



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 8th OCTOBER 2018

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell;
J. Cox; V. Hill; R. Richards; P. Van Praag
Mrs Carey (Clerk)
- 2. Apologies** Councillors: R. Case
- 3. Absence:** Nil
- 4. Public Question Time:** There were two members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Actions:**

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Raise with CATG and CAB	October 2018	Clerk	12 th November 2018
Arrange meeting to discuss insurance re Flood Wardens	July 2018	Clerk	30 th October 2018 at 7 pm
Review of Risk Assessment by all Committees	May 2018	Pavilion Management Committee chairman	End of October 2018
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	12 th November 2018
Merge Business Plan with the Forward Plans and reissue for comments	September 2018	Cllrs Campbell, Parker and Van Praag	12 th November 2018
Update Emergency Plan	October 2018	Clerk	asap

- 7. Minutes:** The Minutes of the Meeting held on 3rd September 2018 were taken as read and signed as being a true record.

8. Matters Arising:

- a. **"Box" parish signs:** Estimate from Ringway for the installation of the signs in the sum of £4392.34. The Committee felt that this was totally unacceptable and it was agreed to raise this with the CATG and Area Board. Clerk to submit an Issue Sheet
Action: Clerk
- b. **Market Place Car Park:** The terms for the new Lease had been agreed at the Full Council meeting on 28th June 2018. Waiting receipt of the Lease for signing.
- c. **Electoral Review of Wiltshire Council;** A copy of the map received showing that the whole of the Rudloe area is proposed to be moved to Corsham Without ward. It was agreed a strong letter of objection should be sent, particularly in light of the recent boundary review, stating that this would be unacceptable to the parishioners, would split the Parish and the wardings should either be one ward for the whole of the Parish or left as they are.

9. Policy Matters:

- a. **Policies:**
Flooding in Market Place: Meeting arranged for 30th October at 7.00 pm at the Council offices.
Letter received from the Parish Council's insurers re insurance for the Flood Warden group. The key consideration would be who is accepting responsibility for the activities of the group as the insurance policy can only insure activities undertaken by volunteers who operate under the Parish Council's control and direction. Wiltshire Council has stated that the Flood Warden group cannot put a bund across the highway. They should also not operate in water more than 6" deep
- b. **Risk Assessments**
Format of Risk Assessment form: Next review to be carried out in July 2019
Pavilion Management committee to complete the Risk Assessment
- c. **Applications for use of the Recreation Ground/Box Hill Common:**
Application for the Beavers received to hold a small firework display on the lower Recreation Ground on 5th November. This would be a low impact/low noise display and permission was granted
- d. **Review of policies:** Provision and Use of Work Equipment drawn up and agreed. This will run alongside the Risk Assessment. Spreadsheet to be drawn up to accompany this.
Action: VH/RC

10. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** On-going
- c. **Monitoring of Committee budgets:** The monitoring report up to 30th September 2018 was circulated to the Committee.

11. Legal Matters:

- a. **Lodge:** Continue to monitor any items reported by the Letting Agent
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection;** The Data Protection Policy and other documents had been put onto the website

12. Health and Safety issues: No issues

13. Business Plan/Forward Plan: The work to merge the Business Plan and the Forward Plan had been commenced and will be completed shortly. **Action: RC; SP; PVP**

14. Highway issues:

- Grit bins – Wiltshire Council will be filling the grit bins shortly
- Request for further metro count on Kingsdown Rd near The Swan – after discussion it was agreed not to request any further metro counts on this road (there had recently been two carried out near the Golf Course). There is no record of any accidents and this does not meet the national criteria for a speed reduction
- Road Closure Order – Part of the A365 to be closed for the Remembrance Day Service – no objections
- Wiltshire Council Highways Newsletter circulated to all Councillors

