



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 14th OCTOBER 2019

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 were two members of the public present.

Mr Davies reported that the school at Broadwood Avenue had ensured that the gates will not be locked. They are closed to deter motor bikes and to stop any dogs going into the school grounds.

Mr Davies will be attending the Rudloe Steering Group meeting on 21st October. Despite the decision taken at the last Full Council meeting he still felt that the Parish Council should be more proactive re the Community Centre

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

6. Minutes: The Minutes of the Meeting held on 9th September 2019 were taken as read and signed as being a true record subject

7. Matters Arising:

- a. **Electricity supply to Tractor Shed:** The insulation had been completed and the electrics will be fitted later this week
- b. **Future of Rudloe Green and the Community Centre:** Two letters received from Mr Turner enclosing a copy of the advertising brochure from the agents and a booklet re a future for the Community Centre.

The Parish Council had resolved at the Council meeting on 29th August that pressure is put on GreenSquare through the Steering Group regarding the provision of green space/play area/shop/community centre.

Regretably there was no feasibility of any cohesive plan to take over the Community Centre. It was felt that the use of the school hall should be promoted but the school was reluctant to be involved.

The Full Council had resolved that the Parish council will continue to put pressure on GreenSquare through the Steering Group.

It was **recommended** that the Council will write to the developers of the Rudloe No 2 site to ask if they would consider incorporating a community shop in their plans.

- e. **Redecorating of Council Offices;** On-going. To be discussed with the budgets
- f. **Lights for the Xmas tree:** The socket will be fitted within the next three weeks

- g. **Grit bins:** Five new grit bins had been received. Four of these will be paid for by a donation from the Queens Head and will be positioned in the centre of the village. The fifth bin is for Wadswick
- h. **Newsletter:** Committee chairmen to submit their reports by 23rd October

8. Policy Matters:

Policies:

- a. **Review of policies:** The list of policies has been reviewed
- Terms of Reference for Council and Committees:** This has been agreed at Full Council – *Remove from the Minutes*
- Format of Risk Assessment form:** On-going
- b. **Applications for use of the Recreation Ground:** Nil
- c. **Business Plan/Forward Plan:** On going. This will be reviewed after the budget setting meeting
- d. **Emergency Plan:** This was reviewed. It was agreed to add contact numbers for the key holders re temporary accommodation. Revised copy to be circulated to all Councillors

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** As agreed at Full Council the wording of paragraph 6-11 was discussed and agreed. To be **recommended** to Full Council for adoption.
- c. **Monitoring of Committee budgets:** On-going.

Post Minute Note: Cllr Cox has carried out a reconciliation of the bank accounts.

10. Legal Matters:

- a. **Lodge:** It was reported that the previous tenants are disputing the claim for the deposit to be withheld. It was agreed to look at alternative letting agents but this cannot be done until the property is in a marketable condition.
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** Letter received from Wiltshire Council. In light of the LG BCE final recommendations re unitary divisions in Wiltshire, the two wards in Box for the next elections would be Box and Rudloe. The Parish Council was asked to confirm if it still wished the name of the ward changed by Wiltshire Council to “Box Hill and Rudloe”. This was confirmed
- e. **Shed on the Common:** Letters received from Goughs solicitors. Advice is being sought from a Litigation colleague on the best way to remove the shed.

11. Correspondence:

- a. **Clearing of vegetation from Box Tunnel;** Copy letters to Network Rail received from Mr. Tye
- b. **Bus stop sign by the Cemetery;** Letter from First Bus stating that all bus stops/shelters are owned and served by the local authority. Clerk to write to Wiltshire Council
- c. **Footpath 2:** letter from the Wiltshire Council Rights of Way Officer stating that Network Rail are planning to clear Footpath 2 later in the year. He had inspected the path and some of the vegetation is not going to be Network Rail’s responsibility and he will arrange for this to be done. He will add the edging boards to his list of works to do as well
- d. **Flood Wardens:** letter from SSE enclosing a grant of £1188.60 from the SSE Networks Resilient Communities Fund.
- e. **Selwyn Hall – use of the backstage toilets by Box C of E School;** Letter from the Head Teacher regarding a decision made to stop the school using the backstage toilets during their PE lessons. This will have safeguarding impacts on the school. Cllr Cox, as the Parish Council’s representative on the Selwyn Hall Management Committee will look into this

