

# BOX PARISH COUNCIL

Mrs.M.S.CAREY  
Clerk to the Council

COUNCIL OFFICE  
THE PARADE  
BOX  
CORSHAM  
WILTS SN13 8NX

**Office open to public**

Monday & Thursday

9.30 – 12.30

or by appointment

Telephone: 01225 742356

Email: [mailbox@boxparish.org.uk](mailto:mailbox@boxparish.org.uk)

Website: [www.boxparishcouncil.gov.uk](http://www.boxparishcouncil.gov.uk)

24<sup>th</sup> August 2023

Dear Councillor

You are summoned to attend a Meeting of the Box Parish Council to be held in the **The Pavilion, Valens Terrace, Box** on **Thursday 31<sup>st</sup> August 2023** commencing at **7.30 pm** to consider the following Agenda. Any apologies for absence should be sent to the Clerk prior to the meeting.

Yours sincerely *Members of the public are welcome to attend the meeting*

*M.S. Carey*  
**Clerk**

## AGENDA

1. To receive any apologies for absence
2. Public Question Time – to receive questions from members of the public – time allowed 15 minutes
3. Chairman's Announcements and Declaration of Interests relating to the Agenda
4. To receive the Minutes of the Council Meeting held on 27<sup>th</sup> July 2023, update on issues and to consider any matters arising from these minutes
  - Update re management of the churchyard at St Thomas a Becket
  - Climate Strategy Working Group – update
5. **Committees**
  - i. **Playing Fields Management:** To receive the Minutes of the Meeting held on 7<sup>th</sup> August 2023
    - **Bowls Club Village Competition:** To be held on 9<sup>th</sup> September. Formation of a Parish Council team
  - ii. **Finance & Governance:** to receive the Minutes of the Meeting held on 14<sup>th</sup> August 2023
    - **Recommendation** that the Freedom of Information Publication Scheme be reviewed as not all contracts may meet the criteria
    - **Recommendation** that the revised Policy for Writing and Sending Emails be adopted
    - **Recommendation** that the Terms of Reference for the Communications Working Group be adopted.
    - **Recommendation** that the revised Terms of Reference for the Council and Committees be adopted
    - **Recommendation** that the hire charge for the Box Parish Magazine to hire the Pavilion in October should still stand. The issue of a grant will be discussed at the October Council meeting
    - **Recommendation** that Glenys Gill be appointed as the Internal Auditor for AGAR
  - iii. **Planning & Conservation:** To receive the Minutes of the Meeting held on 27<sup>th</sup> July and 14<sup>th</sup> August 2023
  - iv. **Personnel:** To receive the Minutes of the Meeting held on 14<sup>th</sup> August 2023
  - v. **Box Hill & Rudloe Open Spaces:** To receive the Minutes of the Meeting held on 21<sup>st</sup> August
    - **Recommendation** that the report from Giraffe Engineering on the condition of the retaining wall at Albion Terrace be endorsed and that quotes are obtained from Daniel Part to clear the brash along with Joel and Chris and for a master mason be engaged to cost the necessary work

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- **Recommendation** that a Working Group comprising Parish Councillors, local residents and the Corsham Baptists be set up to look into the Parish Council taking on a back-to-back lease for the Rudloe Community Centre
- **Recommendation** that the Parish Council establish what is meant by a back-to-back lease
- vi. **Highways**: To receive the Minutes of the Meeting held on 24<sup>th</sup> August 2023 (to follow) and to consider any recommendations
- 6. To receive any urgent correspondence
  - Request to hold a further Car Boot Sale on the Recreation Ground at the end of September
  - Disposal of 60 Leyland Road, Corsham – letter from GreenSquare Accord
- 7. **Items for discussion**: Nil
- 8. **Finance**  
Accounts: To receive any accounts for payment and statement of balances
- 9. Chairman's Diary, Representatives' reports and report from County Councillors
- 10. Items of report and future Agenda items
- 11. Dates of forthcoming meetings:  
*Cemetery Management – 4<sup>th</sup> September; Planning & Conservation – 11<sup>th</sup> and 28<sup>th</sup> September;*  
*Buildings Management – 11<sup>th</sup> September; Personnel – 25<sup>th</sup> September*  
*Full Council – 28<sup>th</sup> September*