



BOX PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON 29th JUNE 2018

- 1. Present:** Councillors: S Parker (Chairman); R. Campbell; A. Clench;
J. Cox; S. Gould; V. Hill; D. Moore; B. Sims; M. Tye; P. Van Praag;
J. Whitford
Cllr B. Mathew

Mrs M. Carey (Clerk)
- 2. Apologies:** Councillors: S. Barnes; R. Cose; R. Richards
Cllr B. Anderson
The apologies were accepted
- 3. Absent:** Nil
- 4. Public Question Time:** There were two members of the public present.

Mr Elliot raised the issue of the parking of the McColls delivery lorry and asked if a sign stating "delivery in progress" could be put up. He also asked whether the proposed 40 mph speed limit in Corsham by the Copenacre development could be extended further to include the bend towards the top of Box Hill/Rudloe.

Mr Palmer thanked the Council for carrying out the quick repairs to his parents grave

Mrs Wright reported that she had received a questionnaire from Wiltshire Council re pavements, road etc and asked whether everyone had received this.
- 5. Chairman's announcements and declarations of interest:** Cllr Parker asked if everyone was happy to be referred to as Councillor in the Minutes instead of Mr or Mrs. This was agreed.
There were no Declarations of Interest.
- 6. Minutes:** The Minutes of the Annual Council Meeting held on 31st May 2018 were taken as read and signed as a true record.
- 7. Matters Arising:**

 - McColls:** The noise from the generator has ceased. They have stated that they will address the issue of the size of the lorries used for deliveries

8. Additional accounts for payment:

The following accounts were presented and approved for payment:

Cheques

The PCC of Box	-	Parish Magazine sub	6393	116.00
The Brunel Shed	-	Repairs to steps £72	6394	272.00
		Repairs to seats £200		
Wolf Partnership Ltd	-	Fell Willow on Common	6395	312.00
Information Commissioner	-	Renewal of registration	6396	40.00

BACS

James Long	-	Repairs to Palmer memorial		208.80
Fire Alarm Consultancy Ltd	-	Repairs to Fire Alarm Pav		150.12
Appleton Hardscape	-	Repairs to tennis court fencing		468.00
Microshade Business Consultants	-	GDPR		1434.00
Metrosigns 2000	-	Butterfly catches for NB		43.20

Direct debit

Fuel Card Services	-	Petrol		14.11
Fuel Card Services	-	Petrol (Cemetery)		27.88
Plusnet	-	telephone – Pavilion		29.98
Plusnet	-	telephone – Office		36.84

Debit card

AVG	-	Renew Internet security		19.99
Homebase	-	Storage unit		257.95

9. Policy & Finance Committee: The report of the meeting held on 11th June 2018 was submitted and adopted.

- a. **Best Kept Village Competition:** Results received. Box had come 4th in the first round of judging.
- b. **Seat for bus shelter at The Bassetts;** The seat is ready and will be fitted shortly
- c. **Market Place Car Park;** The terms for the renewal of the Lease were agreed
- d. **Flooding in Market Place:** The insurance for the Flood Warden group had been discussed with a representative from Came & Co. The Flood Wardens could be covered if they were acting as volunteers of the Parish Council to carry out preventive measures. However, they would not be covered re putting up a bund on the highways. The Parish Council must also know the expectation of the role. It was agreed that the Clerk and Chairman would follow this up further with Wiltshire Council.
Cllr Mathew stated that the Flood Wardens had monitored the state of the drains and had received training. They could put the bund on private land
- e. **GDPR:** The Audit Report, Action Plan, Data Protection Policy, Privacy Notices and associated documents had been circulated and were adopted by ten votes in favour and one abstention.
- f.. **Area Board:** Ruth Hopkinson, the new Chairman of the Area Board will attend the next Full Council meeting
- g. **Future of Wiltshire Council's assets in Rudloe:** Phil Bowley from Greensquare to attend the next Full Council meeting

- h. **Absence of Committee Chairman**: The Councillors discussed the various options ie (i) the absentee Chairman to appoint a replacement (ii) the committee to elect the temporary Chairman (iii) Vice Chairmen for all Committees to be appointed and it was **resolved** unanimously that each Committee should choose a Vice Chairman.
- i. **Attendance Register**: After discussion it was unanimously **agreed** that this be removed from the website
- j. **Chairman's Fund**; After discussion it was agreed to reinstate the collection for the Chairman's Fund at the end of the Full Council meeting
- k. **Standing Orders**: The revised Standing Orders had been circulated. It was **resolved** that these be adopted subject to a small amendment in the numbering. Clerk to circulate the final copy to all Councillors.
- l. **Seat by red telephone box at Ashley**: Clerk to ask Joel to repair this as soon as possible.

10. Cemetery Management Committee: The report of the meeting held on 4th June 2018 was submitted and adopted.

- a. **Wedding in the Chapel**: The Chapel is not licenced to hold weddings. It was agreed that the Committee should look into this further
- b. **Repairs to Browning Memorial**: The quotation from James Long in the sum of £200 + VAT was accepted.

