



BOX PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING **HELD BY ON 26TH MAY 2022**

- 1. Present:** Councillors: S. Parker (Chairman); R. Campbell; R. Case; J. Clifford;
R. Davies; N. Ingledew; I. Johnston; H. Parker; M. Tye; A. Woollard;
Unitary Councillors: B. Mathew

Mrs Carey (Clerk)
- 2. Apologies:** Councillors: A. Barton; R. Smith; B. Walton; T. Walton; D. Wright
Unitary Councillor: D. Walters
- 3. Election of Chairman for 2022/23:** Two nominations had been received but Cllr Case did not wish to stand for election. Cllr Parker was unanimously elected Chairman for 2022/23
The Declaration of Acceptance of Office form was duly completed and signed
- 4. Election of Vice-Chairman for 2020/21:** Four nominations had been received for Cllr R. Campbell; R. Case; B. Walton and T. Walton. Cllrs Case and B. Walton did not wish to stand for election. A ballot was held and Cllr Campbell was duly elected Vice Chairman for 2022/23 by five votes in favour and four against with one abstention.
- 5. Formation of Committees and election of Chairmen**
Box Hill & Rudloe Open Spaces
Councillors: R. Case; R. Davies; I. Johnston; N. Ingledew; R. Smith; M. Tye; B. Walton;
T. Walton; D. Wright

Cllr Wright was elected Chairman

Cemetery Management
Councillors: A. Barton; R. Campbell; J. Clifford; H. Parker; S. Parker; M. Tye; T. Walton;
A. Woollard

Cllr Woollard was elected Chairman

Highways Committee
Councillors: A. Barton; R. Campbell; R. Davies; I. Johnston; N. Ingledew; H. Parker; R. Smith;
A. Woollard

Cllr Davies was elected Chairman

Planning & Conservation
Councillors: A. Barton; R. Campbell; R. Case; J. Clifford; R. Davies; S. Parker; T. Walton;
A. Woollard

Cllr Campbell was elected Chairman

Playing Fields and Pavilion Management
Councillors: J. Clifford; I. Johnston; N. Ingledew; H. Parker; S. Parker; R. Smith; M. Tye;
B. Walton; D. Wright

Cllr Walton was elected Chairman

The Chairman of the Council is an ex officio member on all Committees.

6. Composition of the Finance & Governance Committee Committee:

Councillors: S. Parker (Chairman); R. Campbell; B. Walton; D. Wright; A. Woollard + Chair of Personnel and one vacancy

7. Composition of the Personnel Committee: This will be discussed at the next meeting.

8. Calendar of Meetings: The Calendar of Meetings for 2022/23 was agreed

9. Representatives:

Jubilee Youth Centre Management Committee	-	Cllr Parker
Selwyn Hall Trustee Committee	-	Cllr Ingledew
Area Boards	-	Cllrs Wright; H. Parker
LHFIG (formerly CATG)	-	Cllrs Davies; Woollard (or nominated
replacement if either of these cannot attend)		
MoD Liaison Panel	-	Cllrs Wright; Campbell
Parish Council News	-	Chairman/Clerk
GreenSquare Steering Group	-	Cllrs Tye; Woollard; Wright
Health & Wellbeing	-	Cllr Tye; Smith
Councillor for health and safety/risk assessments	-	Cllr Campbell
Climate Strategy Engagement	-	Cllr H. Parker

Committee Chairmen and representatives were reminded that they must not voice an opinion at external meetings purporting to be from the Parish Council unless authorised by the Council to do so.

Notice Boards:

Cllr S. Parker – Henley; Cllr Campbell – Ditteridge/Ashley/Kingsdown; Cllr Wright – Box Hill; Cllr B. Walton – Post Office/Valens Terrace; Cllr Davies – Rudloe; Wadswick – Cllr Woollard

Ordinary Business

10. Public Question Time: There was one member of the public present.

Mr Derek Elliott asked if Mrs Porter's Dairy and the Parish Council News could include that members of the public are welcome to attend the meetings and could speak at the Public Question Time.

Cllr Walters had sent his apologies for the totally unnecessary outburst against him at the Annual Parish Meeting which he had considered to be politically based. He felt that a large number of Rudloe residents supported him.

