



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE FULL COUNCIL HELD ON 26TH JUNE 2025

- 1. Present:** Councillors: M. Tye; D.Dorey; R Haslett; N.Ingledew;
H.Parker and S.Roche.

Mrs M.Carey (Clerk); Mr S.Vickery (Clerk)

- 2. Apologies:** Cllrs R. Davies; I.Johnston; B. Walton; T Walton.
Wiltshire Cllrs P.Chamberlain and P.Wragg.

In the absence of Cllr T. Walton, the Chair was taken by Cllr M Tye.

- 3. Absence:** Nil

- 4. Public Question Time:**

There was one member of public in attendance who asked about the cleaning of the Box Hill bus shelters. The Clerk confirmed that this issue had already been reported.

- 5. Declarations of Interest:** Nil

- 6. Minutes:** The Minutes of the Annual Council Meeting held on 15th May 2025 were taken as read and signed as a true record.

- 7. Matters / Actions arising from the Minutes**

a. Co-option to fill the vacancies on the Parish Council

The Council had received applications from two candidates for Co-Option who introduced themselves to the Council, Mr Robert Duncan representing the Box Ward and Mr Robin Leach representing the Rudloe Ward.

The candidates left the room at 7.35pm whilst the Council deliberated their suitability for Co-Option.

At 7.40pm, the candidates were invited back to the room where a Council vote took place.

It was **resolved** unanimously to Co-Opt both candidates as follows:

- Mr Robert Duncan – Box Ward
- Mr Robin Leach – Rudloe Ward

The Clerk will now forward the relevant paperwork for completion.

Three vacant seats remain; it was agreed to re-advertise with a closing date of 25th August 2025

b. Climate Strategy Working Group – update.

Cllr H.Parker briefly updated on the ongoing activity of the Working Group.

8. Committees

a. Playing Fields Management: The Minutes of the Meeting held on 2nd June 2025 were submitted and agreed.

- i. It was agreed to defer the **recommendation** to complete the path lighting at Valens Terrace and to move the requirement to the Highways Committee. Quotes for the whole path lighting project are being sought.
- ii. It was **resolved** that the quotations from LP Property Development for the repairs to the Allotment Gate were accepted unanimously at a cost of £421 (gate and fence post).

b. Planning & Conservation: The Minutes of the Meetings held on 9th June 2025 were submitted and agreed.

c. Finance & Governance: The Minutes of the Meeting held on 9th June 2025 were submitted and agreed.

- i. **Annual Governance and Accountability Return**
 - a. It was **resolved** unanimously to accept the Internal Auditor's Report
 - b. It was **resolved** unanimously that the Annual Governance Statement for 2024-25 be accepted and signed
 - c. It was resolved unanimously that the Accounting Statement for 2024-25 be accepted and signed.

The Clerk asked the Council to note the variances on salaries (Asst Clerk costs) and the re-valuation of the Council's assets. A question was raised on the insurance premium and how often a re-valuation was required. The Clerk confirmed that the premium would rise moderately and there was no plan for a new re-valuation in the near future.

- ii. It was **resolved** unanimously to accept the quotation from LP Property Services to rub down and repaint the Cemetery Lodge door at a cost of £127 including materials and labour.
- iii. It was noted that the Part A of the Box Parish Neighbourhood Plan had been submitted to Wiltshire Council for technical scrutiny.
- iv. It was reported that Cllr Dorey had carried out the bank reconciliation for April and May. The councillor earmarked to conduct the 2-monthly bank reconciliation will be agreed at future F&G Committees.
- v. The arrangements for 'working groups' was deferred to a future Council meeting.
- vi. The advertisement of events around the Parish had become a vexed issue. In response to a request from the Gardening Club, it was agreed to pass on the advice of Colerne PC – to contact the Western Highways

team. In addition, the Club would be permitted to use Council property to hang banners etc.

