



Box Parish Council

5th May 2026

Minutes of the Box Parish Full Council meeting held at 7.30pm on Thursday 30th April 2026 at The Pavilion, Box, SN13 8NT

1. **Present:**

Cllr T Walton (Chair)	Cllr D Celerier
Cllr R Haslett	Cllr P Suchley
Cllr R Davies	Cllr S Roche
Cllr N Ingledew	Cllr B Walton
Cllr I Johnston	Cllr M Tye
	Cllr N Botterill (from Item 9)
Clerk – S Vickery	Cllr P Wragg (Wiltshire Councillor)

2. **Apologies.** Apologies (and acceptance) for absence were received from Cllr Duncan, Cllr Parker, and Cllr R Leach. Cllr P Chamberlain (Unitary Cllr) was also absent. The Council was Quorate.
3. **Apologies.** To receive any apologies (and acceptance) for absence. Cllrs H Parker, R Duncan and R Leach sent apologies for absence.
4. **Public Question Time.** 11 members of the Public were present:
 - a. Two members wished to propose the installation of an interpretation board and bench on Boxfields Road, to celebrate and commemorate the community that existed there during, and for some time after, WWII. They had contacted the landowner, who was supportive, but unable to offer access for anything within the field boundary, due to the presence of livestock. The only option is to put the Interpretation Board and bench on the highways verge, which is owned by Wiltshire Council. The PC advised the proposers to contact WC – Cllr Peter Wragg was present, and agreed to help with the matter. Any developments could be considered by the Open Spaces Committee.
 - b. One member was representing the Touch rugby group. This was not a formal club, no subs and no rules. Casual meetings on a roll-up basis were how evenings were organised. No markings or a pitch was required – just to play on open space on the lower Recreation Ground. Whether the Touch rugby group should be levied will be considered by the next Open Space Committee in July. The group were advised to continue as normal for the time being.

Action: Clerk to add item 4b to next Open Space Committee in July.

5. **Declarations** of interest relating to items on the Agenda. Nil.

6. **Chair’s Announcements.**

- a. The Chair expressed his sadness at the resignation of Cllr H Parker, at the end of May 2026.
 - b. The Chair outlined the arrangements for the Annual Council Meeting in May.
7. **Previous Minutes.** The Minutes of the Council Meeting held on 26th March 2026 were submitted and agreed.
8. **Co-Option.**
- a. The Council had received an application for Co-Option from Mr Nick Botterill (NB). NB gave a verbal reference and why he wished to re-enter public service. He gave a potted history of his previous spell as a member of Wiltshire Council and Box Parish Council. He answered a question on what he had learned from his experience as a Unitary Councillor; he replied that his understanding of planning and NPs could be a help to the Parish.
 - b. NB then stepped out of the room. Councillors then debated NB's application.
 - c. NB returned for the Public vote. The vote (10) was unanimous in favour. NB then completed the Acceptance of Office form.
9. **Committee minutes** and reports from chairs:
- a. **Buildings Committee.** The Minutes of the Meeting held on 9th April 2026 were submitted and agreed.
 - i. **Resolved:** (unanimously). The legal fees, no higher than £1,500 +VAT, for legal advice on the best arrangement for the relationship between the Parish Council and the Jubilee Centre. The potential for asset transfer should be considered.
 - ii. **Resolved:** (unanimously). The Parish Office - Option 2a, will be sold on the open market (either auction or listing). In due course, a sell with or without planning permission for a change of use should be considered.
 - iii. **Resolved** (unanimously). Lodge - The upstairs decoration was approved at a cost of £950+VAT from L P Property, using EMRs from the Lodge fund. The Fin & Gov Committee will also examine moving the rental surplus to Lodge EMRs.
 - iv. **Resolved** (unanimously). The Pavilion extension was approved with a revised diagram of the new office and loos.
ACTION: Clerk to ask Architects to re-draw the plans.
 - v. **Resolved** (unanimously). The revised H&S Policy was approved.
 - b. **Open Spaces Committee.** The Minutes of the Meeting held on 13th April 2026 were submitted and agreed.

- i. **Resolved:** (unanimously) The purchase of 2 new notice boards, for the Playground and Cemetery, up to a value of £1,000 + VAT for 2 was approved.
 - ii. **Resolved:** (unanimously) The further spend on the bridge and permissive path of up to £750+VAT (using the Fencing and Gates budget) was approved.
 - iii. **Resolved:** (unanimously). The Tree Parts survey quote was accepted.
 - iv. **Resolved.** It was agreed (unanimously) to purchase plants costing £514+VAT, for sowing on 9th May as part of the War Memorial re-modelling.
- c. **Planning Committee.** The Minutes of the Meetings on 26th March and 13th April 2026 were submitted and agreed.
- i. **Resolved.** The TORs of the Steering Group for the Neighbourhood Plan were approved by 8 votes in favour, one against and two abstentions.

