



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 12th JULY 2021

- 1. Present:** Councillors S. Parker (Chairman); R. Campbell; R. Case;
R. Davies; D. Wright; A. Woollard
Mrs Carey (Clerk)
- 2. Apologies:** Cllr B. Walton
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present. Cllr Walton attended via Zoom to listen in to the meeting.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14th June 2021 were taken as read and signed as a true record
- 7. Matters Arising/Actions:**
 - a. **Flood Wardens - Blocked drains;** Flood Wardens were still awaiting training.
 - b. **Replacement mowers;** As agreed at Full Council, Cllrs Barton and Campbell are pursuing this.
- 8. Policy Matters:**
 - a. **Review of policies:** List of policies had been circulated to Committee members. The policies need to be reviewed at different times and the Committee will need to go through and decide whether they need to be reviewed annually, biannually or only if legislation changed.
Grievance Procedure/Disciplinary Policy: Cllr Case is reviewing these and will bring them to the September Meeting.

Cllr Case agreed to review the **Appraisal policy; Lone Working policy and Child Protection policy** and report back to the meeting in September

Cllr Campbell agreed to review the **Health and Safety Policy** and will bring this back to the September meeting

Policy for Use of Personal Social Media by Councillors: On-going. Cllr Tye to look at any amendments to the policy.

Procurement Policy: Cllr Campbell had drawn up a Procurement Policy. All Committee members to look at this and bring any comments back to the September meeting

Risk Assessment form: To be reviewed at the next meeting
 - b. **Business Plan/Forward Plan:** Document to sent out **Action: RC**

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments.
- b. **Monitoring of Committee budgets:** Monitoring reports will be sent out regularly
- c. **Loss of Revenue due to Covid-19:** Further letter received from Hiscox stating that the Claim for Business Interruption in respect of the mandatory closure of the Pavilion is still being considered and asking for a breakdown of the amount claimed. Depending on what period is being calculated for the claim this could be circa £8000-£10000
- d. **Reconciliation of Bank balances:** Cllr Campbell has taken over the reconciliation of the bank balances.

10. Legal Matters:

- a. **Lodge:** Letter received from HF Lettings. The tenancy is due to expire on 1st October 2021. This can either be extended for a further fixed term or alternatively the existing tenancy agreement can be allowed to continue once the fixed term has expired, on a month to month periodic basis. After discussion it was **recommended** to ask that the tenancy be extended for a further fixed term of 12 months. The charge for the drawing up of the Agreement will be £100
- 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

11. Correspondence:

- a. **Wiltshire Council Climate Strategy;** The consultation on the draft Climate Strategy will run from 1st September for six weeks. Information to be put on the website
- b. **Best Kept Village:** Copy of the Judge's report received.
- c. **Overgrown vegetation by Viewing Platform:** Copy of letter sent by Mr Tye to Network Rail regarding the clearing of the overgrown vegetation on the embankment overlooking the tunnel. This was raised in the Judge's report for the Best Kept Village. It was agreed that the Parish Council would write to Network Rail supporting this request.
- d. **Ash trees on Embankment:** The safety of the Ash trees on the embankment side by Lacy Wood have been reported to Network Rail.
- e. **Dangerous tree on Recreation Ground;** letter received from Wiltshire council reporting the condition of the large Lime Tree. The Playing Fields & Pavilion Management Committee are pursuing this.
- f. **Dangerous tree by The Wharf;** Letter received from Network Rail reporting a dangerous tree in Lacy Wood. On investigation, the tree is not in Lacy Wood but on the other side of the road by the Wharf and the Clerk has notified Network Rail of the correct location.
- g. **By Brook Himalyan Balsam:** Letter from the Wiltshire Wildlife stating that they will be running 3 volunteer days pulling balsam in the Lower Shockerwick area on the 15th, 22nd and 29th July. This has been put on the website.
- h. **Recent Co-option onto Parish Council Rudloe Ward:** Letter received from one of the recent applicants. Reply to be sent.
- i. **Criticism of the Recreation Ground:** letter received from a parishioner. To be discussed at the Playing Fields & Pavilion Management meeting
- j. **Gully tank visit:** Letter received from Wiltshire Council stating that the gully tank visit will start form town and parish councils on 19th July for a week. Clerk to forward details of the drains that need clearing
- k. **Box Conservation Projects:** Letter received from a resident re the Box Conservation project website requesting information about rewilding of the Common. Cllr Wright to supply the information
- l. **Selwyn Hall Management Committee;** letter of thanks for the grant.
- m. **Wiltshire Council Briefing Notes;** Wiltshire Council Mowing Policy (circulated); Wiltshire Council Democratic meetings during the pandemic

