



## BOX PARISH COUNCIL

### MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 31<sup>st</sup> MAY 2018

- 1. Present:** Mrs Parker (Chairman); Mr Barnes; Mr Campbell; Mrs Case; Mr Clench; Mrs Cox; Mr Gould; Mr Hill; Mr Sims; Mrs Tye; Mr Van Praag; Mr Whitford  
  
Mrs Carey (Clerk)
- 2. Apologies:** Mr Moore; Mrs Richards; Cllr B. Anderson; Cllr B. Mathew  
The apologies were accepted
- 3. Absent:** Nil
- 4. Election of Chairman for 2018/19:** Two nominations had been received for Mr Clench and Mrs Parker. After expressing why they wished to be Chairman a secret ballot was held and Mrs Parker was duly elected Chairman for 2018/19 by eight votes to four. The Declaration of Acceptance of Office form was duly completed and signed
- 5. Election of Vice-Chairman for 2018/19:** Five nominations had been received for Mr Barnes, Mrs Case, Mr Clench, Mrs Richards and Mr Sims. Out of the five nominations only Mrs Richards wished to be considered. A further nomination was made for Mr Campbell who stated that he would be willing to stand. A secret ballot was held and Mr Campbell was duly elected Vice Chairman for 2018/19 by eight votes to four.
- 6. Code of Conduct and Register of Interests:** Councillors were reminded of the Code of Conduct and also asked to update the Register of Interests if there were any changes.
- 7. Formation of Committees and election of Chairmen:** It was agreed to limit the number of Councillors on each Committee to seven members. However, the Chairman and Vice Chairman are ex officio and can attend any meetings.

#### Box Hill Management/Rights of Way

Mrs Case; Mr Gould; Mr Moore; Mr Sims; Mrs Tye; Mr Van Praag; Mr Whitford

Mrs Case was elected Chairman

#### Cemetery Management

Mr Barnes; Mrs Cox; Mr Gould; Mr Hill; Mrs Richards; Mr Sims; Mrs Tye

Mr Hill was elected Chairman

### **Pavilion Management**

Mrs Case; Mr Clench; Mr Hill; Mr Moore; Mrs Tye; Mr Van Praag; Mr Whitford

Mr Van Praag was elected Chairman

### **Planning and Conservation:**

Mr Barnes; Mrs Case; Mrs Cox; Mr Hill; Mrs Richards; Vacancy

Mrs Cox was elected Chairman

### **Playing Fields Management**

Mr Barnes; Mr Clench; Mr Gould; Mr Moore; Mrs Richards; Mr Sims; Mr Whitford

Mrs Richards was elected Chairman

## **9. Composition of the Policy & Finance Committee:**

Mrs Parker (Chairman); Mr Campbell; Mrs Case; Mrs Cox; Mr Hill; Mrs Parker  
Mrs Richards; Mr Van Praag

## **10. Calendar of Meetings:** The Calendar of Meetings for 2018/19 was agreed

## **11. Representatives:**

Jubilee Youth Centre Management Committee	-	Mrs Parker
Selwyn Hall Trustee Committee	-	Mrs Cox
Link	-	Mr Gould
Area Boards	-	Marilyn Tye
CATG	-	Mr Hill/Mr Sims
MoD Liaison Panel	-	Mr Campbell/Mr Hill
Parish Council News	-	Chairman/Clerk
Parish Council Website	-	Mr Lyons
Book of Remembrance	-	Clerk/Mr Hill
Health & Wellbeing	-	Mrs Tye
Councillor for health and safety/risk assessments	-	Vaughan Hill/Richard Campbell

Committee Chairmen 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.

### **Notice Boards:**

Mr Barnes – Kingsdown; Mr Campbell – Ditteridge/Ashley; Mr Hill – Box Hill; Mr Gould – Post Office/Valens Terrace; Mr Moore – Rudloe;

## **12. Attendance Register:** This will be put onto the website

## **13. Public Question Time:** There were seven members of the public present. Mrs Simpson thanked the Council for pursuing the work to the drains in the Market Place and asked that the drains be cleared out regularly. She also queried the Council's decision re the

insurance for the Flood Wardens. Mr Feasby asked for other parts of the Parish to be considered. There were blocked drains in Ashley which caused flooding.

It was asked if the Flood Wardens Group could be added as an Appendix to the Emergency Plan.

Mr Palmer raised the issue of damage to his parents grave. This would be taken up at the Cemetery management meeting on Monday

Mrs Walton queried the decision re moving the overflow outlet on the pond as she did not see how this would work.

**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 26<sup>th</sup> April 2018 were taken as read and signed as a true record.

