



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 11th JANUARY 2021

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 two members of the public present.

Mrs Walton stated that she was updating the poster for the Covid Assist Group. She also queried the dates of the Personnel meetings and an amended calendar will be drawn up to show the revised dates of the Personnel Committee meetings.

Mr Davies stated that he felt that the matter of the SID and the public toilets over the Christmas period should have been discussed earlier.

He also said that the B3109 was currently closed for the crossing to be installed but reiterated the need for a speed limit reduction.

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

6. Minutes: The Minutes of the remote Meeting held on 7th December 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.
- b. **Blocked drains:** Cllr Case reported that the drains down Quarry Hill and into the Market Place were all blocked and asked why the Flood Warden Groups were not clearing them. Cllr Tye reported that she had delivered on the gel sacks but the Flood Wardens were still awaiting training.

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. It was agreed to check if the Council was receiving the best interest rates.
- 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: An amended precept of **£145613** for 2021/22 was agreed at the Full Council meeting on 17th December. This is a decrease of £8126 on last year's precept and will give a Band D charge of £85.44 pa ie a decrease of £3.11 pa

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 this year.
- e. **Shed on the Common: Remove from Minutes.** Transferred to Box Hill & Rudloe Open Spaces Committee meeting

12. Correspondence:

- a. **Use of Tennis Courts:** Letter received from Box School asking if, during lockdown, because of the closure of the Selwyn Hall, the children could use both tennis courts for PE. This was agreed.
- b. **Census 2021:** The toolkit with posters had been circulated. The posters should be displayed on the notice boards and on the website. Clerk to ask what facilities are available for supplying paper copies to residents without computer access.
- c. **Box Parish sign:** Copy letter from Corsham TC to Wiltshire Highways pointing out that the parish sign erected on the B3109 is in Corsham Parish.
- d. **Wessex Water account:** An account in the sum of £2077.58 for use of water at the Pavilion and Bowling Green has been received. As this is considerably higher than any previous bills, the Clerk has challenged this. A stop tap test has been carried out by a plumber who has reported that there are no leaks at the building. Investigations have been made with the Bowls Club, Youth Club etc to ascertain whether there had been any evidence of a water leak. If no evidence of any water leak is found it was agreed that the account would have to be paid but the meter would be checked regularly in the future and Cllr Campbell agreed to do this. It was also suggested that a lock could be placed on the outside tap in case this had been tampered with.

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

<u>BACS</u>			
Salaries	-		5588.31
HM Revenue & Customs	-	PAYE	1632.98
Avon Sportsground Main Co	-	BG contract	672.40
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Imperial Cleaning Services	-	Pavilion contract	330.00
SSE	-	Electricity Tractor shed	62.32
Westcare	-	Printer cartridge	83.40
 <u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	
NEST	-	Pension contribution	167.04
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	121.81
Fuel Card Services	-	Petrol	10.80
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Car park	91.00
Wiltshire Council	-	NDR Rec Grd/Pav	304.00
John Deere	-	Mowers leasehire	444.00
Tallis Amos	-	Mowers service contract (1/4 ly)	304.19
 <u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
 <u>Debit card</u>			
Zoom	-	subscription	14.3
DVLA	-	Vehicle tax (Mule)	165.00

14. Highway Issues: It was **recommended** that all highway issues brought up at the Full Council should be discussed fully at the Policy & Finance meetings so that any potential financial implications can be considered and that Highways be removed from the Full Council Agenda.

The Clerk had written to Wiltshire Highways regarding issues raised:

- **Warning sign for horses at Prospect:** This is a request which will need to be raised through the formal CATG process. Issue Sheet to be submitted to CATG for consideration
- **Farm Vehicles turning sign at Boxfields Road:** Wiltshire Highways have stated that this is an issue previously discussed at CATG and unfortunately signs erected on the public highway must conform to the Traffic Signs Regulations and General Directions 2016. There is not a sign of this nature within the regulations. The only other option might be to investigate erecting crossroad warning signs in advance of the junction on Boxfields Road. It was agreed to submit an Issue Sheet for this to CATG for consideration
- **Weight restriction at Lower Kingsdown Road/Worncliffe Lane:** Wiltshire Council has stated that unfortunately due to the process for reviewing weight limits and introducing freight restrictions being part of the Local Transport Plan which is currently under review they are not in a position to investigate amendments to or new weight restrictions at this time. The Local Transport Plan was due to be completed last year, however with Covid it has been delayed and is likely to be developed further in 2021.
- **No Right Turn at The Ley from A365 at junction nearest the traffic lights:** Wiltshire council has stated that the process for introducing a “no right hand turn” restriction requires introducing a Traffic Regulation Order which has a legal process to go through. After discussion it was agreed not to pursue this further.

Other issues raised

- **Junction at top of Chapel Lane/Devizes Road:** Letter requesting that the parking spaces on the A365 near the junction be reduced. It had been previously decided not to pursue this further.
Post Minute note: A parishioner wishes to give a presentation on this at the Full Council meeting
- **Parking by Woodland Adventurers and speed of traffic:** Letter received from a parishioner regarding the speed of traffic and the number of cars parked by the Woodland Adventurers. It was stated that a lot of the traffic is caused by walkers parking and not users of Woodland Adventurers – this was outside the control of the Parish Council. A metro count had recently been carried out on this stretch of road

15. Issues raised at Full Council:

Discussion on how the correspondence is handled and how the Council discusses items outside of Committees.

The discussion on how correspondence is handled had been discussed and minuted at the Policy & Finance meeting in August 2020.

It was stated that all items should be discussed at Committee level first before being brought to the Full Council. If any issue is urgently this can be raised at the Policy & Finance Committee.

16. Items of report:

- **Parish Newsletter:** Because of Covid it was suggested that the Newsletter is suspended until further notice
- **Grit bin:** It was reported that the grit bin in Mill Lane by Slades Farm is missing. Clerk to check with Wiltshire Council.
- **Additional grit bin at Alcombe:** It was agreed to discuss this at the next meeting.