10. **Finance Accounts** (all accounts at Appendix A):

- a. The accounts for payment, April 26 were noted and approved.
- b. The draft End of Year finance documents were noted as at 31st March 2026.
- c. The latest monthly statement of balances were noted.
- d. The report from the Internal Auditor had yet to be received, however the Clerk had written to to the Finance and Governance Committee with some early findings.
- e. The Clerk briefed on an historic accounting inaccuracy that needed to be corrected to ensure that the output from the software finance system was accurate. The Council noted and agreed with the Clerk's recommended corrective action.

11. **Items of Discussion:**

- a. Annual Community meeting – Thursday 14th May at Rudloe CC, 4pm - 7.30pm. The evening includes a presentation from Broadwood School. Q&A times (poss 5pm and 7pm) to be decided. Refreshments will be available. BPNP SG will be present. All clubs and groups are welcome. The Clerk was to invite Taylor Wimpey.
Action: Clerk to invite Taylor Wimpey.
- b. Box Revels. The Council's stand, rota and the opening of the Parish / CPRE Bridge were noted.
- c. TRO for Hazelbury Hill. It was anticipated that Wiltshire's Highways will consider an alternative proposed by the Parish Council.
- d. Service Devolution & Asset Transfer Policy. The Clerk would submit a form of words as the Council's response.
- e. Speed Limit Policy. Chair Highways had submitted a comment in respect of the recent Speed Limit Policy. The Clerk would circulate the consultation.

12. **Items of Correspondence:** The one item, Touch rugby, was already considered.

13. **Representative Reports.** Chair's Diary, Representatives' reports (Area Board and LHFIG) and report from County Councillors.

- a. The Chair had attended a WALC Executive Ctte which planned a Highways engagement event and discussion on SLAs.
- b. LHFIG on 6 May.
- c. CAB on 21 May.
- d. Selwyn Hall on 11 May.
- e. Unitary Cllr
 - i. Cllr P Chamberlain has been nominated for the Chair of CAB.
 - ii. Cllr P Wragg had been assured of sufficient stewarding for the Transport Plan for WOMAD.

14. Future Agenda Items and General Reports. Items of report and future Agenda items:

- a. Broadwood School were very pleased to be involved on 14th May at the Annual Community Meeting.
- b. Cllr Celerier reported that he had received a request for a Defib on Box Hill, possibly Quarrymans. He was advised to research providers, and informed of the current arrangements the PC had with the 2 existing Defibs.
- c. Staff Appraisals were complete for 25-26.
- d. The Selwyn Hall car park lighting column bulb should be checked.
- e. Dog bin bags should be replenished.

15. Dates of forthcoming meetings:

Annual Community Meeting	14 th May
Planning Committee	18 th May, 7.30pm if required
Highways Working Group	20 th May, 5pm
Planning & Full Council	28 th May

16. Date of next meeting – as above, 7.30pm on Thursday 28th May 2026.

The Full Council meeting ended at 9.15pmSigned by Chair.....

Statement of Balances													
	as at	27-Apr-26				Represented by the following							
Lloyds													
	Current Account		£15,015			General Reserves	£156,114			<i>Note*</i>			
	High Interest Account		£114,826										
					£129,841	Earmarked Reserves							
	Less payments this month		£2,233										
	Working balance				£127,608	Open Spaces	£52,377						
						Buildings	£59,544						
Lloyds						Planning	£6,000						
	Fixed Term deposits		£25,000			Highways	£8,000						
						F&G	£16,000						
	Balance in Lloyds				£152,608	Personnel	£7,000						
												£148,921	
Tennis Account													
			£13.44		£13.44								
Investments													
	Bath Building Soc		£87,538										
	Nationwide		£64,877										
					£152,414								
Total Value					£305,035							£305,035	
<i>Note*</i>	<i>general reserves are distorted by the receipt of the recent Precept. The true value is</i>										<i>£39,055</i>	<i>plus EMReserves of £154,544</i>	

Accounts for Payment (verified and certified by the Clerk)

