



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 9th SEPTEMBER 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 was one member of the public present.
- 5. Chairman's Announcements and Declarations of Interest:** The Chairman reported that Cllr Hill had taken up the Council's offer of a six months sabbatical from 1st September 2019.
- 6. Minutes:** The Minutes of the Meeting held on 12th August 2019 were taken as read and signed as being a true record subject

7. Matters Arising:

- a. **Electricity supply to Tractor Shed:** The quotation for the internal electrics had been accepted at the Full Council meeting.

It was **recommended** that the Groundsman and his Assistant make it their priority to finish the insulation and partitioning in the Tractor Shed as soon as possible.

It had been specifically stated that, at this moment in time, there was not a need for a microwave and a fridge for the Tractor Shed.

- b. **Red Telephone Box at Ashley; remove from the Minutes**
- c. **Lovar Water Garden – replacement bridge;** The survey had been completed with a return of 6% **Transfer to Playing Fields & Pavilion Management Committee**
- d. **Future of Rudloe Green and the Community Centre:**

Letter received from Cllr Anderson in reply to queries raised by a parishioner stating that the funding the Open Blue Bus has received from Wiltshire Council is funding that he had provided through the Corsham Area Board Local Youth network budget. It is a stop gap service that he has asked them to provide so the the young people of Rudloe have some form of youth service which, if its to continue operating in Rudloe will eventually have to become self-sustaining. Any suitable organisation that applies for funding to deliver similar services in the Corsham Area will be considered against the same criteria. Conflating this with the future of Rudloe Community Centre is misleading – Open Blue Bus do not need a building to operate from.

He also challenges the parishioner's views on the Wiltshire Council's assessment of proposals for the Community Centre. The responsibility is with interested parties to prove their capability, viability, governance arrangements and sustainability as well as their vision for community service.

The Committee discussed this but it was stressed that the Full Council had resolved that the Parish Council continues to put pressure on GreenSquare through the Steering Group regarding the provision of green space/play area/shop/community centre.

- e. **Redecorating of Council Offices**; On-going
- f. **Pump for Irrigation System on Bowling Green**: The issue with the pump had been resolved with the replacement of the solenoid at a cost of about £200
- g. **Lights for the Xmas tree**: Certificate received from SSE with the MPAN. Cllr Parker to pursue the supplier and installation with Wiltshire Council.

8. Policy Matters:

Policies:

- a. **Review of policies**: The list of policies was reviewed. Clerk to add a fourth column with the date of the next review
Terms of Reference for Council and Committees: After discussion it is **recommended** that these be presented to Full Council for adoption. It was agreed to have an agenda item on the next meeting for the Committee Chairman to discuss all their actions and to prioritise them.
Terms of Reference for Working Groups: Any working groups set up by Committees will meet and bring back a report to their Committee. That Committee will discuss these and bring any recommendations forward to Full Council.
- b. **Format of Risk Assessment form**: On-going
Applications for use of the Recreation Ground:
Use of Recreation Ground – Nordic Walking and Fitness Bootcamp; the Fitness Bootcamp had taken up the offer of a Licence but the Nordic Walking Group had declined.
- c. **Business Plan/Forward Plan**: To be discussed at next meeting.
- d. **Emergency Plan**: Continue to monitor

9. Financial Matters:

- a. **Investment of Earmarked Reserves**: Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment**: The revisions made to the Finance Regulations were agreed by the Committee. It was **recommended** that these be adopted by the Full Council
- c. **Monitoring of Committee budgets**: On-going. The Budget Setting meeting will be held at the beginning of November. Committee Chairmen to ask their committee members for a wish list to be included in the budget. As set out in the revised Financial Regulations a three year forecast will be given.

10. Legal Matters:

- a. **Lodge**: As agreed at Full Council, Cllr Botterill and the Clerk will continue with the repairs/decoration etc
- b. **Licences**: Licences had been renewed from April
- c. **Data Protection**; On going
- d. **Community Governance Review** It had been resolved by Corsham Town Council that they do not wish to request a CGR at this time, but reserved the right to request a review in the future
- e. **Shed on the Common**: the Clerk was taking legal advice on how the shed on the Lower Common can be removed.

