



## BOX PARISH COUNCIL

### MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 13<sup>th</sup> JULY 2020

**1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox  
Mrs Carey (Clerk)

**2. Apologies** Nil

**3. Absence:** Nil

**4. Public Question Time:** There were two members of the public present.

Cllr Hill reported that he was drawing up the Covid-19 Risk Assessment for the play areas which will be a simple statement. The Clerk reported that the staff had cleaned the play equipment. The signs were ready to go up and the play areas will be opened up as soon as the Risk Assessment is in place.

Clerk will put a notice in the Chapel of Rest advising people to wear gloves and to use hand sanitiser when entering.

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

**6. Re-opening of facilities:** Further to the report re the play areas outlined above, the signs for the tennis courts and public toilets were agreed. It was agreed to reopen the disabled toilet but to leave the other toilets locked at the present time to limit the number of people entering.

It was stated that the Pavilion cannot reopen at the present time. The pavilion is used by multi purposes groups and the guidelines for this have not yet been relaxed. The Council has not had any requests yet from the users.

**7. Minutes:** The Minutes of the remote Meeting held on 8<sup>th</sup> June 2020 were taken as read and will be signed as being a true record subject at the next proper meeting

**8. 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:** It was agreed to check which cars belong to the garage.
- c. **Travellers at Shockerwick:** Clerk to write again to Mr Church stating that there is no planning permission for the change of use of the land and to copy in to the Enforcement Officer.

**9. Policy Matters:**

- a. **Review of policies:**
  - Grievance Procedure/Disciplinary Policy:** Draft policies to be presented to the Personnel Committee
  - Anti-Harrasment and Bullying Policy:** The draft policy and Advice Note for Councillors had been circulated. It was agreed to **recommend** this to the Full Council for adoption

**Policy for Councillors Expenses:** Draft policy had been circulated. It was agreed to **recommend** this to the Full Council for adoption.

It was suggested that when new policies are being drawn up the Council should look at Wiltshire Council's policies for guidance.

**Format of Risk Assessment form:** The risk assessment forms were reviewed and agreed that there were no further risks to add. To be reviewed again in twelve months

- b. **Business Plan/Forward Plan:** On-going

#### **10. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments  
b. **Monitoring of Committee budgets:** Monitoring report to be circulated for the next meeting

**Loss of Revenue due to Covid-19:** The Clerk had submitted two claims to the insurance company - one for the loss of income from the letting of the Pavilion and one for the loss of income re the closure of the Bowling Green. The claim relating to the Bowling Green had been dismissed. A letter had been received from the Bowls Club re payment for the maintenance of the green. The Committee discussed whether the loss should be borne by the Parish Council but it was felt that the Bowls Club should make some contribution towards this. It was agreed that a meeting be arrangement with the Bowls Club to discuss a recovery plan with them.

- c. **Reconciliation of Bank balances:** Further reconciliation to be carried out shortly

#### **11. Legal Matters:**

- a. **Lodge:** The list of work to finalise the renovations were agreed by the Full Council on 25<sup>th</sup> June  
b. **Licences:** Licences to be renewed from April  
c. **Data Protection:** On going  
d. **Community Governance Review** On-going  
e. **Shed on the Common:** The Council's solicitor had given notice that the shed had to be removed by the end of June. However, the owners had written back to state that because of the lockdown they requested that this be extended for three months. After discussion it was agreed that as negotiations with the owners had been going on for eighteen months the deadline could only be extended to 31<sup>st</sup> August. This would be the final deadline and if the contents and shed had not been removed by that date the Parish Council would go ahead and remove it.

#### **12. Correspondence:**

- a. **Letter of Resignation:** Letter of resignation received from Cllr Whitford. He has stated that he had felt harassed by some of his fellow Councillors which had exacerbated the stress he was already under due to ill health and the lockdown causing him to resign. The Chairman stated that this is a very serious matter which could lead to a Code of Conduct complaint. Other members of the Committee were extremely concerned. These issues are addressed in the Anti-Harassment and Bullying Policy and the Advice note to Councillors.  
b. **Use of Social Media:** Letter received from a parishioner complaining about comments that had been put on Facebook by Councillors following a decision taken at the last Full Council meeting. These comments had been put on before the Council meeting had finished and the names of Councillors who had voted against the proposal had been put on. The Chairman had written to the Councillors concerned and the names had subsequently been taken down. It was agreed to send a copy of the Use of Social Media Policy out to all Councillors. The parishioner also stated that there is a difference between a "park" which is referred to on facebook and a recreation ground. Some of the members of the Committee were very unhappy about the situation.  
c. **Blue Campaign:** Letter received from a parishioner regarding an article in the Parish Magazine and on facebook concerning the Blue Campaign in Box. It was stated that this had not been discussed by the Parish Council and had been set up by a parishioner to encourage people to take this up in their gardens. It was stated that there are areas in the Parish which can be used ie the Common; Lovar Garden and Lacy Wood.

