



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD ON 11<sup>th</sup> FEBRUARY 2019

- 1. Present:** Councillors; S. Parker (Chairman); R. Campbell;  
A. Clench; P. Van Praag  
Mrs Carey (Clerk)
- 2. Apologies** Councillors: R. Case; J. Cox; V. Hill
- 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. Actions:**

Issue raised	Start date	Actionee	Due date
Cost of installation of signs – Pursue with Wiltshire Council	October 2018	Cllr Hill	CATG 13 <sup>th</sup> February
Draw up spreadsheet to go with the Provision and use of work equipment policy	October 2018	Cllrs Campbell/Hill	End of February 2019
Design of new website – report to February Full Council with provisional start date in April	29 <sup>th</sup> November 2018	Cllrs Campbell/Van Praag	28 <sup>th</sup> February 2019
Use of telephones in power cut – article in Parish Magazine and in a leaflet	10 <sup>th</sup> December 2018	Cllr Parker	28 <sup>th</sup> February 2019
Market Place Car Park – Obtain copy of the previous signed Lease	11 <sup>th</sup> February 2019	Clerk	Next meeting
Obtain further advice re repairs to the Bowling Green	11 <sup>th</sup> February 2019	Clerk	End of February
Obtain costings for grit bins and establish whether WC would fill these	11 <sup>th</sup> February 2019	Clerk	Next meeting 11 <sup>th</sup> March
Distribution of Rural Housing Needs Survey	11 <sup>th</sup> February 2019	Clerk	Full Council – 28 <sup>th</sup> February

- 7. Minutes:** The Minutes of the Meeting held on 14<sup>th</sup> January 2019 were taken as read and signed as being a true record.

## **8. Update on Issues:**

- **“Box” parish signs:** Cllr Hill will pursue this at the next CATG meeting on 13<sup>th</sup> February **Action: VH**
- **Spreadsheet/provision and Use of Work Equipment Policy:** On-going
- **Design of new website:** Cllrs Campbell and Van Praag had been looking at different designs. The new website will be in the name of Box Parish Council and it is hoped that this will be up and running from 1<sup>st</sup> April. A notice would have to be put on the existing website stating that this was no longer being updated. Cllr Van Praag will give a report at Full Council including wording for the notice **Action: PVP**
- **Emergency Plan – Use of telephones in power cut:** Wiltshire Council have stated that they have no contingency to deal with this but have suggested that vulnerable people be advised to have an old style phone that they could use. This will be added to the leaflet and an article put in the Parish Magazine. **Action: SP**
- **Social Media Policy:** This had been circulated

## **9. Matters Arising:**

- Market Place Car Park:** A copy of the new draft Lease had been received. The term had been extended to 7 years from 6 years. This was agreed. However, there are several items that the Committee did not agree with. One is a clause which has been added which states that “the Tenant must repair the premises including the two low boundary walls at the entrance to the premises and keep the premises and the said walls in good repair”. This clause had been challenged in the previous Lease and had been removed as it was unsure at that time who owned the walls. Also the question of insurance was discussed and whether the walls could be insured by the Parish Council if they did not own them. It was felt that the Council could not agree to this clause. The Clerk has asked for a copy of the previously signed Lease to compare the two. It was felt that the Lease should be renewed on similar terms to the previous one. **Action: Clerk**
- Electoral Review of Wiltshire Council;** On-going.
- Parish Council quarterly Newsletter;** Next edition – March 2019
- Abandoned cars on Recreation Ground car park;** Two of the cars had been removed.
- Remarking of Tennis Courts:** This has been completed and the courts have been power washed. **Remove from Minutes**

## **10. Policy Matters:**

- Policies:**  
**Flood Group:** On-going. Waiting for revised Action Plan from Cllr Mathew
- Risk Assessments**  
**Format of Risk Assessment form:** Next review to be carried out in July 2019
- Applications for use of the Recreation Ground/Box Hill Common:**  
Application and Risk Assessment received for use of the Recreation Ground by Box Revels on Monday 27<sup>th</sup> May. This was agreed.  
The Twinning Group will be using a power lead from the Pavilion. They will draw up a Risk Assessment for this
- Review of policies:** Provision and Use of Work Equipment drawn up and agreed. This will run alongside the Risk Assessment. Spreadsheet to be drawn up to accompany this. **Action: VH/RC**

- e. **Business Plan/Forward Plan:** To be discussed further.
- f. **Emergency Plan:** The Committee discussed an information leaflet to go out to vulnerable people with advice in the event of an emergency and it was felt that this could be put as an article in the Parish Magazine. As discussed above it was agreed to add the information about an old style phone for use in the event of a power cut  
**Action: SP**
- g. **Snow Plan:** A draft Snow Plan had been drawn up which was agreed with amendments. It was agreed that an article should be put in the Parish Magazine stating that the use of grit in bins is just for footpaths and roads not for private driveways and that any private use may result in Wiltshire Council not supplying further grit.  
**Action: SP**  
An offer had been received to fund four new grit bins. Clerk to establish whether these would be filled by Wiltshire Council and to obtain prices. **Action: Clerk**