The wording for the proposed protocol for village groups is:

Promoting local events – if you are advertising a community event, such as a village fete, you must contact the appropriate local highways team for approval if you are placing signs on highway verges or furniture. Applicants will need to give the reason for the signage, its location, how long it will be in place for and the types of signage to be used so the application can be considered. To allow an assessment of the application the local highways team will need a minimum of four weeks' notice before the event. It is essential that all event organisers follow the correct approval process to ensure their events comply with legislation and signs are not classified as fly-posting. Applications will need to be made to westernhighways@wiltshire.gov.uk

d. Box Hill & Rudloe Open Spaces: The Minutes of the Meeting held on 16th June 2025 were submitted and agreed. Cllr D.Dorey added:

- i. **Leafy Lane 3G Facility.** In discussion with Andrew Simpson from AFC Corsham, it became clear that a full ecological survey would be undertaken to ensure environmental protection (particularly regarding bats). The Council was reassured that ecology and the environment was being taken seriously as part of the planning process.
- ii. **Little Nature Explorers.** A meeting had taken place with the Nature Leader to understand the scope of the request to use Council land. The Upper Common and Lovar Garden were the identified sites with infrequent use expected. Parking, litter, toilets and supervision issues were discussed. It was **resolved** that providing the Nature Leader passes a copy of the Public Liability Insurance, risk assessment and detailed dates / times to the Clerk, she will be granted a 'trial' license to operate.

9. Items for discussion:

a. Feedback from the Strategic Planning evening held on 23rd June 2025.

Cllrs agreed that the evening had been productive and that there would be a follow-on meeting in due course. The summary slides had been circulated. The questionnaire from 2011 had merit but would need to be updated.

b. Repairs to the Pavilion Boiler.

It was **resolved** to approve the quotation from Ultra-Warm to repair the boiler repair in the sum of £330 + vat.

c. Fallen tree in the Bybrook. The work is urgent as this could interrupt the flow of the river.

It was **resolved** (5 votes and one abstention) to accept the Tree Parts Ltd quote of £480 + VAT to remove the fallen tree in the By Brook. One Cllr wished to note that occasionally blocking a river can produce habitats for wildlife.

d. Information pack for new residents.

It was agreed that the current information pack given to new residents was a good idea. The pack ought to contain maps, timetables, the Parish Magazine and a welcome letter. Although distributed by two volunteer parishioners, there was some concern on how they alerted to new arrivals throughout the Parish. Discussion on the pack and its distribution followed. It was agreed that Cllr H.Parker would draft a welcome letter for consideration and Cllr S.Roche agreed to approach estate agents to ask for their support. It was further agreed not to disrupt the current system of distributing packs by the two volunteers.

10. To receive any urgent correspondence. Nil

11. Accounts: To receive any additional accounts for payment

The following additional accounts were **resolved** for payment

BACS

NALC - 3 training courses 126.00
Westcare Supply Zone - Large refuse bags/printer cartridge 173.22
Ultra-Warm - Service to boiler 282.00
Water2Business - Recreation Ground/Pavilion (May/June) 31.33
John Miller (Wiltshire Tool Hire) - Hedgetrimmer repair 48.00
H. Parker - Expenses for exhibition 27.55

STATEMENT OF BALANCES

26th JUNE 2025

Lloyds

Current Account	£ 27184.49
High Interest account	<u>37101.30</u>
	£ 64285.79
Less payments to go out	<u>1175.44</u>
Working balance	£ 63110.35

Held on deposit in Lloyds	£ 25000.00
Balance in Lloyds	£ <u>88110.35</u>

Tennis Account	£ 10204.94
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Held in BIBS	£ 85946.99
Held in Nationwide	<u>£ 63854.13</u>
	£ 149801.12

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

Cllr H.Parker had attended the Area Board with Cllrs D.Dorey, B.Walton and T.Walton. She confirmed:

- a. £2.5k had been allocated to the Tennis Club.
- b. After raising the issue of the challenging relationship with Wiltshire County Highways, Cllr T.Walton was supported by a number of fellow councillors.
- c. The Board was well supported by the Unitary Councillors.

13. Items of report and future Agenda items.

- a. It was confirmed that the deadline for comments on Pharmacy arrangements was 15th August 2025. Given the volume of new build estates, councillors were encouraged to submit comments.
- b. As part of the Neighbourhood Plan, the register of 60 Locally Valued non-designated Heritage Assets (LVHA) is being completed.
- c. Solar panels for the Selwyn Hall car park would be added to the Highways Committee agenda.

14. Dates of forthcoming meetings:

- Cemetery Management – 7th July;
- Planning Conservation – 14th July;
- Building Management – 14th July (7.30 pm);
- Highways – 21st July;
- Personnel – 28th July

Due to his planned absence, Cllr N.Ingledew asked if it was feasible to swop Committee meetings 14th and 28th July. The Clerk would check with Chair Personnel.

Chair

The Council meeting ended at 8.43pm.