

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday to Friday
9.30 – 2pm
or by appointment

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Dear Councillor,

9th September 2025

You are summoned to attend a meeting of the **Ful Council** to be held at **the Pavilion, Box** on **Thursday 25th September 2025** commencing at **7.30 pm**.

Please give apologies to the Committee Chairman or Clerk prior to the Meeting

Members of the public are welcome to attend the meeting.

Steve Vickery

Steve Vickery, Clerk

AGENDA

1. **Apologies.** To receive any apologies for absence.
2. **Public Question Time.**
3. **Declarations** of interest relating to items on the Agenda.
4. **Chair's Announcements.**
5. **Previous Minutes.** To receive the Minutes of the Council Meeting held on 28th August 2025, update on issues and to consider any matters arising from the Minutes.
6. **Committee minutes** and reports from chairs
 - a. **Cemetery Management.** To receive the Minutes of the Meeting held on 1st September 2025.
 - i. Recommendation. To accept the revised quote for Yew Tree and additional tree maintenance, now £2,200+VAT. Budget cover is in place.
 - ii. Recommendation. To approve the setting up of a Cemetery WG to report to the Open Spaces Committee.
 - iii. Recommendation. To accept the purchase of a new lightweight wheelbarrow and some meadow seeds (including the hire of a scarifier) at a cost not exceed £300+VAT.
 - iv. Recommendation. To approve that the Lodge roof (loose and missing roof tiles) is repaired by A King Ltd at a cost of £400+VAT (subsequent to minutes).
 - b. **Planning.** To receive the Minutes of the Meeting held on 1st September 2025.
 - c. **Highways.** To receive the Minutes of the Meeting held on 8th September 2025.
 - i. Recommendation. Given the 6% protocol on disabled spaces, it was proposed to have one disabled parking space at the Market Place car park, but to switch its location to the opposite wall. The Clerk to confirm whether any cost recovery can be sought from the Council
 - ii. Recommendation. That there is a speed reduction request (via a Highways Issues form) for Boxhill Common to 20 mph.

- d. **Buildings Management.** To receive the Minutes of the Meeting held on 8th September 2025.

7. **Items for discussion:**

- a. **Committees of the Council.** Recommendation to adopt the new membership (incl new Chair Open Spaces) and new structure of committees with effect from 1st October.
- b. **Revised Calendar of meetings.**
- c. **Working Groups.** To summarise the latest list of WGs.
- d. **Climate Action Plan.**
- e. **Veteran Tree at Alcombe.** To accept the liability and add the tree to the Parish asset register (from Wiltshire Highways). Tree Parts will quote for a 5 year maintenance plan.

8. **Correspondence.** To receive any urgent correspondence

- a. xx

9. **Finance Accounts.** To receive any accounts for payment and the statement of balances.

10. **Grant applications:**

- a. Corsham Wind Band
- b. Heritage Trail Leaflets
- c. Any others received?

11. **Representative Reports.** Chair's Diary, Representatives' reports and report from County Councillors

12. **Future Agenda and General reports.** Items of report and future Agenda items

13. **Dates of forthcoming meetings:**

Personnel	29 Sep
Open Spaces	6 Oct
Buildings	13 Oct
Possible F&G	20 Oct
Full Council	30 Oct

14. **Date of next meeting** – Thursday 30th October 2025.