



BOX PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING **HELD BY ON 20TH MAY 2021**

- 1. Present:** Councillors: S. Parker (Chairman); A. Barton; R. Campbell; R. Case;
R. Davies; N. Ingledew; H. Parker; R. Smith; M. Tye; B. Walton;
T. Walton; A. Woollard; D. Wright
Unitary Councillors: B. Mathew; D. Walters

Mrs Carey (Clerk)
- 2. Apologies:** Nil
- 3. Acceptance of Code of Conduct:** Following the recent election it was confirmed that all Councillors had completed the Acceptance of Office form. All Councillors had been reminded to complete the Registrar of Interests.
- 4. Election of Chairman for 2020/21:** One nomination had been received and Cllr Parker was unanimously elected Chairman for 2020/21
The Declaration of Acceptance of Office form was duly completed and signed
- 5. Election of Vice-Chairman for 2020/21:** Two nominations had been received for Cllr Case and Cllr Tye. A secret ballot was held and Cllr Case was duly elected Vice Chairman for 2020/21 by eight votes in favour and five against
- 6. Formation of Committees and election of Chairmen**
- Box Hill & Rudloe Open Spaces**
Councillors: D. Wright; R. Case; R. Davies; N. Ingledew; M. Tye; B. Walton; Vacancy

Cllr Wright was elected Chairman
- Cemetery Management**
Councillors: A. Barton; R. Campbell; H. Parker; R. Smith; T. Walton; A. Woollard; Vacancy

Cllr Woollard was elected Chairman
- Planning & Conservation**
Councillors: A. Barton; R. Campbell; R. Case; R. Davies; N. Ingledew; T. Walton; A. Woollard

Cllr Campbell was elected Chairman
- Playing Fields and Pavilion Management**
Councillors: H. Parker; R. Smith; M. Tye; B. Walton; D. Wright; Vacancies

Cllr Walton was elected Chairman
- The Chairman of the Council is an ex officio member on all Committees.

7. Composition of the Policy & Finance Committee:

Councillors: S. Parker (Chairman); R. Case; R. Campbell; B. Walton; D. Wright; A. Woollard

There were three nominations to fill the extra place on the Committee. After a vote Cllr Davies was duly elected to fill this.

8. Composition of the Personnel Committee:

Chairman of the Council (S. Parker); Vice Chairman of the Council (R. Case); Chairman of Box Hill & Rudloe Open Spaces (D. Wright); Chairman of Playing Fields & Pavilion Management B. Walton)

9. Calendar of Meetings: The Calendar of Meetings for 2020/21 was agreed

10. Representatives:

Jubilee Youth Centre Management Committee	- Cllr Parker
Selwyn Hall Trustee Committee	- Cllr Ingledew
Area Boards	- Cllrs Wright; H. Parker
CATG	- Cllrs Davies; Woollard
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 Case – Box Hill; Cllr B. Walton – Post Office/Valens Terrace; Cllr Davies – Rudloe; Wadswick – Cllr Woollard

11. Standing Orders and Financial Regulations: Clerk to recirculate the Standing Orders. Cllr Ingledew reported that the Act in the Financial Regulations had been amended.

12. Mentors for new Councillors: Cllrs Tye and B. Walton agreed to act as mentors to any new Councillors

Ordinary Business

13. Public Question Time: There was one member of the public present. Cllr Walters introduced himself as the newly elected Unitary Councillor for Corsham Without

14. Chairman's announcements and declarations of interest: The Chairman stated that all Minutes from Committees are submitted to the Full Council to consider any recommendations made and to be approved. She explained how the Action Sheets should be used.

There were no declaration of interest on items relating to the Agenda

15. Minutes: The Minutes of the remote Council Meeting held on 29th April 2021 were taken as a true record and signed subject to two amendments which were agreed. There was a discussion on the process for obtaining quotations and it was agreed to raise this at Policy & Finance and to discuss drawing up a procurement policy.

16. Matters Arising:

a. **Siting of the Kingfisher:** After discussion it was agreed that this be sited in the Queens Head garden. This would be taken in at night.

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

BACS

Salaries	-		5380.28
HM Revenue & Customs	-	PAYE	1627.71
Avon Sportsground Main Co	-	BG contract	678.40
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	1036.80
SSE	-	Electricity Tractor shed	71.07
Zealous Kite	-	Updates to website	160.00
Community First	-	Subscription	40.00
John Miller	-	Repairs to ride on	72.36
Westcare Supply Zone	-	Ink cartridge and refuse bags	171.60
Rialtas	-	Accounts software and support	148.80
Waterscape Solutions Ltd	-	Annual service contract	666.24
SSE	-	Pavilion – Electric	140.51
		Gas	175.48
		Offices – Electric	111.80
		Gas	90.95
		Chapel – Electric	258.23
Groundwork UK	-	Refund of NP grant	300.00