#### **11. Financial Matters:**

- a. **Investment of Earmarked Reserves:** Continue to monitor investments
- b. **Financial Regulations and Financial Risk Assessment:** On-going
- c. **Monitoring of Committee budgets:** The Monitoring Report to be circulated at the next meeting

#### **12. Legal Matters:**

- a. **Lodge:** Continue to monitor any items reported by the Letting Agent
- b. **Licences:** Licences to be renewed from April
- c. **Data Protection:** On-going

#### **13. Correspondence:**

- a. **Bowling Green Contractors;** Report received from the Bowling Green Contractors advising that due to the drought last summer, and subsequent damage to many greens, they have suggested that once temperatures begin to increase from late March, areas of the greens which have yet to fully recover will need further seeding. The watering systems will need to be ready for this. They also suggest that a starting date of no earlier than the first week of May, if further damage to the young emerging grass seedlings is to be avoided. This could be compensated by a week or two extension to the season, providing the green's recovery is complete. The Clerk will get further information from Avon Sportsground Maintenance Co and pass the advice on to the Bowling Club.  
**Action: Clerk**
- b. **Leafy lane – condition of drain:** letter received. Clerk to pass this on to Wiltshire Council.
- c. **Rural Housing Needs Survey:** The surveys will be ready for collection on 25<sup>th</sup> February. They will then need to be distributed, as agreed, by the Parish Council
- d. **Council Division Boundaries for Wiltshire:** Notification that the Consultation is running until 15<sup>th</sup> April 2019. The recommendations are that the community at Box Hill be added to the existing Box & Colerne division and be named Box. There will also be a Corsham Without division which would include the Rudloe area of Box parish. It was agreed to send a further objection to this stating that the existing divisions should remain.  
**Action: Clerk**
- e. **Polling District and Polling Place Review:** Notification that Wiltshire Council are carrying out a review

- f. **Area Board minutes:** Received. It was noted that one of the Parish Council's representatives and her report had not been minuted. Clerk to write to Wiltshire Council.

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

<u>BACS</u>			
Salaries	-		4727.21
S. Lock	-	Cemetery Contract	400.00
E. Joaquin	-	Cem contract	400.00
HM Revenue & Customs	-	PAYE	1548.33
Imperial Cleaning Services	-	Pavilion cleaning	240.00
Avon Sportsground Main Co	-	BG Contract and materials	
852.53			
Ultra-Warm Ltd	-	Service to Office boiler	145.46
Waterscape Solutions Ltd	-	Work changing irrigation system to New shed	989.06
Consortium	-	First Aid kit, dressings etc & Stationery	110.50
Westcare Supply Zone	-	Toner, black sacks	163.20
Neill Newport	-	Marking and cleaning tennis courts	1260.00
<u>Direct debits</u>			
Initial Washroom	-	Fem Hygiene	25.26
NEST	-	Pension contribution	95.97
Fuel Card Services	-	Petrol	25.99
Hills Waste	-	Refuse collection contract	62.32
<u>Debit card</u>			
Buy A Plan	-	Map for Cemetery	15.60

**15. Highway issues:** Next CATG meeting to be held on 13<sup>th</sup> February 2019

**16. Items raised at Full Council:**

- a. **Change of date of Cemetery Management and Playing Fields Meetings:** It had been agreed at the Cemetery Management Meeting that the date of the next meeting be change to **Monday 4<sup>th</sup> March**. The Playing Fields Committee meeting will now be held on **Monday 1<sup>st</sup> April**.
- b. **Format of Annual Parish Meeting:** It was agreed to hold this on 16<sup>th</sup> April as the date had been advertised. It was agreed that the meeting would be informal with Committee Chairmen displaying a report on the work of their Committee and it was agreed to invite local groups ie Green Room, Bowls Club, Twinning Group to have a similar display. Depending on the response from local groups it was agreed to provisionally book the Selwyn Hall in case the venue would need to be changed. The meeting would start at 7.30 pm and give people a chance to read the reports and to ask questions of Chairmen. Formal questions would be taken at the end of the meeting.

Refreshments would be served and name tags should be provided for Councillors.

**17. Items of Report and future agenda items:**

- a. **Laurel hedge in Cemetery**; This had been discussed at the Cemetery Management. Cllr Clench made a statement which will be taken back to Full Council.

**18. Date of next meeting:** 11<sup>th</sup> March 2019

**Chairman**

*Meeting closed at 9.20 pm*