11. Planning and Conservation Committee: The reports of the meetings held on 31st May and 11th June 2018 were submitted and adopted.

- a. **Blind House**; The Clerk had been in touch with England Heritage. Waiting for a report from the builder
- b. **Viewing Platform**; Photos of the stonework had been taken and sent to the Listed Buildings Officer
- c. **Bus Shelters**; Councillor Cox and Clerk had carried out an inspection and risk assessment of all the bus shelters

12. Box Hill Common & Rudloe Management and Rights of Way Committee; The report of the meeting held on 18th June 2018 was submitted and adopted

- a. **Working parties**: working party to be held in Lacy Wood on 28th July and on the Common on 22nd September
- b. **Hogweed on Common**: This will be cleared this weekend
- c. **Cotswold Wardens**: It was reported that the Cotswold Wardens had been awarded an MBE

13. Highway Issues:

- Cllr Hill reported on the recent CATG meeting
- Metro counts to be requested on Leafy Lane and the A365
- Work to pavements – two pavements to be suggested for improvement. Discuss at Policy & Finance
- **Wall by The Hermitage**: This is being dealt with by the Wiltshire Council Listed Buildings Officer; English Heritage and the Insurance Company
- **Grit bins**: Councillors to check and report which bins need filling. The bin on Chapel Lane needs replacing

- Parish Steward: Councillors to notify the Clerk to any work that needs doing. It was reported that there is a large pothole on Henley Lane where it joins the Kingsdown Road

14. Provision of a monthly newsletter: Cllr Whitford put forward a proposal to send out a monthly newsletter which could be delivered to houses which did not receive the Parish Magazine, particularly those houses on the Rudloe Estate. He stated that 1000 copies could be printed at Corsham Print for a cost of £84 ie £1008 pa. If the newsletters were to be delivered to all households in the parish Royal Mail would charge a minimum of £500 a time. The Councillors agreed that there was a need for more communication.

After discussion on who would receive the newsletter it was proposed that the Parish Council would investigate producing a quarterly newsletter and look further at distribution. This could be put on the Parish Council website, on notice boards, in the Parish Magazine and in the local shops etc. Committee Chairmen to contribute a short report to this and the County Councillors can contribute if there is space.

This was **resolved** by 11 votes in favour and one abstention.

15. Attendance at external meetings – Box Parish Council should always send a Councillor when notified especially when a County Councillors asks: Cllr Tye had put forward this proposal. After discussion it was unanimously **resolved** that the Parish Council should be represented, preferably with two Councillors attending.

16. Urgent Correspondence:

a. **Neighbourhood Plan**: David Wright had asked the following question:

- Noting the Box PC intent to consider the development of a Box Parish Neighbourhood Plan published in the Box Parish Magazine and Box PC website, please provide details of the progress in support of the development of the Box Parish Neighbourhood Plan specifically:
- Who will own the process; what will be the scope of the plan (constrained to development planning or to include non planning, community led actions such as Asset Management Plans); who will seek funding (Neighbourhood Planning Grant); what are the delivery timelines for the plan; who will be responsible for delivering the process; who will own the outputs of the plan; who will be responsible for the allocation/distribution of the 25% CIL?

As stated at a previous Planning & Conservation Committee meeting it had been agreed to ask the Spatial Planning Officer to speak to the Parish Council. It was agreed to invite David Wright to attend that meeting.

b. **Bequest**: Notification that a bequest of £200 has been made to the Parish Council

17. Statement of Balances: The statement of balances as follows prior to cheques signed today:

<u>Lloyds</u>	
Current Account	19055.90
High Interest account	<u>8397.29</u>
	£ 27453.19
Less payment to go out	<u>150.00</u>
Working balance	£ 27303.19

Held on deposit in Lloyds £ 37500.00
Balance in Lloyds £ 64803.19

Held in **BIBS** £ 70587.72
Held in **Nationwide** £ 80174.55

18. Chairman's Diary; Representatives report; Report from County Councillor:

Cllr Mathew reported that he had investigated a discount supermarket for the Rudloe Estate. He had contact Lidl who were interested.

There was a further meeting re the Shared Life proposals

Working party to look at putting plastic waste into road repairs

Fly tipping – Wiltshire Council looking at fixed penalty notices, seizure of vehicles involved and were looking into the enforcement

Litter pickers – Wiltshire Council looking at the insurance for these groups

19. Items of report and future Agenda items:

- a. **Cllr Sims:** Cllr Sims stated that he would be standing down as a Parish Councillor at the end of July
- b. **Fan for Council meetings:** It was proposed that the Council purchase a fan
- c. **Items of correspondence:** The item re correspondence on Policy & Finance was queried and it was suggested that correspondence should be dealt with either at the committees or Full Council.

20. Confidential item: Members of the public were excluded for the confidential items in accordance with the Public Bodies (admission to meetings) Act 1960

Co-option to fill the vacancy on the Parish Council: Two applications had been received. Mr Robert Davies was co-opted by 9 votes in favour and two against to fill the vacancy on the Box Hill Ward. The composition of the committees will be revised accordingly

Chairman

Meeting closed at 9.50 pm