Direct debits

Initial Washroom	-	Fem Hygiene	28.38
NEST	-	Pension contribution	167.04
Hitachi	-	Mule leasehire	344.73
Hills Waste	-	Refuse collection	118.20
Fuel Card Services	-	Petrol	10.80
Fuel Card Services	-	Petrol	30.05
Plusnet	-	Telephone Pavilion	31.33
Plusnet	-	Office	37.66
Wiltshire council	-	NDR Pavilion/PFs	307.90
		Car Park	91.68
John Deere	-	Mowers leasehire	355.20

Standing Order

T.H. White	-	Mule service contract	63.60
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Debit card

Zoom	-	Subscription	14.39
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18. Statement of Balances: As at today's date

Lloyds

Current Account	£	18045.85
High Interest Account		<u>52092.38</u>
		70138.23
Less payments to go out		<u>5861.79</u>
Working balance	£	<u>64276.44</u>

Held on deposit in Lloyds	£	37500.00
Balance in Lloyds	£	<u>101776.44</u>

Held in BIBS	£	81860.51
Held in Nationwide	£	<u>66279.56</u>
		<u>148140.07</u>

19. Urgent Correspondence:

- a. **Use of Football pitch by AFC Corsham:** Letter received from AFC Corsham asking for use of a larger pitch (90m x 50m) inside the main pitch for 9v9 football by 11-12 year olds. This was agreed. However, the Parish Council stated that they will only allow one game per Saturday. This is to ensure that the pitch can still be used by the two adult teams who play on a Sunday. AFC Corsham would also be charged a one off payment to cover the cost of measuring and marking out the new pitch. There should be no further changes again this season.
- b. **Footpath 2:** Notification from the Cotswold Wardens that the kissing gate at Jamie's Farm end of the footpath had been installed

- c. **Training for New Councillors**: Katie Fielding from WALC will be conducting a New Councillors' training seminar at the Parish Council Offices on Wednesday 14th July. Any Councillor not able to attend this could book an on-line session through the Clerk

20. Items for discussion:

- a. **Reopening of the Pavilion**: After discussion it was agreed that the Pavilion should not reopen fully until after the Government decision re restrictions on 21st June. However, limited use by the Youth Club and the Bowls Club was agreed subject to them cleaning after use.
- b. **Format for the Annual Parish meeting**; To be held in the Selwyn Hall on Thursday 27th May. Committee Chairmen to display reports, photographs etc. There will be a limited number of 30 allowed in the hall at any one time and a one way system will be in use. Councillors were asked to help with the setting up beforehand.

21. Chairman's Diary, Representatives' reports and report from County Councillor

Cllr H. Parker reported on the recent Climate Engagement Seminar. The Parish Council would need to look at the key areas that need to be addressed and discuss how its behaviour can be changed to reduce the carbon footprint. This will be discussed further at the next Full Council meeting.

Cllr Mathew reported that it was a privilege to have been re-elected and it was good to see new members of the Parish Council. He had proposed the motion re carbon neutrality and reported that the issue of charging cars was something that needed to be addressed.

Cllr Walters introduced himself as the new Councillor for Corsham Without. He had been campaigning on Climate Change and the Environment. He was also keen to look at safety on rural roads enabled people to be able cycle or walk to school.

Cllr Case stated that she had canvassed the views of several residents and agreed that road safety was high on people's agenda.

22. Items of Report and Future Agenda Items

- a. **Planning Committee**; The new Planning & Conservation Committee members were reminded of the meeting to be held on 25th May
- b. **Metro Count at Wadswick**; The Clerk was asked to chase this with Wiltshire Council
- c. **Additional SID**: This will be ordered shortly. Data from the present SID to be published.
- d. **Bus stop Vine Court**: Clerk to remind the Groundsman to put up the litter bin and to stop the bench from wobbling
- e. **Bus Shelter, The Bassetts**: It was reported that the guttering has not been fitted correctly. Clerk to ask the builder to check this.
- f. **Review of website**: It was asked for this to be put on a future Agenda.
- g. **Speedwatch**; It was stated that more volunteers are needed for the Speedwatch team
- h. **Sink hole in The Ley**: Clerk to chase Wiltshire Council for confirmation that this has been repaired
- i. **Cemetery**: It was reported that there had been a change in the law relating to tenants – ie a breathing period re payment of rental and also a period of time to cover re rent if there are any mental health issues
- m. **Rats in A4**: It was reported that rats had been seen running across the A4 in the Village. Clerk to report to Wiltshire Council
- n. It was stated that parishioners should be reminded that they are responsible for the area of pavement outside their own houses. It was suggested that perhaps "Clean up Box" and "Box in Bloom" could be reinstated. The Parish Council should be looking at its ongoing plan for the next four years