



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 14th SEPTEMBER 2020

- 1. Present:** Councillors; J. Cox (Chairman); R. Campbell; M. Tye
Mrs Carey (Clerk)
- 2. Apologies:** Councillors: N. Botterill; R. Case; S. Parker
- 3. Absence:** Nil
- 4. Public Question Time:** There were three members of the public present.

Mr Robert Davies expressed concerns about the five aside mini tournament that had been granted permission to be held on the Recreation Ground. In the event this had been cancelled and had been held at Leafy Lane Playing Fields.

He also commented about postings on Social Media which criticised the Parish Council over the decision regarding the contribution made by the Bowls Club to the Council and stated that full financial details should have been received.

Mr Davies also raised the issue of the Rudloe Community Centre and the S106 contributions and his reasons for leaving the GreenSquare Steering Group

- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the remote Meeting held on 10th August 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. **Railings by McColls:** Wiltshire Council has agreed to replace the railings with similar to those there at the present time. However this is on the list but will not be a priority as the existing railing are still in place
 - b. **Abandoned cars in car park:** The car has been removed ***Remove from Minutes***
 - c. **Travellers at Shockerwick:** ***Transfer to Planning & Conservation Committee***
 - d. **Use of land at Quarry Hill for allotments:** Notification received that the offer of the land for use as allotments has been withdrawn. ***Remove from Minutes***
 - e. **Vacancy on Parish Council:** Wiltshire Council had confirmed that no election had been called to fill the vacancy left by the resignation of David Moore and the Parish Council can now co-opt. It was agreed to ask for any applications by 16th October.
 - f. **Parking in Church Lane:** Letter received regarding parking in the turning spaces at the end of Church Lane making it difficult for people to turn round. It was agreed to discuss at Full Council whether the markings should be renewed.

8. Policy Matters:

- a. **Review of policies:**
Grievance Procedure/Disciplinary Policy: Revised policies to be drawn up shortly

Use of Social Media Policy: Letter from Ben Anderson advising the Parish Council that they should not compare policies with a tier 1 council. WALC had also confirmed that, if the points in the policy are still the view of the council, then the policy is still relevant. Cllr Tye raised concerns over the current policy. It was mentioned that this policy should not be

compared with parish councils that have their own social media accounts. It was agreed that this should be taken back to Full Council for further discussion

- b. **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
- b. **Monitoring of Committee budgets:** Monitoring reports had been circulated.
- c. **Loss of Revenue due to Covid-19:** Following the resolution made at Full Council to waive the contribution from the Bowls Club for the use of the Bowling Green for this financial year, there had been comments made on social media and letters sent to the Council. It was stated that at the meeting with the Bowls Club, the Treasurer had written with full details of the Club's current financial situation. The Bowling Green is owned by the Parish Council and still has to be maintained even if the Bowls Club could not use it. It was stated that the Bowls Club are still pursuing all avenues to see if it can get any grant funding and the Clerk had made applications to recoup some of the loss of revenue.
- d. **Reconciliation of Bank balances:** Cllr Cox had carried out an internal audit on 9th September 2020

10. Legal Matters:

- a. **Lodge:** Two applications had been received for the tenancy of the Lodge. Clerk to circulate a confidential email to Councillors to agree a possible tenant.
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** It was reported that the shed had not been removed by the end of August.

