



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 13th JANUARY 2020

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
J. Cox
Mrs Carey (Clerk)
- 2. Apologies** Cllr J. Whitford had given his apologies for all meetings until the end of February
- 3. Absence:** Nil
- 4. Public Question Time:** There was two members of the public present.

Mr Davies read out a statement regarding the Rudloe Community Centre and comments made by Parish Council members at the last Full Council meeting. Mr Davies was instructed to take up the issues regarding the Community Centre with the Steering Group. He also expressed concerns about the new website.

Mrs Tye reported that there were posts on the facebook page which liked the new website.

- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 9th December 2019 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 Mr Paul Turner the contents of which had been noted
- b. **Redecorating of Council Offices:** Money had been put in the budget for this
- c. **Grit bins:** Clerk to send details of damaged and empty grit bins to Wiltshire Council
- d. **Bus stop sign by the Cemetery:** on-going
- e. **Council website:** Councillors were asked to look at the new website and bring any comments for discussion at **Full Council**.
- f. **Notice boards:** Councillors to check the boards and let the Clerk know of any that need updating. Clerk to ask Joel to look at the notice board on Beech Road as it was in danger of falling over.
Post Minute note: The notice board on Beech Road has been removed and new posts have been ordered

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. This will be discussed at the next meeting

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** A long term deposit had been reinvested
- b. **Monitoring of Committee budgets:** The monitoring report was circulated to the Committee Chairman and was discussed

- c. **Reconciliation of Bank balances**: Further reconciliation to be carried out in the Spring

10. Legal Matters:

- a. **Lodge**: Quotations had been sought from four contractors but only two had replied. These were discussed and it was **recommended** that the work be split as follows:

T. Sarkissian be asked to complete the following work:

Work to kitchen/entrance floor £400; Work to bathroom £50; Work in top bedroom £50; Removal of carpets £330; Work to side door £50 Total: **£880**

J. Masi – Crittal window company be asked to complete the following work:

Repairs to all windows as necessary **£540**

C. Crofts be asked to complete the following work

Cleaning and painting of front porch and the front door £425 Complete the stripping down, repair and repainting of all the window frames **£1000**

It was stated that the Parish Council needs to proceed as quickly as possible as it is losing money. As this was an unusual circumstances the Clerk will email all Councillors to ask for permission to proceed with the work.

- 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 will be sent from the solicitors this week instructing the removal of the shed from the Council's land.

12. Correspondence:

- a. **Road Closure Order**: Notification that the Upper Ley from East Rise, Kingsmoor for approximately 50m in a south easterly direction will be closed on 24th February for two days to enable Wessex Water to repair a ferrule leak
b. **Clearing of vegetation by Network Rail**: Copy of letters from Mr Tye
c. **Parking of a van in Bulls Lane**: Letter from a local resident regarding a notice that had been put onto his vehicle purporting to come from a Parish Council member instructing him not to park his vehicle and that his registration number had been passed to the Police Traffic Department. The resident has stated that he has been informed that he cannot park a commercial vehicle in the Market Place Car Park. It was agreed to establish whether the notice had been written by a Parish Councillor.
d. **Mill Lane hedge etc**: letter from a local resident raising issues relating to the Recreation Ground and the potholes in Mill Lane. The issues relating to the Recreation Ground had been discussed with the Groundsman and the potholes will be raised with WC
e. **Victim Support**: Thank you letter received for the grant
f. **Christmas Tree collection**: letter of thanks received
g. **Leafy Lane**: Letter regarding the blocked drain and the state of the pavement. Clerk to raise this with the Parish Steward

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

<u>Cheques</u>			
SSE	-	Tractor shed	32.30
<u>BACS</u>			
Salaries	-		5358.96
HM Revenue & Customs	-	PAYE	1580.22
Imperial Cleaning Services	-	Pavilion cleaning	300.00

Avon Sportsground Main Co	-	BG contract/materials	655.48
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Westcare	-	Ink cartridges	166.80
Hi-Tech Engraving	-	In Memorium plaques	76.20
WALC	-	Training course	78.00
Joe Thomas	-	Work to trees on Rec	580.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	161.73
Hitachi	-	Mule Leasehire	344.73
Wiltshire Council	-	NDR Car Park	90.00
Wiltshire council	-	NDR – PFs/Pavilion	300.00
Hills Waste	-	Refuse collection	77.66
John Deere	-	Mowers leasehire	444.00
Fuel Card Services	-	Petrol	10.80
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Gov Uk	-	Tax for Mule	160.00
Office Furniture	-	Table trolley	344.40

14. Highway issues:

- **Metrocount for Kingsdown:** The Clerk had written to CATG to ask whether, in light of the results of the metrocount, they would be carrying out a Speed Assessment Review

Cllr Botterill reported that speed was an issues raised in the Neighbourhood Plan survey and he felt that the Parish Council would need to look in the future at traffic calming measures ie perhaps a flashing sign at sharp bends or look at asking for a review of the current speed limit

15. Items raised at Full Council:

- **Office Computer and laptop:** It was agreed to obtain quotations for a new office computer and also upgrading to Windows 10 and the possibility of a docking station. Cllr Campbell agreed to look at the current laptop to see why it does not connect to the projector and will try to fix it

16. Items of Report and future agenda items:

- a. **Area Board:** This will be held in the Pavilion on Wednesday 15th January. It was suggested that a report should include the Neighbourhood Plan and the defibrillator
- b. **Box Hill & Rudloe Open Spaces Committee:** It was agreed to change the date of the next meeting from 17th February to **Monday 16th March**
- c. **Signs for the railway bridge:** In light of a recent incident, the Police have suggested that Samaritan signs are put up by the access to the railway
- d. **VE Day – 8th May 2020:** It was agreed to discuss ideas for celebrations at Full Council
- e. **Pig and Jig:** A donation of £200 had been received from the Pig and Jig Committee
- f. **Traffic in The Ley:** A resident had raised concerns about cars still going the wrong way in part of the Ley. It was suggested that a metrocount be requested for the slip way from Devizes Road nearest the traffic lights. It was also suggested that an Issue Sheet be raised to reinstate the speed limit signs and to make this section one way. **Discuss at Full Council**
- g. **Wall by The Hermitage:** It was agreed to put pressure on for the work to be completed
- h. **Road by Budgens:** There is a broken drain opposite Budgens which caused the road to flood. Clerk to raise this with CATG
- i. **Mud on road:** It was reported that there is a lot of mud on the Devizes Road and on the Ashley Road by the railway bridge

17. Date of next meeting: 10th February 2020

Chairman