



BOX PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD BY ON 30th MAY 2024

- 1. Present:** Councillors: T. Walton (Chair); A. Barton; R. Bean; J. Campbell; R. Davies; D. Dorey; N. Ingledew; I. Johnston; H. Parker; S. Roche; M. Tye; B. Walton
Unitary Councillors: D. Walters

Mrs Carey (Clerk) Ms. H. Barbrook (Assistant Clerk)

- 2. Apologies:** Cllrs R. Bolton; S. Parker; D. Wright; Cllr B. Mathew
The apologies were accepted

- 3. Absent:** Nil

- 4. Election of Chair for 2024/25:** One nomination had been received and Cllr T. Walton was unanimously elected Chair for 2024/25.

The Declaration of Acceptance of Office form was duly completed and signed.

- 5. Election of Vice-Chair for 2024/25**

One nomination had been received and Cllr M. Tye was unanimously elected Vice-Chair for 2024/25

- 6. Formation of Committees and election of Chairs:**

Box Hill & Rudloe Open Spaces:

Councillors: R. Bolton; R. Davies; J. Clifford; D. Dorey; I. Johnston; S. Roche; M. Tye; B. Walton

Cllr Dorey was elected Chair

Buildings Management

Councillors: R. Bean; R. Bolton; D. Dorey; N. Ingledew; I. Johnston; S. Parker; S. Roche; T. Walton

Cllr Ingledew was elected Chair

Cemetery Management:

Councillors: A. Barton; J. Clifford; H. Parker; S. Parker; M. Tye; B. Walton; D. Wright

Cllr Tye was elected Chair

Highways:

Councillors: A. Barton; R. Bean; R. Davies; N. Ingledew; I. Johnston; H. Parker; D. Wright

Cllr Davies was elected Chair

Planning & Conservation

Councillors: A. Barton; J. Clifford; R. Davies; D. Dorey; S. Parker; S. Roche; T. Walton; D. Wright

Cllr Roche was elected Chair

Playing Fields Management

Councillors: R. Bean; R. Bolton; N. Ingledew; H. Parker; M. Tye; B. Walton; T. Walton

Cllr B. Walton was elected Chair

7. Composition of Finance & Governance Committee:

Councillors: T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew; S. Roche; M. Tye; B. Walton

8. Composition of Personnel Committee:

Councillors: D. Dorey; N. Ingledew; M. Tye; B. Walton (Chair); T. Walton

9. Review of Terms of Reference for Committees: It was agreed to review the Terms of Reference for all Committees at the first meeting and to add the policies that the Committee would be responsible for.

10. Standing Orders/Code of Conduct: These had not changed. Councillors to familiarise themselves with the contents of both documents.

11. Calendar of Meetings for 2024/25 The calendar was agreed

12. Appointment of representatives to sit on outside bodies:

Jubilee Youth Centre Management Committee	-	Cllr Tye
Selwyn Hall Trustee Committee	-	Cllr Ingledew
Area Boards	-	Cllrs T. Walton; H. Parker
LHFIG (formerly CATG) (or nominated replacement if either of these cannot attend)	-	Cllrs Davies; Ingledew
MoD Liaison Panel	-	Cllrs Wright; Ingledew
Parish Council News	-	Chairman/Clerk
Rudloe Community Association	-	Cllr Dorey
Health & Wellbeing	-	Cllr H. Parker
Climate Strategy Engagement	-	Cllr H. Parker

Health & Safety/Risk Assessment - All the Chairs of the Committees

Committee Chairs and representatives were reminded that they must not voice an opinion at external meetings purporting to be from the Parish Council unless authorised by the Council to do so.

13. Public Question Time; There were four members of the public present.

Mr Alan Payne praised the Council for its decision to join the Great West Way. This project is an ideal way to draw people into the village and to help stop social decline and of town and village centres falling into disrepair and disuse.

He was also very impressed by the Parish Council's display at the Revels which showed a great variety of projects which all help to promote the village and encourage people to join in more leisure activities.

Mr Varian Tye reported that he had written to Network Rail regularly over the last 3-4 years because of lack of maintenance to the Box Tunnel Portal. He asked for the Parish Council's support in pressing Network Rail to confirm its next schedule of maintenance. It was agreed to discuss this at the Planning & Conservation Committee meeting.

