details of notice boards to be repaired or replaced had been received. The Clerk will order the parts and new boards.
- 8. Policy Matters:**
 - Policies:**
 - a. **Review of policies:** The list of policies has been reviewed
 - Format of Risk Assessment form:** On-going
 - c. **Business Plan/Forward Plan:** Cllr Campbell had drawn up a draft business plan and showed this to the Committee. More details are to be added.
It is **recommended** that this be adopted by Full Council
- 9. Financial Matters:**
 - a. **Investment of Earmarked Reserves:** Continue to monitor investments
 - b. **Monitoring of Committee budgets:** On going
 - c. **Reconciliation of Bank balances:** Further reconciliation to be carried out in the Spring
 - d. **Bank Signature Mandate:** This had been completed.

- e. **Financial Regulations:** There was a discussion on the wording of the Financial Regulations for clarification and attention of new councillors is drawn to the following clauses:
- 4.1 *the authority for expenditure is to be determined by the Council for all items over £500*
 - 11.d *When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council*
 - 11.h *The Clerk/RFO shall obtain 3 quotations. Where the value is below £3000 and above £100 the Clerk/RFO shall strive to obtain three estimates. Otherwise 10(3) shall apply*
 - 10.3 *All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining 3 or more quotations or estimates.*

10. Legal Matters:

- a. **Lodge:** Cllr Botterill reported that most of the internal work had been completed. Clerk to arrange for the chimney to be swept. Quotes for new carpets to be obtained. New agents will be instructed shortly. Work to the parking areas to be carried out.
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection;** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** Letter had been sent from the solicitor requesting the shed is removed by the end of February.

12. Correspondence:

- a. **Best kept village competition:** Entries to be submitted by 20th April
- b. **Replacement litter bin by Vine Court:** Letter from Wiltshire Council confirming that they have no objections to the Parish Council installing a new public litter bin at this location and managing the emptying and maintenance of it. The cost of a new bin will be £65.95 + vat. There was a discussion as to whether this should include a recycling section but it was agreed to recommend that this bin be purchased and a discussion on public recycling bins takes place at a later date. It was agreed to ask Wiltshire Council what its plans are for upgrading their current litter bins to include recycling.
- c. **Use of Recreation Ground:** Letter received asking for permission to put a marquee on the Recreation Ground for a wedding reception. After discussion it was recommended that permission could not be granted but to advise them to speak to the Selwyn Hall or the Queens Head.
- d. **Damage to car caused by falling tile:** An estimate for the work had been received. Waiting for a further estimate to forward to the Insurance Company.

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

<u>BACS</u>			
Salaries	-		5241.51
HM Revenue & Customs	-	PAYE	1580.42
Imperial Cleaning Services	-	Pavilion cleaning	240.00
Avon Sportsground Main Co	-	BG contract/materials	661.60
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
John Miller	-	Mower and Blower	769.21
John Miller	-	Cordless blower	300.00
John Miller	-	Service to machines	730.65
Joel Arney	-	Heater for tractor shed	145.00
Hi-Tech Engraving	-	In Memorium plaque	40.20
Westcare supply zone	-	ink cartridge	83.40
T. Sarkissian	-	Work in Lodge	480.00

<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	161.73
Hitachi	-	Mule Leasehire	344.73
Hills Waste	-	Refuse collection	79.94
John Deere	-	Mowers leasehire	444.00
Fuel Card Services	-	Petrol	10.80
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

14. Highway issues:

- It was reported that cars are parking on the double yellow lines on the B3109 to drop off and collect children from the Broadwood School. As there is now a refuge in the road this could cause an accident. Clerk to report this to the Community Police officer
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15. Items raised at Full Council:

- **Change of road name for Ashley Road:** A parishioner had asked if the Parish Council would consider requesting a change of name for part of the Ashley road near the 30 mph to "Lower Ashley" This was discussed. It was stated that this had been requested previously but there had been no support for it from local residents. The main problem is that a new name would not make any difference to delivery drivers using satnav who are directed to the bottom of Doctors Hill. There are also three houses on the main road which are known as 1, 2 and 3 Lower Ashley. There is an app called "what three words" which could be used to help with locations.

As stated at Full Council the speed limit could not be extended as this would not meet the criteria

After discussion it was **recommended** that there is nothing that the Parish Council could do. An alternative would be for the whole road to be called "Ashley" but this could change the post codes for all residents who lived there.

- **Proposed diversion of part of footpaths 50, 52 and 53 Wadswick:** The details and map had been circulated to all Councillors. After discussion it was **recommended** that there are no objections to the proposals providing that there is an adequate distance between the driveway and the new line of the footpath (proposed G-F). It was also suggested that the short distance from E to the car park could remain.

16. Items of Report and future agenda items:

- a. **Recreation Ground Car Park:** There are more cars that have been left in the car park. Clerk to report these.
- b. **Cutting of trees on the Common:** Permission had been given for the trees behind Rose Cottage to be cut down. However, all the wood has been left. Clerk to ask for this to be removed.
- c. **Apologies:** Cllr Case gave her apologies for the next meeting.

17. Date of next meeting: 9th March 2020

Chairman

Meeting closed at 8.45 pm