Mr Elliot felt that the Annual Parish Meeting had been disastrous. Parishioners should have been able to sit and it should have been foreseen that the Rudloe Community Centre was a major issue. He stated that some Councillors were missing when the vote about application to register the Community Centre as a Community Asset had been taken and he asked what the criteria was for the numbers re voting.

He was informed that it is a democratic vote taken by the Councillors who are present at the particular meeting.

11. Chairman's announcements and declarations of interest: There were no announcements or declarations of interest.

12. Minutes: The Minutes of the Council Meeting held on 28th April 2022 were agreed and signed as being a true record.

The Minutes had raised the issue of predetermination. The Chairman reported that in the Rudloe Scene Newsletter it had been stated "Councillor Walters (Derek) has written to GreenSquare Accord (GSA) informing them of the situation and of the intention of Rudloe parish councillors to object to any development proposed on Rudloe Green". The Clerk was asked to check with Cllr Walters if this was factually correct and this could be potential predetermination of a planning application. There also appeared to be other inaccuracies within the newsletter.

13. Matters Arising:

Climate Strategy:

Cllr H. Parker reported that there will be displays on the Climate Strategy at the Revels. She was also drawing up an Eco-Quiz for adults and children. It was suggested that the Council looks at the provision of a Community Fridge similar to the one at Frome or using a telephone box as a food bank for tins etc.

14. Committees

i. Policy & Finance: The Minutes of the meeting held on 16th May 2022 were submitted and agreed

Annual Governance Statement: The Annual Governance Statement had been circulated. This was agreed unanimously.

Applications for Funding: Support was given for the applications for funding to Wessex Water Environment Fund and Everyday Heritage Grants.

Proposed stall at Box Revels: Display stands were being borrowed. There will be two maps highlighting the Committees' achievements; there will be a display on the Neighbourhood Plan with a questionnaire for people to complete together with information on the Climate Strategy Action Plan and the Eco-Quiz. Volunteers were required to help man the stall.

Discussion on the formation of a Working Group following the registration of Rudloe Green as a Community Asset: The proposal was for the Working Group to examine all functions required for the planning, development, acquisition, management and maintenance of the Rudloe Green and the Play Area. There was a discussion and Cllr Tye asked whether this was being done to placate the Rudloe residents and what could the Parish council do if Wiltshire council were going ahead with the Planning Application from GreenSquare. She stated that anything that was done had to be "Without Prejudice" to any future decisions regarding the planning application. Several points were raised:

- It was suggested that the Working Group should be able to co-opt non-residents to sit on this
- It was asked what the objectives or outcomes of the Working Group were
- Cllr Johnston felt it was a way of defining what the issues are and the objectives must be defined by the parameters of the Working Group
- No decisions can be made by the Parish Council – this can only be done by Wiltshire Council
- It was felt that the Working Group could be a focal point for Wiltshire Council to realise the views of the public
- It was stated that irrespective of what happens in the future there is a great divide between Rudloe and the rest of the Parish.
- It was suggested that the Working Group should also have representation from people in the sub-standard accommodation. However, some people were concerned about the backlash if they expressed a view.

After discussion it was **recommended** that a Working Group be set up but at the first meeting the Councillors should draw up the Terms of Reference and parameters for the objectives and bring these back to the Full Council for agreement. This must be Without Prejudice to any future planning applications that come before the Parish Council for consideration. Members of the public should **not** be involved until the Terms of Reference had been endorsed by the Parish Council.

This was carried by eight votes in favour and two against.

ii. Cemetery Management: The Minutes of the Meeting held on 9th May 2022 were submitted and agreed.

Recommendation that the quotation for the survey of the top field. It was **resolved** unanimously that the quotation from Tigergeo in the sum of £1960 + vat for a geophysical survey of the top field be accepted.

- iii. **Planning & Conservation:** The Minutes of the Meetings held on 28th April and 16th May 2022 were submitted and agreed

It was reported that the trees that had been felled on the Lower Kingsdown Road was on land owned by the Golf Course and was carried out because of Ash dieback.

