



Box Parish Council

28th September 2026

Minutes of the Box Parish Full Council meeting held at 7.30pm on Thursday 24th September 2026 at The Pavilion, Box, SN13 8NT

Present:

Cllr T Walton (Chair)	Cllr I Johnston
Cllr M Tye (Vice Chair)	Cllr S Roche
Cllr N Botterill	Cllr P Suchley
Cllr R Davies	Cllr B Walton
Cllr D Celerier	Cllr R Leach
	Cllr P Chamberlain – Unitary Cllr
Clerk – S Vickery	Cllr P Wragg – Unitary Cllr

1. **Apologies.** There were apologies from Cllrs R Duncan, N Ingledew and R Haslett. The Council was quorate.
2. **Public Question Time.** There were 2 members of the Public present. One member wished to speak on the topic of Wiltshire Council's fines for fly-tipping. Cllr P Wragg undertook to bring this point forward to the Cabinet member.
3. **Declarations** of interest relating to items on the Agenda. Nil.
4. **Chair's Announcements.**
 - a. Reminder – 28th Sep 7.15pm Selwyn Hall National Emergency Briefing Film.
 - b. Reminder – 6th October. The annual WALC Conference.
5. **Previous Minutes.** The Minutes of the Council Meeting held on 27th August 2026 were received and signed as a true record.
6. **Committee minutes** and reports from chairs:
 - a. **Finance & Governance.** The Minutes of the Meeting on 1st September 2026 were submitted and received.
 - i. **Resolved:** The Payroll Policy was approved.
 - ii. **Resolved:** The switch of £100k from invested funds to CCLA and to request the F&G Committee to explore options for the remaining £77k, noting the Council's Investment

Policy was approved. There was a question re longer term investment, which the F&G Cttee would monitor. (Unanimous).

- b. **Planning Committee.** The Minutes of the Meetings on 27th August 2026 were submitted and received.
 - i. **Note:** One councillor wished to raise concerns about the Neighbourhood Plan update report. The Planning Committee members were content that the material was coherent and the vote on the Recommendation proceeded. The Chair praised the huge effort from SG members and asked councillors to become 'ambassadors' for the Plan.
 - ii. **Resolved:** The 'next steps' report for the Neighbourhood Plan was approved by a majority of 9 votes to one (Cllr D Celerier wished to be recorded as against).

7. Finance Accounts.

- a. **Resolved:** The accounts for payment, statement of balances and summary of Income and Expenditure – September 2026 was approved.
- b. **Resolved:** The *finalised* accounts for August 2026 were approved.
- c. The Chair advertised the opportunity for cllrs to join the budget-planning meeting on 11th Nov.

8. Policies. There are no new policies to review.

9. Items of Discussion.

- a. Website update. The continued progress and the opportunity to influence the new website was noted. A Link to the new site will be circulated.

Action: Clerk to circulate the link.
- b. Parish Office. The Chair and Cllr N Ingledew met the Selwyn Hall reps to discuss the heads of terms for the licence to use the room in Selwyn Hall.
- c. Pavilion Heating. The consultants report has been received and the intention to go to tender shortly was supported.
- d. Pay Award for Local Government employees. **Resolved:** the 26-27 recommended pay award of 3.3% wef 1st April 2026 was approved.

10. Items of Correspondence. Urgent correspondence was noted:

- a. Henley Lane. Cllr P Chamberlain is assisting residents after a flurry of email from to the Parish and County Councils. There are options available to solve.

- b. Bowls Club cleaning. The Bowls Club informal complaint was noted ref cleaning and will be resolved.

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

- a. LHFIG. A positive meeting in accordance with the Parish Highways priorities. Minutes will circulated once received.
- b. County Cllrs. Feedback was briefed on:
 - i. Household recycling booking procedures.
 - ii. Henley Lane.
 - iii. Multiple Highways issues.
 - iv. WOMAD feedback.

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

- a. Taylor Wimpey, Rudloe No2 site – add to Planning Agenda.

13. **Dates of forthcoming meetings:**

Planning & Buildings Management	12 th October
Personnel	19 th October
Planning & Full Council	29 th October

14. **Date of next meeting** – as above, 7.30pm on Thursday 29th October 2026.

Signed and dated by the Chair.....