11. Correspondence:

- a. **Renewal of Parish Council insurance:** Quotation received from Came & Co in the sum of £4831.19. The Clerk had met with a representative from Came & Co who had said that it was their intention to look at options to enable the Council to enter a 3 year long agreement. However, in the current climate this had not been possible and he recommended that the policy be renewed for 12 months only as this would then allow flexibility in the choice of insurer in 2021. It was **recommended** that the quotation be accepted
- b. **Local Government OPay Aware 2020-21:** Details of the statutory pay award received. There is a recommended increase of 2.75%. 2% had been included in the budget for this. It was **recommended** that this be accepted.
- c. **Bowling Green Contract:** Quotation received from Avon Sportsground Maintenance Co for the renewal of the Bowling Green contract from 1st November. This had not been increased from last year. Clerk to obtain further quotations for discussion at Full Council
- d. **Vertidrainage of Bowling Green:** Letter from Avon Sportsground Maintenance Co proposing vertidrainage of the Bowling Green in November at a cost of £350. Clerk to establish what would happen to the green if this was not carried out.
- e. **Corsham AFC:** Request that two large bags containing collapsible goals, nets etc could be stored in the Pavilion changing rooms. The Clerk had offered the Parish Council cellar to be used as storage until a more permanent solution could be found and it was **recommended** that the pavilion should not be used.
- f. **Remembrance Day Service:** Letter received from the Box PCC stating that in light of Covid 19, their resources had been stretched in terms of time, money and personnel and asked if the Parish Council would be able to support the Remembrance Day Service by taking on the administrative task of applying for the road closure, and paying for the sound system (approximately £250). It was felt that the Parish Council was not in a position to take this over but suggested that the PCC could apply for a grant towards the cost.
- g. **Bus shelter at The Bassetts:** Letter stating that there is a split in the seat at the Bassetts bus shelter which could cause splinters. The Groundsman has been asked to look at this
- h. **Boundary Review:** Notice of consultation received from Wiltshire Council
- i. **Leafy Lane Playing Fields Ltd:** Letter from leafy Lane Playing Fields Ltd reporting that they now have the new goals which the Parish Council had supported with a grant.

j. **WALC** Newsletter received and circulated

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

<u>Cheques</u>			
MoD	-	Lease Leafy Lane bus shelter	20.00
NALC	-	Local Council Review sub	17.00
 <u>BACS</u>			
Salaries	-		5660.78
HM Revenue & Customs	-	PAYE	1562.51
Avon Sportsground Main Co	-	BG contract/materials	650.80
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Wiltshire Council	-	Council Tax – lodge	169.00
GF Decorating & property Services	-	Cills at Pavilion	250.00
ES Electrical	-	fixed wiring test/Lodge	330.00
Goughs Solicitors	-	Advice re Deed of Gift	378.00
Scottish Power	-	Gas/electric for Lodge	21.46
Westcare Supply Zone	-	Toner, hand sanitiser, diaries	177.67
 <u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	161.73
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	
Fuel Card Services	-	Petrol	38.08
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
 <u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60
 <u>Debit card</u>			
Zoom	-	subscription	14.39
Amazon UK	-	Track and Trace books	
		GDPR compliant	34.49

13. Highway Issues:

- **Speed Indicator Device:** Cllr Campbell had drawn up a list of possible SIDs together with costings and this will be circulated to all Councillors. Waiting receipt of a quotation for a new post in Devizes Road following the meeting with David Arnup from Wiltshire Council. T be discussed further at Full Council
- **Removal of car parking space Devizes Road/Chapel Lane:** A letter had been received requesting the removal of one of the car parking spaces at the junction of Devizes Road with Chapel Lane as it blocks visibility. This had been discussed before and it had been agreed that if drivers exit with care there is not an issue. It was agreed not to pursue this further.
- **Issues relating to speed on Leafy Lane:** This had been omitted from the Agenda for the CATG meeting

14. Items raised at Full Council:

- **Bybrook Nature Reserve:** It was agreed that the Parish Council supports the proposal for the Nature Reserve at the Bybrook
- **Missed opportunities at Rudloe:** A copy of the statement read out by Cllr Davies had been received. A letter had also been received from Mr Turner which was read out to the Committee. The Committee felt that the community has to look forward to the regeneration of the whole area which will provide a new (albeit) smaller Community Centre, a community shop, new play area and also replacing the old flats with new accommodation. A recent survey sent out had received over 30% response from the residents with the feedback on the proposals. It was felt that the Council also has to now look forward and not back and it had already been voted by the Full Council not to discuss the issue of the Community

Centre any further unless there had been a change of circumstances. The Clerk will reply to the letter.

15. Items of report:

- Bus shelter, Hedgesparrow Lane: it was reported that this need cleaning out. Clerk to ask the assistant Groundsman to do this

16. Date of next meeting: 12th October 2020

Meeting closed at 9.00 pm

Chairman