



BOX PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON 30th MAY 2019

- 1. Present:** Councillors: S. Parker (Chairman); N. Botterill; R. Campbell; R. Case;
J. Cox; S. Gould; V. Hill; D. Moore; R. Richards; M. Tye;
J. Whitford

Wiltshire Councillor B. Anderson; Mrs Carey (Clerk)

- 2. Apologies:** Councillors: R. Davies; D. Evans; Cllr B. Mathew
The apologies were accepted

It was reported that a letter of resignation had been received from Cllr Clench. A vote of thanks was given to him for his eleven years on the Parish Council.

- 3. Absent:** Nil

- 4. Election of Chairman for 2019/20:** One nomination had been received and Cllr Parker was unanimously elected Chairman for 2019/20
The Declaration of Acceptance of Office form was duly completed and signed

- 5. Election of Vice-Chairman for 2019.20:** Two nominations had been received for Cllr Campbell and Cllr Cox. A secret ballot was held and Cllr Cox was duly elected Vice Chairman for 2019/20

- 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**

Box Hill Management/Rights of Way

Councillors R. Case; J. Cox; R. Davies; S. Gould; D. Moore; M. Tye; J. Whitford

Cllr Case was elected Chairman

Cemetery Management

Councillors: N. Botterill; R. Campbell; D. Evans; V. Hill; R. Smith; 2 vacancies

Cllr Botterill was elected Chairman

Planning & Conservation

Councillors: N. Botterill; R. Case; R. Campbell; J. Cox; R. Davies; D. Evans; V. Hill

Cllr Cox was elected Chairman

Playing Fields and Pavilion Management

Councillors: S. Gould; D. Moore; R. Smith; M. Tye; J. Whitford

Cllr Whitford was elected Chairman

8. Composition of the Policy & Finance Committee:

Councillors: S. Parker (Chairman); N. Botterill; R. Campbell; R. Case; J. Cox; J. Whitford

9. Calendar of Meetings: The Calendar of Meetings for 2019/20 was agreed

10. Representatives:

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

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:

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

11. Public Question Time: There were seven members of the public present.

Mr Kalidoski raised the issue of the movement from the community plan to the neighbourhood plan and asked for involvement and communication.

Mr Wright raised questions which will be taken to the next Policy & Finance meeting

Mrs Newbould reported that the bus stop sign opposite the Cemetery was missing

Cllr Anderson reported that Cllr Philip Whalley had been elected Chairman of Corsham Area Board. Baroness Jane Scott had announced that she would be standing down as Chairman of Wiltshire Council.

12. Chairman's announcements and declarations of interest: There were no announcement. Cllr Moore declared an interest in items relating to The Shed. Cllr Cox declared an interest in item 17 – appoint of Office Cleaner

13. Actions:

Issue raised	Start Date	Actionee	Due date
Ongoing issue of parking of McColls lorry on A4.	April 2018	Clerk	End of June 2019
School Crossing Patrol – Advert to be put in the Parish Magazine	28 th March 2019	Cllr Parker	End of June 2019
Write to WC to reinstall the electricity box at the Fountain	25 th April 2019	Clerk	End of June 2019
Railing outside McColls – request these be replaced. Quote to be	30 th May 2019	Clerk	End of June 2019

obtained			
Cllr Anderson to raise issue of Springfield Centre charing £20 to set up Direct Debit with WC	30 th May 2019	Cllr Anderson	End of June

14. Minutes: The Minutes of the Council Meeting held on 25th April 2019 were taken as read and signed as a true record

15. Matters Arising: Updates on actions:

- **McColls:** McColls have stated that the repairs to the wall had not been carried out satisfactorily and this was being dealt with and should have been completed by end of May. Clerk to pursue
- **Design of new website:** The quotation for the design and build of the new website from Zealous Kite in the sum of £720 was accepted.
- **Repainting of railings.** This had been completed. Thanks given to Cllrs Smith and Tye. It was suggested that the residents with the remaining railings be asked to wash them.
- **Speed of traffic on A4:** An advert for the School Crossing Patrol person to be put in the Parish Magazine.
- **Lights on Pedestrian Crossing and reinstatement of grass verge:** The work had been carried out.
- **Double yellow lines at top of Chapel Lane;** Cllr Hill reported that in order to get a clear view of traffic from the right, Wiltshire Highways would have to extend the double yellow lines by 2-3 car lengths. This will doubtless be seen by CATG as unwarranted. It was agreed not to pursue this further.
- **Reinstatement of electricity box at The Fountain;** Waiting to hear from Wiltshire Council

16. Additional accounts for payment:

The following accounts were presented and approved for payment:

Cheques

Community First	-	Subscription	40.00
The PCC of Box	-	Parish Magazine entry	121.00
Mrs K. Garrett	-	Internal Audit	150.00
Information Commissioner	-	Data Protection Registration fee	40.00
Water2Business	-	Water charges – Office 45.09 Pav & BG 307.10	352.19
Travis Perkins	-	Paint, materials etc	136.27
Wiltshire Search & Rescue	-	Grant	100.00
Alan Payne	-	Grant	250.00
Box Gardening Club	-	Grant	150.00

BACS

Westcare Supply Zone	-	Printer cartridges	166.80
J.H. Jones & Sons	-	Rolling, scarifying and spraying Rec	936.00
Corsham Print	-	Neighbourhood Plan – posters etc	150.00
Image Business Machines Ltd	-	New photocopier	594.00
A.L. King Roofing Ltd	-	Repairs to lead on Pavilion roof	2436.00
Rialtas Business Solutions Ltd	-	Year end closedown	662.04
John Miller	-	Strimming helmet	62.95

Direct debit

Tallis Amos	-	Mowers leasehire	304.19
-------------	---	------------------	--------

17. Policy & Finance Committee: The Minutes of the meeting held on 13th May 2019 were submitted and one amendment was made at item 13d changing the work kiosk to board.