Details	Totals
Salaries	£5,755.24
HMRC Payments	£3,211.23
J H Jones Cemetery Contract - Apr	£887.33
J H Jones - Goal post dig	£276.00
Water2Business	£52.22
NEST	£573.66
Feminen Hygiene Initial	£44.04
Octopus Energy - Tractor shed	£89.07
Octopus Energy - Chapel	£13.30
Octopus Energy - Pavilion electric	£72.80
Pavilion Gas	
Octopus Energy - Office electric	£30.00
Office Gas	£32.80
bOnline internet	£97.06
Novuna (Mower)	£438.00
Hills Waste	£231.71
Lloyds Charges	£4.75
Amazon monthly subs	£8.99
Non-domestic rates - Market Car Park	£92.20
Non-domestic rates - Pavilion	£262.55
Grimshaw - tennis markings	£3,216.00
Gazebo - Events	£1,492.80
Gallaghers Insurance	£9,934.87
Bathstone Quarry - Lovar	£216.00
Rudloe CC	£100.00
Avon Sports - Bowls Contract	£881.40
Nisbets	£90.61
Amazon - cleaning / bags	£44.00
Chippenham Paving - edge of path	£210.60
Rialtas - Group Training	£222.00
Rialtas - end of Year close down	£1,125.60
Rialtas - annual licence	£396.00
Fire Alarm Consultancy - key	£4.20
Fire Alarm Consultancy - new sounder	£44.40
Harrie's Homes - Gardening	£120.00
Hettys Nursery	£57.96
Jackson nurseries - plants	£236.74
Selwyn Lamp	£41.47
CB Windows - Pavilion	£72.00
Wiltshire Council - Cox tax	£9.00

I&E for April 26

F&G		Monthly Summary of Expenditure - April 26		F&G	
Details ▾ Sum of F&G				Row Labels ▾ Sum of F&G	
Amazon monthly subs	£7.49	Finance & Governance	£12,789	VAT refund	£6,066.87
bOnline internet	£44.80	Open Spaces	£4,025	Grand Total	£6,066.87
Gallaghers Insurance	£9,934.87	Buildings	£405	Open Spaces	
Gazebo - Events	£1,244.00	Highways	£91		
Lloyds Charges	£4.75	Personnel	£9,879	Row Labels ▾ Sum of Open Spaces	
Rialtas - annual licence	£330.00			Bowls Club contra	£739.67
Rialtas - end of Year close d	£938.00	Total	£27,189	HF Lettings - Lodge	£790.50
Rialtas - Group Training	£185.00			Horse Field rental	£33.00
Rudloe CC	£100.00			Interments	£510.00
Grand Total	£12,788.91	Monthly Summary of Income		Licences for Rec	£100.00
Open Spaces		Finance & Governance	£6,067	Grand Total	£2,173.17
Details ▾ Sum of Open Spaces		Open Spaces	£2,173	Buildings	
Bathstone Quarry - Lovar	£180.00	Buildings	£231	Row Labels ▾ Sum of Pavilion	
Chippenham Paving - edge c	£210.60			Pavilion hire	£170.50
Grimshaw - tennis markings	£2,680.00	Total	£8,471	Pilates	£60.00
Harrie's Homes - Gardening	£120.00			Grand Total	£230.50
Hills Waste	£193.09				
J H Jones - Goal post dig	£230.00				
Jackson nurseris - plants	£190.78				
Octopus Energy - Tractor sh	£84.83				
Travis Perkins - cold tar	£108.00				
Water2Business	£27.22				
Grand Total	£4,024.52				
Buildings					
Details ▾ Sum of Buildings					
bOnline internet	£36.08				
CB Windows - Pavilion	£60.00				
Feminen Hygiene Initial	£36.70				
Fire Alarm Consultancy - key	£4.20				
Fire Alarm Consultancy - ne	£44.40				
Nisbets - Cleaning products	£75.51				
Octopus Energy - Chapel	£12.67				
Octopus Energy - Pavilion el	£69.33				
Selwyn Lamp	£41.47				
Water2Business	£25.00				
Grand Total	£405.36				
Highways					
Details ▾ Sum of Highways					
Non-domestic rates - Marke	£91.00				
Personnel					
Details ▾ Sum of Pers					
HMRC Payments	£3,211.23				
NEST	£573.66				
Novuna (Mower)	£330.00				
Salaries	£5,755.24				
Wiltshire Council - Cox tax	£9.00				
Grand Total	£9,879.13				

Draft end of Year (31st March 2026) Cash and Bank Reconciliation Statement (with corrected Fixed Term Deposit)

Box Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	13/03/2026	Current Bank Account	7,998.24
2	31/03/2026	High Interest	11,235.16
3	31/03/2026	Tennis	13.44
4	31/03/2026	Petty Cash	173.50
			19,420.34
<u>Other Cash & Bank Balances</u>			
		BIBS	87,537.56
		Fixed Term Deposits	25,000.00
		Nationwide Building Society	64,867.64
			177,405.20
			196,825.54
<u>Receipts not on Bank Statement</u>			
0	31/03/2026	All Receipts Cleared	0.00
			0.00
Closing Balance			196,825.54
<u>All Cash & Bank Accounts</u>			
1		Current Bank Account	7,998.24
2		High Interest Account	11,235.16
3		Working Account	13.44
4		Petty Cash Account	173.50
		Other Cash & Bank Balances	177,405.20
Total Cash & Bank Balances			196,825.54