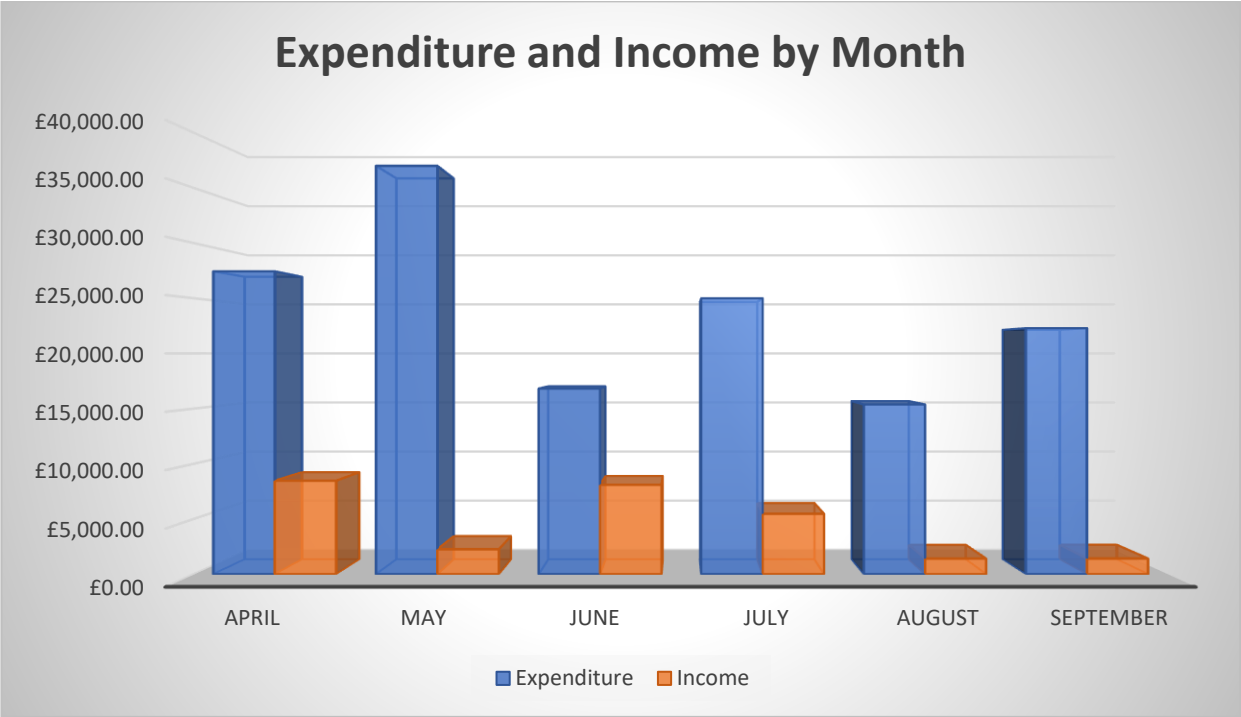
Finance Documents – September 2026

Accounts for Payment

Details	Method	Totals
Salaries	BACS	£5,492.94
HMRC Payments April	BACS	£3,265.81
J H Jones Cemetery Contract	BACS	£887.33
Water2Business - Office	BACS	£107.58
NEST	DD	£573.66
Feminen Hygiene Initial	DD	£44.04
Octopus Energy - Tractor shed	DD	£55.66
Octopus Energy - Chapel	DD	£22.03
Octopus Energy - Pavilion electric	DD	£0.00
Pavilion Gas	DD	£27.74
Octopus Energy - Office electric	DD	£36.04
Office Gas	DD	£23.95
bOnline internet	DD	£107.00
Novuna (Mower)	DD	£396.00
Giff Gaff - Grounds Tablet	DD	£10.00
Hills Waste	DD	£345.87
Lloyds Charges	DD	£4.75
Amazon monthly subs	Debit	£8.99
Non-domestic rates - Market Ca	DD	£92.20
Non-domestic rates - Pavilion	DD	£262.55
RB Poolman	BACS	£11,712.00
Selwn Hall hire	BACS	£67.50
NALC cse	BACS	£42.00
NALC cse	BACS	£42.00
P Mclounan laptop config	BACS	£515.00
Box Bowls rebate	BACS	£183.00
Amazon - new screen	BACS	£64.99
Ultrawarm - Office Boiler service	BACS	£102.00
Microsoft Licence	Debit	£104.99

Checked, verified & Certified, SJ Vickery
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Note – this includes the Jubilee Centre heating system (RB Poolman) payment. This cost will be recovered bar £4,500, the agreed grant.