- f. **Mill Lane – overgrown vegetation:** Letter from a resident of Lycetts Orchard regarding the overgrown vegetation down Mill Lane. It was agreed that the Clerk would write to the owner of Lycetts Orchard giving him the Parish Council's full support in cutting back the hedges.

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

<u>Cheques</u>			
Wiltshire council	6475	-	½ yr NDR office 1007.00
			Cemetery 597.00
			1604.00
Wessex Water	6476	-	½ yr standpipe charge
SSE	6477	-	Standing charge Tractor shed
Glasdon UK Ltd	6478	-	Grit bins
Bob Child	6479	-	Booklet artwork NP
M. Tye	6480	-	Reimburse re paint for train
			167.12
<u>BACS</u>			
Salaries		-	5241.48
HM Revenue & Customs		-	PAYE 1809.22
Imperial Cleaning Services		-	Pavilion cleaning 240.00
Avon Sportsground Main Co		-	BG contract/materials 1083.57
J.H. Jones & Son		-	Cemetery Contract (inc VAT) 1036.80
John Miller		-	Spares for blower 19.62
Consortium		-	stationery/name badges 89.84
<u>Direct debits</u>			
Initial Washroom		-	Fem Hygiene 73.57
NEST		-	Pension contribution 186.34
Hitachi		-	Mule Leasehire 344.73
Wiltshire Council		-	NDR Car Park 90.00
Wiltshire council		-	NDR – PFs/Pavilion 300.00
Hills Waste		-	Refuse collection 136.54
John Deere		-	Mowers leasehire 444.00
Fuel Card Services		-	Petrol 12.00
<u>Standing Order</u>			
T.H. White		-	Mule service contract 63.60

13. Items to be considered with the budget:

- Checking of the flat roof
- Reorganisation of the kitchen – putting up more cupboards

14. Highway issues:

- The issue re the speed on the Kingsdown Road had been put back onto the CATG minutes
- Crossing by the School – Kate Davey from Wiltshire Council had met with Cllrs Smith and Tye. She will be making a recommendation to CATG to relocate the signs
The possibility of a puffin crossing will be considered – the school would need to update its Travel Plan in order to seek funding.
It was agreed to ask Wiltshire Council to look at resurfacing the pedestrian crossing and putting in rumble strips
- Copy of an Issue Sheet from a parishioner requesting a pedestrian crossing by the Northey Arms. Clerk to establish the criteria for a crossing.
It was **recommended** that the Council could not support a crossing but could support a refuge if this was feasible.
- **Road Closure notices:**
 - Part of Market Place by Benson House on 18th November until 22nd November for the installation of a new gas supply
 - C184 – junction with Drewetts Mill to its junction with Mill Lane on 25th November until 27th November to enable Eurovia to carry out carriageway resurfacing, road marking adjustment of ironworks and surface dressing

15. Items raised at Full Council: No further issues

16. Items of Report and future agenda items:

- a. **Posts on the steps to Lovar Garden;** The Gentlemen's Interest Group has offered to rub down the posts
- b. **Treads on steps to Lovar Garden;** The treads need topping up with limestone chippings and tampered down. Clerk to ask Kevin Ford to do this as a matter of urgency
- c. **Slope in Under 7s;** The non-slip strips have been vandalised and need replacing.
- d. The new Work Experience young man will start work on 16th October

17. Date of next meeting: 11th November 2019

Chairman

Meeting closed at 9.15 pm