

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

18th August 2022

Dear Councillor

You are summoned to attend a Meeting of the Box Parish Council to be held in the **Pavilion, Valens Terrace, Box** on **Thursday 25th August 2022** 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

Mrs M.S. Carey
Clerk

A G E N D A

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 28th July 2022, update on issues and to consider any matters arising from these minutes
 - Climate Strategy Working Group – update
 - Adoption of the revised Terms of Reference for the Parish Council and Committees - attached
5. **Committees**
Playing Fields and Pavilion Management: To receive the Minutes of the Meeting held on 1st August 2022
 - Information Boards: **Recommendation** that the quotation from Oak Apply in the sum of £985 + vat together with an installation charge of £375 (total £1360 + vat be accepted
 - **Solar Panels:** **Recommendation** that the quotation from John Beazer in the sum of £4500 + vat for the supply of batteries be accepted
 - **Hand dryers:** **Recommendation** that the quotation from John Beazer for three hand dryers in the sum of £720 + vat be accepted
 - **Walkway lighting – light by the top step** **Recommendation** that the quotation from John Beazer to supply and fit one bulkhead light onto the post in the sum of £345 + vat be accepted

Finance & Governance: To receive the Minutes of the Meeting held on 8th August 2022

Planning & Conservation: To receive the Minutes of the Meeting held on 28th July and 8th August 2022

Box Hill & Rudloe Open Spaces: To receive the Minutes of the Meeting held on 15th August 2022

- **Work to trees on Box Common:** **Recommendation** that the quotation for the work to six trees from Tree Parts Ltd in the sum of £2670 + vat be accepted

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- **Due Diligence Report for the Village Green: Recommendation** that the Due Diligence Report is used as a framework by a Community Group to look at the whole area.

Highways Committee: To receive the Minutes of the Meeting held on 22nd August 2022 (to follow) and to accept any recommendations made by the Committee

Personnel – outcomes from the Staff Appraisals: To be detailed by Cllr B. Walton

- **Budget setting meeting:** To agree the date of the Budget Setting Meeting – Wednesday 9th November. Wish list and items to be considered with the budget setting to be discussed by Committees in September/October. The Finance & Governance Meeting scheduled for 10th October will discuss the preparation for the budget setting meeting and draw up the list of items to be considered at that meeting

6. To receive any urgent correspondence
 - **Best Kept Village Competition 2022:** Report on the County Round judging
 - **Community Governance Review;** Briefing note
7. **Finance**
Accounts: To receive any accounts for payment and statement of balances
8. Chairman's Diary, Representatives' reports and report from County Councillors
9. Items of report and future Agenda items
10. Dates of forthcoming meetings:
Cemetery Management – 5th September
Planning & Conservation – 12th September
Highways – 12th September (7.30 pm)
Personnel 19th September
Full Council – 29th September