- d. **Managed Summer Meadow** Letter from a parishioner regarding the proposal for a summer meadow on the Recreation Ground. The Chairman clarified that a summer meadow had to be carefully managed. The proposal that had been discussed by Full Council was to leave an area of the grass uncut for a period of time.
- e. **High Speed Fibre Broadband**: Several of the councillors had received emails from a company re provision of fibre broadband. It was agreed to invite a representative to the Full Council meeting to speak about their proposals but it will be up to the individual parishioners to pursue.
- f. **Freedom of Information request**: Request received for all information relating to the AONB including all comments, consultations, letters, recommendations, planning documents, council discussions etc. As this is an extremely broad search the Clerk had asked him to be more specific. She has also asked WALC for their advice.
- g. **Box Recreation Ground Dog Control Orders**; Letter from the Dog Control Officer stating that the current order made on 20<sup>th</sup> October 2017 is due to expire on 20<sup>th</sup> October 2020 and Wiltshire Council is no longer in a position to continue to effectively enforce the order currently in place and would not be able to renew the current dogs on lead order. Should the Council feel that the Order is still a necessity then he would be happy to work with the Council and review and discuss the options moving forward. It was agreed to ask him for more details. ***Discuss further at the next Playing Fields Committee meeting***
- h. **Use of the football pitch by AFC Corsham Youth Football Club**: Letter received looking at the possibility of using the pitch at Box on a permanent basis. It was agreed to arrange a meeting to discuss this further prior to the next Playing Fields Committee meeting
- i. **Cills at Pavilion**: Two quotations received in the sums of £215 and £250. After discussion it was agreed that the quotation in the sum of £250 from GF Decorating and Property Services be accepted as this would involve repairing, prepping and undercoating as well as the painting.
- j. **WALC**; Series of online events to be held about rebuilding communities
- k. **Bequest**: Letter received from a parishioner stating that her late father had left a bequest of £1000 to the Council. His express wish in his will was “without imposing any binding legal obligation that they use the money for the purposes of planting trees or new benches” on the recreation ground.
- l. **Drains on Box Hill and on the A365 which are causing flooding**: Letter from Wiltshire Council Highway Engineer stating that the issues will be addressed.
- k. **Swimming in By-Brook**: Further letter received from a resident requesting a meeting to discuss the problem
- l. **Consultation on Code of Conduct**; NALC and Wiltshire Council are carrying out consultations re the Code of Conduct. This follows numerous complaints received by Wiltshire Council.
- m. **Letters for the Playing Fields Committee**; The following letters to be passed to the Playing Fields and Pavilion Management Committee
- Use of the tennis courts by a netball group from Bath
  - State of the condition of the Recreation Ground and football pitch

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

<u>Cheques</u>			
K. Garrett	-	Internal Audit	150.00
Wybone Ltd	-	Litter bins	1151.93
<u>BACS</u>			
Salaries	-		5254.23
HM Revenue & Customs	-	PAYE	1562.11
Avon Sportsground Main Co	-	BG contract/materials	733.60
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Wiltshire Council	-	Council Tax – lodge	169.00
Wiltshire Council	-	Council Tax – Lodge	
		Underpayment 2019/20	390.00
Link	-	Grant for insurance Box PC	
		Assist	129.51

Fire Alarm Consultancy	-	Repairs to Emergency Lighting Pavilion	263.40
T. Sarkissian	-	repairs to Lodge guttering	50.00
Wicksteed Leisure Ltd	-	Parts for Spring Mobile	460.18
Microshade Business Consultants	-	Data Protection Officer	354.00
Andrew Davis Carpets	-	Deposit re carpets	600.00
Westcare Supply Zone	-	Hand sanitiser gels, ink cartridge	223.69
P2 (Surveyors) Ltd	-	EPC – Cemetery Lodge	102.00
Metro signs 2000	-	Notice boards and stays	2514.00
SSE	-	Electric Tractor shed	15.94
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	26.77
NEST	-	Pension contribution	160.73
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	111.06
Fuel Card Services	-	Petrol	28.06
Fuel Card Services	-	Petrol	12.00
Plusnet	-	Telephone Pavilion	30.98
Plusnet	-	Office	36.84
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	-	Upgrade to ZoomPro	14.39
Corsham Hardware	-	Gloves and masks	49.93
Travis Perkins	-	Limestone chippings	187.97

#### **14. Highway Issues:**

- Metrocount at Wadswick: the request for a metrocount had been submitted but due to the current coronavirus situation no surveys will be implemented on the ground until restrictions have eased and normal traffic levels have been restored.

#### **15. Items raised at Full Council:**

**Use of land at Box Hill for allotments:** After discussion it was felt that this needs wider advertising and it was agreed to put an article in the August newsletter to see if more people would be interested.

**Possibility of using the Pavilion as the Parish Council Offices:** The Clerk had forwarded a copy of the Deed of Gift to the Council's solicitor to ask for advice.

**Damaged wall at Fairmead View:** Wiltshire Council Highways has confirmed that this does not belong to Wiltshire Council. It is owned by one of the residents but under the Data Protection Act they are not allowed to disclose Land Registry details.

#### **16. Items of report:** Nil

#### **17. Date of next meeting:** 10<sup>th</sup> August 2020

**Chairman**

*Meeting closed at 9.00 pm*