11. Correspondence:

- a. **Maintenance Contract for the Bowling Green**: A quotation for the renewal of the contract from 1st October received from Avon Sportsground Maintenance Co in the sum of £5956 + Vat per annum. This is an increase of £116. It is **recommended** that this be accepted
- b. **Vezev Family**: letter received from a relative of the Vezev family who used to own the Chequers Inn and has stated that the present Cricket Club was formed in the Chequers on 27th April 1870. To mark the 150th anniversary of the Cricket Club she has suggested that a plaque be put on the Chequers. It was agreed to take this up with the Cricket Club and ask them to liaise with the present owners of the Chequers.
- c. **Pebble Project**: Letter from the Wiltshire Wildlife Trust re the Pebble Project discussed. It was **recommended** that Cllr Whitford draft a reply.

- d. **External Audit:** Notification of conclusion of Audit with no issues raised. The notices for the end of the Audit had been displayed.

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

<u>Cheques</u>		
Wiltshire council	-	contribution re signs for The Ley 75.00
PKF Littlejohn LLP	-	Audit fee 480.00
MoD	-	Lease for Leafy Lane bus shelter 20.00
<u>BACS</u>		
Salaries	-	5606.71
HM Revenue & Customs	-	PAYE 1580.42
Imperial Cleaning Services	-	Pavilion cleaning 240.00
Avon Sportsground Main Co	-	BG contract/materials 748.34
J.H. Jones & Son	-	Cemetery Contract (inc VAT) 1036.80
Lemon Gazelle CIC	-	Neighbourhood plan 400.00
J. Arney	-	Reimburse re protective Clothing/wood/postcrete 443.29
Westcare Supply Zone	-	Printer cartridge 83.40
Sequence UK Ltd	-	Overpaid rental re Lodge 669.00
<u>Direct debits</u>		
Initial Washroom	-	Fem Hygiene 25.26
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 96.86
John Deere	-	Mowers leasehire 444.00
Fuel Card Services	-	Petrol 40.16
<u>Standing Order</u>		
T.H. White	-	Mule service contract 63.60

13. Highway issues:

- Petition to reduce the speed limit in Kingsdown: Letter received from a parishioner asking Best wishes
- why the Parish Council would not be supporting the Speed Limit Assessment. The clerk had replied that before the Council committed to this it was considered advisable to ask for a formal metro count to be carried out and this had been submitted
- Temporary Closure of part of Mill Lane: This will be closed on 18th October to allow Openreach to safely access boxes for desiting works
- Dropped kerb: Request received for a drop kerb at Brunel Way/Bargates

14. Items raised at Full Council:

a. **Issues raised by Mr D. Wright:**

- ***When will the Box PC Rudloe Community Centre 'Options Analysis' paper be available for public release?***
- ***What costing methodology was used in the production of the Rudloe Community Centre 'Options Analysis Paper'?***
- ***What evidence was provided in support of the Cost benefit analysis - how many roofing companies were asked to quote, how many heating companies were asked to quote?***
- ***How many Rudloe Estate residents were consulted in order to provide the firm evidence base for the Rudloe Community Centre 'Options Analysis' paper?***
- ***Please confirm that the Rudloe Community Centre 'Options Analysis' paper will include the transfer of the following Rudloe assets to Box PC:***
 - ***Rudloe Community Green***
 - ***Rudloe Community Shop***
 - ***Rudloe Community Play Area***

- It was stated that the Options Analysis will be put onto the new website.
- The figures were taken from the Camolile Café and Wiltshire Cabinet report
- The building belongs to Wiltshire council and figures were taken from the Cabinet report. It is not the Parish Council's place to obtain quotations
- No residents were consulted
- The Parish council had not had the option to take over the transfer of any assets

15. Items of Report and future agenda items:

- Freezer in layby:** A freezer has been dumped in the layby at Longsplatt. This will be reported via My Wilts app
- Newsletter:** Any ideas for inclusion in the next edition of the Newsletter to be brought up at Full Council.

16. Date of next meeting: 14th October 2019

Chairman

Meeting closed at 9.15 pm