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

<u>Cheques</u>			
S. Farrow	-	Internal Audit	150.00

A.J. Rich Landscaping	-	Steps in Under 7s	2965.62
<u>BACS</u>			
Salaries	-		5496.18
Revenue & Customs	-	PAYE	1627.91
Avon Sportsground Main Co	-	BG contract	741.28
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
SSE	-	Electricity Tractor shed	42.26
Marcus Mitchell	-	Repairs to Rock Circus	40.00
Westcare Supply Zone	-	Printer cartridges	171.60
Microshade VSM	-	Data protection	354.00
Water2Business	-	Water charges Office	54.87
Fire Alarm Consultancy	-	Defective light	138.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	28.38
NEST	-	Pension contribution	167.04
Hills Waste	-	Refuse collection	131.57
Fuel Card Services	-	Petrol	10.80
Fuel Card Services	-	Petrol	30.26
Plusnet	-	Telephone Pavilion	
Plusnet	-	Office	
Wiltshire council	-	NDR Pavilion/PFs	304.00
		Car Park	91.00
Hitachi	-	Mule Leasehire	344.73
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
<u>Debit card</u>			
Zoom	-	Subscription	14.39
Net World Sports	-	Basketball nets	18.94
Travis Perkins	-	Postcrete for seats	161.04
Wybone	-	Dog bags for dispensers	155.10

Concern was raised about the on-going cost of the dog bag dispensers and the environmental impact and it was asked if this could be discussed at the Playing Fields & Pavilion management Committee meeting.

It was reported that a total of £321.22 credit had been received from Initial Washrooms re the Feminine Hygiene contract during the lockdown.

13. Highway Issues:

- Leafy Lane: This had been discussed at the recent CATG meeting and the proposals have been deferred until other options have been put forward. The MoD liaison meeting with residents was to be held shortly
- B3109 Bradford Road: This had been put as a priority for the next CATG meeting in September. It had been reported at the meeting that the pedestrian crossing will not be changed and the speed limit is governed by legislation re the houses fronting onto the road. There had been discussions about closing the entrance to the school from the road and repositioning this. It would need to be a joint approach with Corsham as it is on the boundary of the two parishes. The request for a metro count had been submitted. Copies of the letters written by the school children had been received.

Post Minute note: Emails received from Ruth Durrant (School Travel Plan officer); the School and the County Councillor

- Other issues
- Warning sign for horses at Prospect: Data to be submitted
- Farm Vehicles turning at Boxfields Rd Data submitted

- A4 opposite Budgens Garage: Letter received from David Arnup stating that he will arrange a meeting with the contractor to start the ball rolling with pricing up reconstruction of the footway.
- Parking at Chapel Plaister: Clerk to ask Gemma Winslow from Wiltshire Council to look at the site again. A new sign for the Chapel parking had been made and will be put up shortly
- Metro Count Wadswick – This will take place once lockdown is lifted.
- Winter preparations: Councillors are asked to check all the salt bins. A list of the bin locations will be circulated.
- SID: The second SID had been ordered. Data from the SID had been downloaded and will be circulated to all Councillors

14. Issues for discussion:

- Suggestions for improved or enhanced bus service in Wiltshire: The report had been received and agreed. The suggestions will be submitted to Wiltshire council
- Climate Strategy Working Party; Report presented by Cllr Wright. This will be circulated to all Councillors prior to Full Council.
- Review of Council Website: Cllr Campbell was looking at other websites
- Review of Committees
The review of the committee structure was discussed and it was agreed that this should be discussed by Full Council in November when the new Councillors have a better understanding of how the Council works.
- Constitution of Policy & Finance Committee re non-chair member:
The suggestion raised was discussed and whilst it may be a good idea to rotate the member, it was felt that three months was not long enough. As any member of the Council can sit in on any Committee meeting, but would not be able to vote, but it was felt that this should not be changed until the Annual Council Meeting.

It was stated by a Councillor that there is too much discussion on how the Council is working rather than addressing the issues affecting the community.

15. Items raised at Full Council:

- Parliamentary Constituency Boundary Review: This was raised at Full Council. Letter from James Gray MP states “the initial proposals which were published puts Box and Colerne into a new West Wilts seat consisting of Corsham, Melksham and Bradford upon Avon. All interested parties can now make representations and the Commission will produce final recommendations later in the year. It would therefore be perfectly possible for representations to be made for Box (4000 voters) to be added to the North Wilts and Cirencester proposed seat (71000 voters) and still stay within the required parameters. The problem would be that the new East Wilts seat (72000 voters) would by that means become 68,000 which is smaller than the lowest permitted. That would mean that adjustments would have to be made elsewhere”
It was agreed to discuss at **Full Council** whether any representations should be made.
- Flooding of gardens in Fairmead View: It was felt that as this is a personal issue it should not be pursued further

16. Items of Report:

- A4 pavement: It was requested that the Parish Steward be asked to clear the rest of the pavement
- Box in Bloom Competition: it was suggested that this could be reinstated
- Standpipes in Cemetery: The Clerk reported that the two standpipes in the Cemetery are leaking.
- Date of August P&F meeting; This was changed to **Monday 2nd August**.

17. Date of next meeting: 2nd August 2021

Chairman