**16. Matters Arising:**

a. **McColls:** Letter received stating that they would be addressing the issues of the parking of lorries and the noise from the generator

**17. Additional accounts for payment:**

The following accounts were presented and approved for payment:

Cheques

L. Wickham	-	Replacement toilet seats	6388	40.35
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Direct debits

Fuel card services	-	Petrol (Cemetery)		21.64
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Fuel Card services	-	Petrol		53.39
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**Annual Governance and Accountability Return 2017/18**

**18. Report from the Internal Auditor:** This had been circulated and was agreed

**19. Annual Governance Statement:** This was discussed and agreed and signed. Mrs Tye abstained from voting.

**20. Accounting Statement 2018/19:** This had been circulated and was agreed and signed

**21. Policy & Finance Committee:** The report of the meeting held on 14<sup>th</sup> May 2018 was submitted and adopted.

a. **Flooding in market Place:** The Chairman reported that she had spoken to Renate Malton at Wiltshire Council. Ms Malton has stated that she had agreed with the Flood Warden Group that they are not allowed to close any roads. The bund which they hope to obtain funding for would go around the hatched area on the A4 to make a dam so that the water trickles down the road. The Flood Warden Group would need to provide a Risk Assessment. Clerk to speak to the Insurance Company re public

- liability cover for the Flood Wardens. It was agreed to look at other areas of the Parish. Flood Warden Group to be added as an Appendix to the Emergency Plan.
- b. **Risk Assessments**: Each Committee to complete the new Risk Assessment forms. It was suggested that the risk assessment re Rights of Way be raised with Wiltshire Council.
  - c. **Review of Policies**: The following policies were adopted unchanged:  
  
Leave of Absence; Lone Working; Manual Handling; Redundancy
  - d. **Statutory Pay Award**: The Statutory Pay Award of 2% increase from 1<sup>st</sup> April 2018 was agreed. The lower pay bands had been adjusted at a higher percentage. The total cost to the Council will be £1916 pa which had been included in the budget.
  - e. **Community Plan**: The action points had been updated and the information was on the website

**22. Playing Fields Management Committee**: The report of the meeting held on 3<sup>rd</sup> May 2018 was submitted and adopted.

- a. **Trees on Recreation Ground**: The quotation from W. Wolf in the sum of £260 to grind out three tree stumps was accepted.
- b. **Lovar Water Garden**: The recommendations made by the Committee were accepted. Mr Clench to obtain quotes for the half sized steps which must conform with current regulations

It was agreed that the notice regarding the closure of the steps be removed and that a new notice is put up stating that anyone using the steps does so at their own risk.

- c. The purchase of a lockable outdoor box for the storage of football nets etc was agreed at £211.65. Quotations to be obtained for the replacement shed

**23. Planning and Conservation Committee**: The reports of the meetings held on 26<sup>th</sup> April and 14<sup>th</sup> May 2018 were submitted and adopted.

**24. Highway Issues**:

- Proposed crossing point on Leafy Lane. Councillors to look at the site. It was also suggested that a metro count be requested. Cars were not obliged to stop for a dropped kerb
- Proposed crossing of B3109 – Issue Sheet had been submitted by a member of the public requesting that the traffic is slowed down or warning signs are put up to make vehicles aware of pedestrians crossing from the exit of the footpath by Hazelbury Manor to the footpath by Wadswick Green. The Parish Council did not feel able to support this as the visibility was clear.
- Surface of A4 by the School. Clerk to ask the Highways Engineer to look at the resurfacing

**25. Urgent Correspondence**:

- a. **Swimming in By-Brook**: Letters of complaint received from local residents re children using the by-brook for swimming during the hot weather and causing a nuisance and blocking the public footpath. It was agreed to put an article in the Parish Magazine.

**26. Statement of Balances:** The statement of balances as follows prior to cheques signed today:

<u>Lloyds</u>	
Current Account	9015.73
High Interest account	<u>28396.07</u>
	£ 37411.80
Less payment to go out	<u>198.35</u>
Working balance	£ <b>37213.45</b>

Held on deposit in Lloyds	£ <u>37500.00</u>
<b>Balance in Lloyds</b>	£ <b><u>74713.45</u></b>

Held in <b>BIBS</b>	£ <b>70587.72</b>
Held in <b>Nationwide</b>	£ <b><u>80174.55</u></b>

**27. Chairman's Diary; Representatives report; Report from County Councillor:**  
Nil

**28. Items of report and future Agenda items:**

- a. **Steps by Quarrymans Arms:** The steps had been reopened as this is a public footpath and must remain open to the public
- b. **Website:** Clerk to put the Chalkhill Management Plan on the website

**Chairman**

**Meeting closed at 9.50 pm**