14. Chairman's announcements and declarations of interest: There were no announcements or declarations of interest.

15. Minutes; The Minutes of the Council Meeting held on 25th April 2024 were agreed and signed as being a true record

16. Matters Arising from the Minutes:

Climate Strategy Working Group: Cllr H. Parker reported on her visit to the Manby Biodigester which has had a great impact on reducing waster going to landfill. From March 2026 DfRA is planning to introduce a food collection but this will have to be carefully managed. The whole operation is carbon negative.

She reported that Gemma Dando, who works with Weston-super-Mare Council is interested in coming onto the Climate Strategy Action Group.

Cllr Parker will draft a report of her visit to go into the Parish Magazine.

She updated the Council on the plans for the Great Big Green Week with the two schools' visits to the Cemetery.

There are some anomalies on the Carbon Audit which need to be sorted out. Bloom are carrying out the work as a favour to the Parish Council so they do not have the algorithms for Councils so some of the figure may not be accurate.

Cllr Parker and Cllr Wright had been visiting the GP Surgery re Social Prescription and they would like to see a Social Prescription/Health and Wellbeing day in Box.

Great West Way – description to go on the Great West Way website: The wording had been circulated to Councillors and was agreed. It was also agreed to set up a dedicated email address for this at VisitBox@boxparishcouncil.gov.uk

It was agreed that the Communications Working Group could update the website providing there was no finance involved; no policy issues and was not committing the Council to anything.

17. Committees:

- i. **Cemetery Management** The Minutes of the Meeting held on 2nd May 2024 were submitted and agreed.

There will be a further Working Party in the Cemetery on 9th June

- ii. **Planning & Conservation**: The Minutes of the Meeting held on 13th May 2024 were submitted and agreed.

It was **resolved** unanimously that the repairs to the War Memorial be carried out in the sum of £700

It was **resolved** unanimously that the repairs to the pointing on the Fountain be carried out in the sum of £250

- iii. **Buildings Management**: The Minutes of the Meeting held on 13th May 2024 were submitted and agreed

It was **resolved** unanimously that two new 50cm electric cookers with ceramic hobs be purchased from ao.com at a cost of £299 each

- iv. **Highways**: The Minutes of the Meeting held on 20th May 2024 was submitted and agreed.

Resolved unanimously that the offer for a someone from the Crime Commission come out and look at the road safety of the B3109 in the vicinity of the Corsham school Broadwood site be accepted.

Resolved unanimously that an Issue Sheet be submitted to ask Wiltshire Council to look at whether the cars parked at the bottom of Hazelbury Hill are causing problems with access for emergency vehicles and refuse collection lorries

Resolved unanimously that an Issue Sheet be submitted to Wiltshire Council to ask what could be done to improve the safety on the B3109 on the stretch of road near Wadswick Country Store following the two recent bad accidents

Resolved unanimously that an Issue Sheet be submitted for a sign at Ditteridge warning that there are children/pedestrians on the road. This could be sited where the road veers to the left by Ardgay House just before the junction to Jamies Farm

It was reported that the flower bed at the top of Valens Terrace on the right hand side needs to be redeveloped. It was agreed that this should be put onto the Playing Fields Committee.

18. Items for discussion:

- a. **To consider any issues arising from the Annual Parish Meeting:** This had been well attended and no issues raised.

- b. **To consider applications for grants from Corsham Primary School, Broadwood Site; Box Bowls and Wiltshire Search and Rescue**

- **Application from Corsham Primary School Broadwood Site** – Application received for funding in the sum of £1385 to purchase a permanent shelter to provide access to learning outdoor all year round. It was agreed to go back

to the School and ask if they had considered getting match funding from the Corsham Area Board, what sessions they would be offering and whether some of the Councillors could visit the school to get information to bring back for discussion at the next meeting.

