



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 25th NOVEMBER 2019

- 1. Present:** Councillors; S. Parker (Chairman); N. Botterill; R. Case;
J. Cox; J. Whitford
Mrs Carey (Clerk)
- 2. Apologies** Cllr R. Campbell
- 3. Absence:** Nil
- 4. Public Question Time:** There were no members of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 14th October 2019 were taken as read and signed as being a true record subject
- 7. Matters Arising:**
 - a. Website:** The new website is now active. A note will be put onto the old website stating that this will no longer be updated and giving details of the new website. It was suggested that any newsletters etc should have a QR code as a link to the new website.
 - b. Electricity supply to Tractor Shed:** This had nearly been completed. The windows had been fitted to the upstairs. A heater will be purchased shortly.
 - c. Future of Rudloe Green and the Community Centre:** Following an issue raised at the last Full Council meeting the Clerk had written to Wiltshire Council expressing an interest in taking over the Community Centre and also to GreenSquare to request the Councillors look inside the building.

Replies had been received from both Wiltshire Council and GreenSquare and these were discussed by the Committee. Wiltshire Council had outlined the present legal position and GreenSquare was not in a position to allow access into the building.

A copy of the Minutes of the Meeting of the Steering Group which states in relation to the Community Facility that "GreenSquare confirmed that they would not be prepared to own or run the existing facility and it would not be further considered by the steering group. Residents are passionate about including a Community facility as they feel it is the heart of the community. GreenSquare are happy to include a modest facility in the development proposals which would provide an exciting blank canvas for a flexible space/café that would be connected to the open space. Residents feel they can successfully run a community facility between them. GreenSquare have said they will assist with facilitating a business plan if required. Some residents and also steering group members understand how challenging running a community centre can be to retain a level of commitment and generate enough income to cover the running costs."

In light of all these comments it is **recommended** that, in the current circumstances, the Council will not be discussing the issue of the Community Centre any further.
 - e. Redecorating of Council Offices:** On-going. To be discussed with the budgets

- f. **Lights for the Xmas tree:** The socket had been fitted and an offer of a Christmas Tree had been received. The issue of the Christmas tree and lights to be discussed at **Full Council.**
- g. **Grit bins:** The grit bin at Wadswick had been put in position. The new grit bins to be positioned as follows:
 - One by the Fountain
 - One by 18-19 The Bassetts
 - One opposite the Post Office
 It was agreed that the grit bins in Chapel Lane and leafy Lane need replacing. All Councillors to be asked to survey the existing grit bins so that defective ones can be replaced
- h. **Bus stop sign by the Cemetery;** on-going

8. Policy Matters:

Policies:

- a. **Review of policies:** The list of policies has been reviewed
- Format of Risk Assessment form:** On-going
- 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.

9. Financial Matters:

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Monitoring of Committee budgets:** On-going.
- c. **Reconciliation of Bank balances:** Cllr Cox reported that she had reviewed the accounts and was impressed by the way that they were kept.
- d. **Bank Mandate;** This was being processed by Lloyds Bank. At the Full Council meeting held on 31st October it had been **resolved** that Cllrs Parker and Cox become full signatories on the bank accounts.

10. Legal Matters:

- a. **Lodge:** Redecoration is taking place. It was agreed to put tiles on the floor in the kitchen and hallway.
- b. **Licences:** Licences had been renewed from April
- c. **Data Protection;** On going
- d. **Community Governance Review** On-going
- e. **Shed on the Common:** Clerk had asked for an update from the solicitors.

11. Correspondence:

- a. **Clearing of vegetation from Box Tunnel;** Copy letters from Mr Tye and Network Rail
- b. **Protecting and enhancing the By Brook and its Local Environment;** Reply received from Wiltshire Wildlife. This has been circulated
- c. **Road to Ditteridge;** Letter regarding the state of the road by St Christopher's Church. Clerk to ask the Parish Steward to fill in the potholes. It was also stated that the road from Box to Tutton Hill, Colerne was in need of repair
- d. **Waiting and Parking requests:** Letter from Wiltshire Council. The deadline for requests in 31st January.
- e. **Bowls Club;** The Bowls Club had received a grant of £1000 towards the defibrillator from the Area Board.

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

<u>Cheques</u>			
Wiltshire Council	-	Erection of signs	2036.04
Chris Cunningham	-	commission on tennis bookings	209.25
SSE	-	Electric meter – tractor shed	12.26
Travis Perkins	-	Materials	66.52

<u>BACS</u>			
Salaries	-		5350.26
HM Revenue & Customs	-	PAYE	1580.42
Imperial Cleaning Services	-	Pavilion cleaning	300.00
Avon Sportsground Main Co	-	BG contract/materials	620.20
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
Joel Arney	-	Grass/Leaf rakes	102.66
Hooble	-	Website – domain registration	96.00
Hooble	-	Website – 12 months	131.87
ES Electrical	-	PAT testing in office/Pavilion	120.60
Joel Arney	-	Reimburse- windows for tractor Shed	535.84
M. Rawlings	-	Refund of deposit	10.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	161.73
Hitachi	-	Mule Leasehire	344.73
Wiltshire Council	-	NDR Car Park	90.00
Wiltshire council	-	NDR – PFs/Pavilion	300.00
Hills Waste	-	Refuse collection	82.82
John Deere	-	Mowers leasehire	444.00
Fuel Card Services	-	Petrol	99.35
Plusnet	-	Telephone office	36.84
Westcare	-	Ink cartridges/diaries	191.62
<u>Standing Order</u>			
T.H. White	-	Mule service contract	63.60

13. Highway issues:

- **Representation at CATG:** to be discussed at Full Council
- **Report on recent CATG meeting:**
 - Proposal to relocate the warning sign and provision of SLOW marking on the road – estimated cost to the Parish Council - £875
 - Lorry Watch
- **Erection of “Farm Vehicle” sign on Boxfields Road:** Clerk to raise an issue sheet. It was suggested that the local farmers be asked to contribute towards the cost of the sign.
- **Metro Count for Leafy Lane:** The request had been submitted

14. Items raised at Full Council:

Mr David Wright raised the following question:

“The Parish Council had not had the option to take over the transfer of any assets. I would ask Box Parish Council to engage with Wiltshire Council and submit an expression of interest in acquiring the Rudloe Community Centre, Rudloe Green and Rudloe shop in order to provide material benefit for the residents of the Rudloe Community”

This had been covered under item 7c above

15. Items of Report and future agenda items:

- a. **Bus shelter, Rising Sun:** Notification that this had been repainted but more graffiti had been sprayed on within two days.

16. Date of next meeting: 9th December 2019

Chairman

Meeting closed at 8.25 pm