Donation to Corsham Food Bank; It was agreed to ask them to put in a formal request on what the money would be spent on.

Purchase of Shredder: A justification report had been circulated. However, as this had only been sent out at very short notice it was agreed to defer this to the next meeting. All councillors were asked to read the report.

Cleaner for Office: The recommendation to appoint Corrine Cox as the cleaner for one hour a week at £15 an hour using her own cleaning products was agreed. The Insurance Company has confirmed that the Cleaner would have to be classed as an employee with Terms of Reference, Risk Assessment etc.

Cllr Cox declared an interest in the above item.

18. Planning & Conservation Committee: The minutes of the meeting held on 25th April and 13th May 2019 were submitted

Neighbourhood Steering Group: Cllr Botterill gave a report. The next round of funding was open and an application would be submitted shortly. The stand at the Revels had been successful

19. Playing Fields Management Committee: The Minutes of the meeting held on 20th May 2019 was submitted.

Electricity supply to Tractor shed: It was **resolved** to accept the quotation from SSE in the sum of £5890.12 for the connection of the electricity supply. In addition to this would be the work to fit the points etc in the shed and quotes would be obtained for this. The digging of the trench would be carried out by Council employees which would carry a cost of hiring a small digger.

Footpath 2: The Cotswold Wardens had also written to Wiltshire Council to establish the ownership of the path. Alternatively they have requested the materials to carry out the work.

Revels: It was reported that there had been no First Aid cover at the Revels. The organisers of the Dog Show should be requested to clear up afterwards. Also cars were coming onto the Recreation Ground before the end of the event

20. Annual Governance and Accountability Return 2018/19

- a. **Report from Internal Auditor:** This was submitted and agreed
- b. **Annual Governance Statement:** This was discussed, agreed and signed
- c. **Accounting Statement 2018/19:** This was submitted and agreed and signed

21. To receive any urgent correspondence:

- a. **Box Heritage Walks:** Application for funding received from Mr Alan Payne for the printing of a Box Heritage Walk leaflet. It was **recommended** that a grant of £250 be made
- b. **Box Gardening Club:** Application for funding received from the Box Gardening Club towards the cost of the Annual Flower and Vegetable Show. It was **recommended** that a grant of £150 be made
- c. **Bowls Club:** Letter requesting permission for the bank by the Bowling Green to be left uncut and wild flowers sown. This was agreed.

22. Highway Issues:

- Metro count for Quarry Hill submitted
- Request received for the road markings at the junction of Upper Ley to be repainted
- Railings outside McColls – it was agreed to ask them to replace the railings with a stronger variety. The Clerk will also obtain quotes for this. **Action: Clerk**

23. To consider any issues for the Area Board: Next meeting to be held on 24th July at Lacock. Cllr Moore reported on the last meeting

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

<u>Lloyds</u>	
Current Account	19314.13
High Interest account	<u>20356.89</u>

	£ 39671.02
Less payment to go out	<u>5947.25</u>
Working balance	£ 33723.77
Held on deposit in Lloyds	£ 37500.00
Balance in Lloyds	£ <u>71223.77</u>
Held in BIBS	£ 80587.72
Held in Nationwide	£ <u>80426.24</u>

25. Chairman's Diary; Representatives report; Report from County Councillors:

GreenSquare Steering Group - It was reported that the leaflet is ready to go out to all householders requesting volunteers for the Steering Group. It was agreed to invite Phil Bowley to the next Full Council meeting to discuss the present position at Rudloe

26. Items of report and future Agenda items:

- a. It was reported that the Springfield Centre were charging £20 to set up Direct Debits. It was agreed to ask Cllr Anderson to take this up with Wiltshire Council
- b. **Seats on the Common:** Two seats on the Common need attention. Cllr Moore stated that The Shed would look at these
- c. **Issues for the Parish Steward:** Speed sign going out of the village is obscured; the School and Pedestrian crossing sign is obscured by vegetation
- d. **Recreation Ground:** Following the recent spraying of the Recreation Ground it was asked why the Council do not leave the daisies. To be discussed at the next Playing Fields and Pavilion Management Committee
- e. **Waste bin in Car Park:** This is broken and will be reported via MyWilts App
- f. **Bridleway sign at entrance to Quarry Woods:** The Cotswold Wardens are repairing this
- h. **Notice Board in Queens Square:** Policy & Finance Committee to discuss its replacement
- i. **Flower tubs in Village:** It was agreed to look at these
- j. **Trees in pots outside Hardy House:** It was reported that the trees had died. Clerk to write to the owner
- k. **Notice board posts in Market Place:** These to be removed
- l. **Disabled access to Pavilion:** It was agreed to discuss this at the next Playing Fields and Pavilion Management Committee

27. Confidential Item: Members of the public were excluded for the following confidential item in accordance with the Public Bodies (admission to meetings) Act 1960

Co-option onto Parish Council: Two letters of application had been received. After a secret ballot Anna Woollard was co-opted to fill the vacancy.

Chairman

Meeting closed at 9.40 pm