15. Correspondence:

- External Audit:** Notification of the conclusion of the Audit. No points had been raised. Notices to be displayed
- Council Tax setting programme 2019/2020:** Notification from Wiltshire Council. Deadline to submit the precept request form to Wiltshire council is 25th January 2019
- Focusing on the Future:** Events to be held by Wiltshire council to include devolution of services. Clerk to book places for Councillors who have expressed an interest to attend on 22nd November at Monkton Park 5.30 - 7.00 pm
- Parish Council website:** Letter stating that the Guide to Box Parish Council on the website is out of date. This will be removed
- WALC – Employment Service Consultation:** Letter from WALC seeking views on extending its member services with added employment services from Monahans. The additional cost for the first year 2019-2020 would be an increase of 4% per council on the WALC aspect of the subscription fee only. This does not include the NALC aspect of the subscription and it does not include any other increases which may arise as a result of budgeting.
It is **proposed** that the Parish Council supports this providing the increase will not rise if all Parish and Town Council do not support the proposal.
- Way Forward for Corsham Area Board:** letter requesting Councillors to attend informal “focus” meetings to look at issues that can be raised and addressed through the Area Board. Councillor Hill and Councillor Clench had expressed an interest to attend these meetings.

16. Accounts

The following accounts were recommended for payment at the Committee meeting:

Cheques

K. Ford	-	Steps to Lovar Garden	4822.00
Came & Co	-	Insurance premium	4470.48
Wessex Water	-	½ yr standpipe charge	86.00
Wiltshire Council	-	½ yr NDR	1515.00
C. Cunningham	-	Commission on tennis bookings	120.00

BACS

Salaries	-		5027.21
S. Lock	-	Cemetery Contract	400.00

E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.13
Imperial Cleaning Services	-	Pavilion cleaning	240.00
John Miller	-	Spares	137.08
Westcare Supply Zone	-	Refuse sacks, diaries	168.24
Avon Sportsground Main Co	-	BG Contract and materials	991.68

Direct debits

Initial Washroom	-	Fem Hygiene	23.82
Wiltshire Council	-	NDR Car Park	88.00
Wiltshire Council	-	NDR Pavilion/PFs	293.00
Tallis Amos Group (BS Mowers)	-	Service contract	101.33
John Deere	-	Mowers leasehire	444.00
Hitachi	-	Mule leasehire	257.87
Madasafish	-	Broadband	1.69
NEST	-	Pension contribution	95.97
Fuel Card Services	-	Petrol Cemetery	39.61
		Play Fields	13.97
Hill Waste	-	refuse contract	67.92

17. Emergency Plan: The Emergency Plan was reviewed and will be updated.

Action: Clerk

18. Items to be considered with the budget: There were no specific items from this Committee.

19. Items raised at Full Council:

- **Recreation Ground Car Park:** As agreed at Full Council, a meeting had been held with representatives from the Selwyn Hall Management Committee to discuss the terms of the new Licence which had been agreed and signed in January 2018. Any issues relating to the Licence lie with the Selwyn Hall Management Committee and the representatives agreed to take this back to their next meeting.
- **Provision of additional dog waste bin on F18:** Wiltshire Council will not supply any further dog waste bins and, in any event, would only empty bins situated adjacent to the Highway.
- **Parking on pavement in Church Lane/Mill Lane:** It was stated that it is not illegal to park on part of the pavement. However, it is illegal to block access. Residents should notify the police if this is happening. An article will be put in the Parish Magazine reminding people to park thoughtfully.

20. Items of Report and future agenda items:

- It was reported that two cars have been left in The Ley on land between Upper Ley and Hazelbury Hill
- **Remembrance Day:** The Clerk had met with Alan and Carol Payne and there is an idea to put a cascade of poppies at the Fountain with a solid silhouette on the gate. The Committee put forward the suggestion of a laser projection and the Clerk will pass this on to Alan
- **Ideas for the next Newsletter:** This will focus on the Neighbourhood Plan presentation but will include dates of meetings and list of Councillors

- **Xmas Tree**; It was reported that Dean Creighton from the Queens Head will donate a Christmas Tree for the Fountain this year
- **Transcoco**: Presentation to Full Council on 29th November

21. Date of next meeting: 12th November 2018

Chairman

Meeting closed at 8.35 pm