

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

Website: www.boxparishcouncil.gov.uk

23rd March 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 30th March 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

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 23rd February 2023, update on issues and to consider any matters arising from these minutes
 - Update re Ditteridge War Memorial – letter from family member
 - Climate Strategy Working Group – update
5. Co-option to fill the vacancies on the Box Ward and the Rudloe Ward
6. Committees
 - i. Cemetery Management: To receive the Minutes of the Meeting held on 6th March 2023
 - ii. Planning & Conservation: To receive the Minutes of the Meeting held on 23rd February and 13th March 2023
 - iii. Highways: To receive the Minutes of the Meeting held on 13th March 2023

Recommendation that the Parish Council accepts the proposal for the 40 mph speed limit on the B3109 Bradford Road by the School with the condition that:

 - The School submits a Journey to School Plan requesting flashing 20 mph signs outside the school at opening and closing times
 - That signage for the school is updated
 - That there are proper road markings outside the school
 - That improvements are made to the pavements
 - iv. Personnel: To receive the Minutes of the Meeting held on 20th March 2023
 - Recommendation that the positions of Pavilion Cleaner and Officer Cleaner be made redundant
 - Recommendation that a new role of Parish Council Cleaner for all council buildings be created
 - Recommendation that the Job Description for the Parish Council Cleaner be accepted
 - Recommendation that the Job Advert for the new role of Parish Council Cleaner be accepted

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- **Recommendation** that the Recruitment and Selection Policy be adopted by the Full Council
 - **Recommendation** that the Job Description for additional Office Support be accepted
 - **Recommendation** that the Job Advert for additional Office Support be accepted
 - **Recommendation** that the Application Form for the additional Office Support be accepted
 - **Recommendation** that a new Office Chair be purchased at a cost of £142.99 + VAT
7. Proposal by Cllr R. Davies that there is a discussion about all Councillors having Box Parish Council email addresses.
 8. Donation of left-over pond liner to The Pound Community Garden – Cllr B. Walton
 9. To receive any urgent correspondence
 - Renewal of Contract with Avon Sportsground Maintenance Co form 2023/24
 - Request for use of Recreation Ground for Scout Event
 - Formal complaint made against members of the Parish Council
 10. **Finance**
Accounts: To receive any accounts for payment and statement of balances
 11. Chairman's Diary, Representatives' reports and report from County Councillors
 12. Items of report and future Agenda items
 13. Dates of forthcoming meetings: *Playing Fields & Pavilion Management – 3rd April; Planning & Conservation- 17th April; Finance & Governance – 17th April; Box Hill & Rudloe Open Spaces – 24th April; Full Council - 27th April*