- **Application from Box Bowls Club** – Application received for funding in the sum of £1782 to provide four corner steps to improve access to the Bowling Green for less able bowlers and visitors. It was agreed to ask the Bowls Club if they had approached Bowls Club England and the Area Board for any funding towards this.
- **Application from Wiltshire Search & Rescue:** It was **resolved** to give a grant of £100
- **Application from Methodist Carers Café** - this will be considered at the end of June Council meeting

19. Urgent Correspondence:

- a. **New Councillors' training workshop:** A new Councillors' training workshop will be held at Colerne Parish Council on Wednesday 19th June at 7.30 pm. The Assistant Clerk will attend

20. Finance:

- a. **Annual Governance Accountability Return** - copies had been circulated to all Councillors
- I. Annual Governance Statement 2023/24 - this was discussed, completed and signed
 - II. Internal Audit Report - This was agreed
 - III. Accounting Statement 2023/24 - this was discussed and signed

The forms will be put on the website

- b. **Additional Accounts for payment;** The following additional accounts were agreed for payment

BACS

Box Parish Magazine	-	Advert	145.00
Water2Business	-	Council offices	85.77
Tree Parts Ltd	-	Recreation Ground	1302.00
Westcare Supply Zone	-	Toner cartridges	276.00
Wiltshire Association of Local Councils	-	Subscription	1160.29
Information Commissioner	-	Data registration fee	40.00
Hazel Parker	-	Expenses re Green Big Green Week	51.50
Hall Booking Online	-	Booking software	120.00
SSE	-	Electricity – Chapel	161.53
		Electricity – Office	236.02
		Gas – Offices	357.95
		Electricity – Tractor shed	483.68
		Electricity – Pavilion	395.39
		Gas – Pavilion	465.49
Wiltshire Council	-	LHFIG contribution B3109	£1438.53
		Tunnel inn	175.00
			1613.53

Debit card

Octopus Energy	-	Deposit re change of contracts	507.08
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21. Statement of balances

Lloyds

Current Account	£ 18356.76
High Interest account	<u>25970.17</u>
	£ 44326.93
Less payments to go out	<u>3664.01</u>
Working balance	£ 40662.92
Held on deposit in Lloyds	£ 45000.00
Balance in Lloyds	£ <u>85662.92</u>
Held in BIBS	£ 83873.95
Held in Nationwide	£ <u>57748.52</u>
	£ <u>141622.47</u>

22. Chairman's Diary, Representatives' reports and report from County

Councillors:

Cllr D. Walters confirmed the new 40 mph speed limit on the B3109; the new 20mph to be installed by the school during the summer holidays and the improvements to the path at the Toucan crossing will be completed in November.

He has attended a few meetings of the Task Group set up to look at concerns over Speed Limit Assessments. He would like to see local representation and consultation on traffic assessments before any decisions are made.

Overgrown vegetation on the footpath on the B3109 – Corsham Parish Council had been asked to task their Parish Steward to cut this back

23. Items of report and future Agenda items:

- Leafy Lane - Parts of the road have white lines and other parts do not. It was agreed to raise this at the next Highways meeting.
- Cllr Bean reported that issues that had been raised with him at the Revels:
 - i. Absence of the Book of Remembrance from the Cemetery Chapel
 - ii. The football pitch is not up to the required standard
 - iii. Possibility of 20 mph speed limit through the village
 - iv. Cycle path between Box and Bath
 - v. Market Place car park
- Damage had been caused to the Upper Recreation Ground to the Cricket Pitch by the lorries accessing the field for the Revels. The Groundsmen had carried out remedial work
- Cllr Barton had looked into the possibility of clamping cars in the Car Park and will obtain more details to take to the Highways Committee
- Working Party to be held on the Lower Common on 2nd June at 9.45 am
- Concert to raise money for the resurfacing of the tennis courts to be held on 3rd July
- The Pickleball event at the Revels had raised £48 towards the tennis court fund
- Lorne House – it was reported that water had flooded in their garden – Wessex Water had been repairing work to the drains from Bargates to Lycetts Orchard – some of the flooding problem in Mill Lane had been resolved

24. Personnel Committee: Members of the public and press be excluded for item 13 (v) on the Agenda in accordance with the Public Bodies (Admission to meetings) Act 1960

The Minutes of the Meeting held on 23rd May 2024 were submitted and agreed.

It was **resolved** that the tools list be purchased at a cost not to exceed £1500

It was agreed that no more plugs for tree stumps be purchased. The stumps will be managed by coppicing on a three year cycle unless there are special circumstances ie a tree growing out of a wall. This will be added to the Tree Policy

Confidential Appendix A: A confidential item was discussed.

Meeting closed at 8.55 pm

Chair