



BOX PARISH COUNCIL

MINUTES OF A REMOTE MEETING OF THE POLICY AND FINANCE COMMITTEE HELD BY ZOOM ON 9th NOVEMBER 2020

1. Present: Councillors S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
M. Tye
Mrs Carey (Clerk)

2. Apologies: Cllr J. Cox
The apologies were accepted

3. Absence: Nil

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

Mr Robert Davies asked the parish Council to consider a speed reduction on the B3109 to 30 mph

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

6. Minutes: The Minutes of the remote Meeting held on 12th October 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. **McColls:** Clerk to write to McColls regarding the repairs to the front wall.
- b. **Vacancy on Parish Council;** Any applications for co-option to be received by 14th November.
- c. **Remembrance Day Service;** Cllr Parker reported on the scaled down service

8. Policy Matters:

- a. **Review of policies:**
Grievance Procedure/Disciplinary Policy: Revised policies to be drawn up shortly
Use of Social Media Policy: On-going. Cllr Tye to look at any amendments to the policy.
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:** letter received from the Insurance Company stating that the Test Case to seek clarity on the application of certain business interruption policy wordings to losses resulting from the Covid-19 pandemic has gone to appeal to the supreme Court to be held on 16th November.
- d. **Reconciliation of Bank balances:** Cllr Cox to carry out a further internal audit in December
- e. **Consideration of items to be included in the budget:** The budget setting meeting will be held on Monday 30th November at 9.30 am. In the light of the current climate committee chairmen were asked to look carefully at planned expenditure

10. Legal Matters:

- a. **Lodge:** No issues
- b. **Licences:** Licences renewed from April
- c. **Data Protection:** On going

- d. **Community Governance Review** On-going
 e. **Shed on the Common**: The contents had been emptied and will the shed will be removed shortly

11. Correspondence:

- a. **Completion of Audit**; Notification received from PKF Littlejohn LLP that the audit had been completed with no issues or concerns raised. The external auditor's report and notice of conclusion of audit had been put onto the website.
 b. **Corsham AFC**: Letter from Corsham AFC requesting permission to hold the Junior Summer Tournament on the Recreation Ground in June 2021. ***Transferred to Playing Fields for discussion.***
 c. **WALC**: The WALC newsletter had been received and circulated
 d. **Gigaclear and Wiltshire Council**: Letter received from Cllr Mathew re the relationship between Gigaclear and Wiltshire Council.

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

<u>Cheques</u>			
Leafy Lane Playing Fields	-	Grant	6522 100.00
AFC Corsham	-	Grant	6523 100.00
Selwyn Hall	-	Grant	6524 1000.00
C. Cunningham	-	Tennis Commission	6525 237.90
<u>BACS</u>			
Salaries	-		5585.07
HM Revenue & Customs	-	PAYE	2048.59
Avon Sportsground Main Co	-	BG contract/materials	754.00
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Imperial Cleaning Services	-	Pavilion plus deep clean	630.00
SSE	-	Electricity Tractor shed	29.48
E.S. Electrical	-	Replace time lag switch pavilion	127.27
Lemon Gazelle	-	Neighbourhood Plan	600.00
PKF Littlejohn LLP	-	Audit fee	720.00
Elancity Ltd	-	Speed Indicator device	2324.47
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	
NEST	-	Pension contribution	205.58
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	60.76
Fuel Card Services	-	Petrol	93.52
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
Wybone Ltd	-	Dog bag dispensers	475.82

13. Highway Issues:

- **Issues relating to speed on Leafy Lane**: This had been omitted from the Agenda for the CATG meeting. Another Issue Sheet had been submitted
- **A365 Devizes road**: Issue sheet has been submitted for the increase in the number of heavy lorries due to the diversion and to the surface of the road. Meeting to be arranged with neighbouring parishes to discuss the issue of the lorries.
- **Metrocount**: The metrocount at Wadswick had been positioned in the wrong place. Request to be resubmitted.
- **Pavement and drain opposite the Ashley Garage**: Cllr Mathew had raised the issue of the damaged pavement and drain caused by large lorries parking to go into the garage with

Wiltshire Council. Clerk to raise a further issue sheet for CATG and suggest that the lorries could park behind the garage.

14. Items raised at Full Council:

Discussion on suitable site for any memorial benches

It was felt that a bench could be put at the top of Box Hill on the opposite site of the road to the existing benches; on Quarry Hill and by the Rudloe Play area (if this is not included in the future plans)

15 Items of report:

- Clerk to ask the Parish Steward to clear the weeds by the War Memorial
- Clerk to write to Queens Head to ask them to remove the sign by the Blind House

Meeting closed at 8.35 pm

Chair