Note - May was the £21k HMRC fee

F&G									
Row Labels ▼ Sum of F&G			Summary for month			Open Spaces			
Amazon - new screen	£54.16		Expenditure			Row Labels ▼ Sum of Open Spaces			
Amazon monthly subs	£7.49		F&G	£868.69		Football Income - pitc	£70.00		
bOnline internet	£44.80		Open Spaces	£1,366.44		Headstones	£475.00		
Lloyds Charges	£4.75		Buildings	£10,628.27		Horse Field rental	£33.00		
Microsoft Licence	£104.99		Planning	£0.00		Grand Total	£578.00		
NALC cse	£70.00		Highways	£91.00		Buildings			
P Mcounan laptop config	£515.00		Personnel	£9,332.41		Row Labels ▼ Sum of Buildings			
Selwn Hall hire	£67.50		Sum	£22,286.81		Bridge Club	£90.00		
Grand Total	£868.69					HF Lettings - Lodge	£680.10		
			Income			Pavilion hire	£77.24		
Open Spaces			F&G	£0.00		Grand Total	£847.34		
Row Labels ▼ Sum of Open Spaces			Open Spaces	£578.00					
Giff Gaff - Grounds Tablet	£10.00		Buildings	£847.34					
Hills Waste	£287.00		Planning	£0.00					
J H Jones Cemetery Contract	£739.44		Highways	£0.00					
Novuna (Mower)	£330.00		Personnel	£0.00					
Grand Total	£1,366.44		Sum	£1,425.34					
Buildings									
Row Labels ▼ Sum of Buildings									
Amazon - new screen									
bOnline internet	£36.08								
Box Bowls rebate	£180.00								
Feminen Hygiene Initial	£36.70								
Giff Gaff - Grounds Tablet									
Non-domestic rates - Pavilion	£247.00								
Octopus Energy - Chapel	£21.03								
Octopus Energy - Office electric	£34.32								
Octopus Energy - Pavilion electric									
Octopus Energy - Tractor shed	£53.01								
Office Gas	£22.81								
Pavilion Gas	£27.74								
RB Poolman	£9,760.00								
Ultrawarm - Office Boiler service	£102.00								
Water2Business - Office	£107.58								
Grand Total	£10,628.27								
Highways									
Row Labels ▼ Sum of Highways									
Non-domestic rates - Market Car Park	£91.00								
Grand Total	£91.00								
Personnel									
Row Labels ▼ Sum of Pers									
HMRC Payments April	£3,265.81								
NEST	£573.66								
Salaries	£5,492.94								
Grand Total	£9,332.41								

Statement of Balances as at 22nd September 2026

22/09/2026

Box Parish Council

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Balance Sheet as at 22nd September 2026

31st March 2026		31st March 2027	
	Current Assets		
6,067	VAT Control	5,464	
7,998	Current Bank Account	7,767	
11,235	High Interest Account	14,957	
13	Working Account	13	
174	Petty Cash Account	162	
25,000	Fixed Term Deposits	25,000	
64,868	Nationwide Building Society	64,868	
87,538	BIBS	87,538	
202,892		205,769	
202,892	Total Assets	205,769	
	Current Liabilities		
8,658	Accruals	0	
2,018	Receipts in Advance	0	
10,676		0	
192,216	Total Assets Less Current Liabilities	205,769	
	Represented By		
42,873	General Reserves	65,719	
7,000	EMR - Personnel	7,000	
57,019	EMR - Open Spaces	57,019	
54,247	EMR - Buildings	49,747	
6,841	EMR - Planning	3,619	
16,000	EMR - Finance & Gov	16,000	
8,236	EMR - Highways	6,665	
192,216		205,769	

The above statement represents fairly the financial position of the authority as at 22nd September 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Box Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 21 September 2026

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	192,216.16	205,769.01
105	VAT Control	6,066.87	5,464.44
	Less Total Debtors	6,066.87	5,464.44
510	Accruals	8,658.00	0.00
520	Receipts in Advance	2,018.25	0.00
	Plus Total Creditors	10,676.25	0.00
	Equals Total Cash and Bank Accounts	196,825.54	200,304.57
200	Current Bank Account	7,998.24	7,767.31
201	High Interest Account	11,235.16	14,957.07
202	Working Account	13.44	13.49
205	Petty Cash Account	173.50	161.50
210	Fixed Term Deposits	25,000.00	25,000.00
211	Nationwide Building Society	64,867.64	64,867.64
212	BIBS	87,537.56	87,537.56
	Total Cash and Bank Accounts	196,825.54	200,304.57