- iv. **Personnel:** The Minutes of the Meeting held on 23rd May 2022 were submitted and agreed.

Issues raised by the RoSPA report: Cllr Tye agreed to be the lead Councillor to liaise with the Groundsmen at least six times year to inspect both play areas.

The **recommendation** that a Working Group, including a representative from the Cemetery Management Committee, be set up to carry out a feasibility study to look at the pros and cons of contractor/additional Employee taking into account the work load, equipment that would be required etc. was agreed unanimously.

Purchase of electric power tools: It was **resolved** by nine votes in favour and one against that the electric power tools as listed be purchased.

Outstanding additional jobs: Cllr Case agreed to add an explanation as to why some of the jobs had not been completed. Cllr Tye felt that some of the jobs were included in the Terms of Reference for the Groundsmen. It was agreed to discuss this at the next meeting in July.

15. **Discussion on the issues arising from the Annual Parish meeting:** The Chairman explained that this was the fourth year that the format for the Annual Parish meeting had been held ie an informal meeting with displays followed by questions from the public. Some parishioners had felt that the meeting was not what they were told to expect. It was stated that there had been some correspondence that had been sent which had led to confusion over what the meeting was to be about. It was felt that lessons must be learnt from the meeting. A young parishioner had raised the possibility of replacing the goal nets and repairing the goal posts and the Clerk had raised this with the Groundsman.

16. **To receive any urgent correspondence:**

- **Selwyn Hall Management Committee;** letter thanking the Parish Council for the grant
- **Work on A365 Box Fiveways Junction:** Work to refurbish and upgrade the traffic signals to start on 13th June until 1st July 2022
- **Platinum Jubilee Party on the Green at Rudloe:** To be held on 4th June at 1200 hrs.

17. **Annual Governance and Accountability Return 2021/22:**

- **Accounting Statement 2021/22;** This had been circulated and was agreed unanimously
- **Internal Auditor's report:** This had been circulated and was agreed unanimously

18. **To receive any additional accounts for payment:** The additional accounts for payment were agreed

Cheques

Mr S. Farrow	-	Internal Audit	150.00
Information Commissioner	-	Data Registration fee	40.00

BACS

Rialtas Business Solutions	-	Annual maintenance support	154.80
Corsham Primary School	-	Hire of hall	50.00
Rialtas Business Solutions	-	Year End Accounts closedown	480.00
D. Wright	-	Reimburse re safety helmets	40.00
Kingsdown Livery Stables (D. Clifford)	-	Repairs to steps in Under 7s	138.00
M. Carey	-	Yellow paint for car park	63.99

Direct Debit

Fuel Card Services	-	Petrol	112.84
--------------------	---	--------	--------

19. Statement of Balances

<u>Lloyds</u>	
Current Account	£ 18953.31
High Interest account	<u>56244.41</u>
	£ 75197.72
Less payments to go out	<u>2708.10</u>
Working balance	£ <u>72489.62</u>
Held on deposit in Lloyds	£ <u>37500.00</u>
Balance in Lloyds	£ <u>109989.62</u>
Held in BIBS	£ 81901.44
Held in Nationwide	£ <u>46302.08</u>
	£ <u>128203.52</u>

20. Chairman's Diary, Representatives' reports and report from County Councillors

Cllr Brian Mathew reported that he had attended a meeting of the Northern Area Flood Warden Group. Box Parish Council had received a grant from the SSE Resilient Communities Fund out of which hydrosnakes had been purchased. The balance of the grant will be used for training. A training workshop is to be arranged entitled "Safety on Highways" in conjunction with Wiltshire Council which will be open to all local councils across the county. This will be held in the Selwyn Hall in the Autumn.

He had handed over the Chair of the Area Board to Ruth Hopkinson.

21. Items of report and future agenda items

- Donation to Parish Magazine – This will be discussed at the next Full Council meeting

22. Dates of next meetings

Playing Fields & Pavilion Management – 6th June; Highways; 9th July;
Finance & Governance – 13th June; Planning & Conservation: 13th June; Box Hill & Rudloe
Open Spaces – 20th June;

Meeting closed at 9.20 pm

Chairman