Last month's August 2026 final Income & Expenditure

Date: 22/09/2026

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Time: 16:47

Cashbook 1

User: SV

Current Bank Account

Payments made between 01/08/2026 and 31/08/2026

Nominal Ledger Analysis

Date	Payee Name	Reference__	£ Total __	£ Creditors _____	£ VAT	A/c	£ Amount	Transaction ____
04/08/2026	Amazon UK	DEBIT	8.99			4730 701	8.99	Monthly subs
04/08/2026	Quarrymans	DEBIT	25.20			4103 101	25.20	Payback drinks
04/08/2026	Lloyds	TFR	4.25			4201 701	4.25	Bank charges
11/08/2026	Octopus Energy Ltd	DD	21.10			4220 411	21.10	Cemetery
11/08/2026	Octopus Energy Ltd	DD	55.66		2.65	4220 451	53.01	Workshop
11/08/2026	Octopus Energy Ltd	DD	59.99		2.86	4220 441	36.04	Office E
						4221 441	21.09	Office Gas
11/08/2026	NEST Pensions	DD	573.66			4052 702	573.66	Pensions August
14/08/2026	Argos	DEBIT	927.00		154.50	4704 701	772.50	new Laptops x 3
17/08/2026	HMRC	BACS	3,217.25			4052 702	3,217.25	Tax and NI
19/08/2026	CLMP	BACS	648.00		108.00	4125 431	540.00	Consultancy Heating
19/08/2026	Octopus Energy Ltd	DD	27.74		1.32	4221 441	26.42	Pavilion Electric and Gas
19/08/2026	Novuna Business Finance	DD	396.00		66.00	4607 101	330.00	Mower lease
21/08/2026	bOnline Ltd	DD	107.80		17.97	4215 441	44.00	Internet Pavilion and Office
						4215 431	45.83	Internet Pavilion and Office
24/08/2026	J Arney salary	BACS	2,041.84			4050 702	2,041.84	J Arney salary
24/08/2026	C Cox	BACS	291.00			4050 702	291.00	Salary Aug
24/08/2026	D Fletcher	BACS	1,803.64			4050 702	1,803.64	D Fletcher salary
24/08/2026	S Vickery	BACS	1,699.20			4050 702	1,699.20	S Vickery salary
24/08/2026	Castle Water Ltd	BACS	111.19			4210 441	111.19	Office water
24/08/2026	Broxap	BACS	949.14		158.19	4126 101	790.95	Litter and Recycling bin
24/08/2026	GiffGaff	DEBIT	10.00		1.67	4057 101	8.33	Tablet grounds
24/08/2026	Amazon UK	DEBIT	182.72		30.45	4056 702	16.78	PPE and Cleaning
						4415 431	135.49	PPE and Cleaning
25/08/2026	Amazon UK	DEBIT	499.98		83.33	4118 101	416.65	Notice Boards
28/08/2026	Initial Washrooms	DD	44.04		7.34	4425 431	36.70	Feminine Hygiene
28/08/2026	Wilts Council	DD	96.00			4200 301	96.00	NDR Car Park
28/08/2026	Wilts Council	DD	259.00			4200 431	259.00	NDR Pavilion
28/08/2026	Hills Waste	DD	345.47		57.58	4656 101	287.89	Recycling Aug
Total Payments:			14,405.86	0.00	691.86		13,714.00	

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Cashbook 1

User: SV

Current Bank Account

Receipts received between 01/08/2026 and 31/08/2026

Nominal Ledger Analysis							
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked 03/08/2026	33.00					
SO	J Gilbert	33.00			1225	201	33.00 Field Rental
	Banked 05/08/2026	250.00					
BACS	James Long	250.00			1205	201	250.00 Headstone
	Banked 10/08/2026	32.24					
BACS	Box Fest	32.24			1610	101	32.24 Rubbish fee
	Banked 11/08/2026	225.00					
	James Long	225.00			1205	201	225.00 Headstone
	Banked 11/08/2026	90.00					
BACS	Corsham Bridge	90.00		15.00	1420	431	75.00 Hire of Pavilion
	Banked 11/08/2026	15,000.00					
Top Up	High Interest Account	15,000.00			201		15,000.00 Top Up August
	Banked 17/08/2026	790.50					
BACS	Hunter French	790.50			1231	421	790.50 Lodge rental
	Banked 26/08/2026	35.00					
BACS	AFC Corsham	35.00			1600	101	35.00 Pitch hire
	Banked 26/08/2026	35.00					
BACS	AFC Corsham	35.00			1600	101	35.00 Pitch hire
	Banked 28/08/2026	100.00					
BACS	D Tabinior	100.00			1700	701	100.00 Donation
Total Receipts:		16,590.74	0.00	15.00			16,575.74