



## BOX PARISH COUNCIL

### **MINUTES OF THE COUNCIL MEETING** **HELD BY ON 25<sup>th</sup> AUGUST 2022**

**1. Present:** Councillors: S. Parker (Chairman); A. Barton; R. Campbell; J. Clifford;  
R. Davies; N. Ingledew; I. Johnston; M. Tye; B. Walton;  
T. Walton  
Mrs M. Carey (Clerk)

**2. Apologies:** Councillors: R. Case; H. Parker; R. Smith; A. Woollard; D. Wright  
Unitary Councillor: B. Mathew

The apologies were accepted

Letter received from Cllr R. Smith asking for a break from the Parish Council due to personal issues. It was agreed to grant her up to six months sabbatical from which she can return at any time.

**3. Absent:** Nil

**4. Public Question Time:** There were two members of the public present.

Ms Susie Brooks reiterated her previous concerns about the traffic on the A365 Devizes Road and the fact that the traffic is not responding to the 30mph speed limit. She felt that the road was getting more dangerous with no bus stops; no bus stop signs and no repeater signs and felt that the Parish Council has neglected safety in favour of its image. She stated that the Parish Council's first priority was to make Box safe for people.

Mr Derek Elliott thanked the Cotswold Wardens for clearing the Japanese knotweed and asked for the light on the top step by the Pavilion to be installed urgently.

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

**6. Minutes:** The Minutes of the Annual Council Meeting held on 28<sup>th</sup> July 2022 were agreed and signed as being a true record.

**7. Matters Arising:**

**Climate Strategy:**

Cllr Walton reported that there had been a meeting of the Working Group on 11<sup>th</sup> August and the annual review of the Climate Strategy Plan would be updated in September. Any SMART objectives should be developed on the Forward Plan by each Committee. Cllr H. Parker was liaising with Colerne Parish Council re the Green Week and an advertisement for this had been put into the September Parish Magazine. There would be a further article in November outlining the achievements. Cllrs Parker and Ingledew would be attending a webinar re EV charging points.

**Provision of new allotments:** To be discussed at the September Full Council meeting.

**Defibrillator:** Two new sets of pads had been purchased and The Circuit had been notified. The defibrillator was now back in action.

**Council website:** There will be a presentation at the September Full Council meeting

**Adoption of the revised Terms of Reference for the Parish Council and Committees:** Some suggested amendments had been made to the Terms of Reference. The revised document will be brought back to the next Full Council meeting

## **8. Committees**

- i. **Playing Fields:** The Minutes of the Meeting held on 1<sup>st</sup> August 2022 were submitted and agreed

**Information Boards:** It was **resolved** unanimously 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:** It was **resolved** unanimously that the quotation from John Beazer in the sum of £4500 + vat for the supply of batteries be accepted

**Hand dryers:** It was **resolved** unanimously that alternative specification for the dryers be considered which may alter the that the price of the quotation from John Beazer in the sum of £720 + vat

**Walkway lighting** – light by the top step. It was **resolved** unanimously that the quotation from John Beazer to supply and fit one bulkhead light onto the post in the sum of £345 + vat be accepted

Cllr B. Walton reported that the application for funding from Wessex Water for the bog garden in the sum of £1500 had been successful. Grant funding of £1940 also received from the National Lottery Community Fund for the accessibility pathway.

- ii. **Finance & Governance:** The Minutes of the Meeting held on 8<sup>th</sup> August 2022 was submitted and agreed.

Each Councillor was asked to consider signing up to the Positive Conduct Charter. All Councillors should have @boxparishcouncil.gov.uk emails

The Clerk had queried the account from SSE for electricity to the Pavilion in the sum of £672.06. SSE could not check whether this included the supply from the electricity pole in the Car Park used by Box Revels and Campfest. This would have to be checked by a private electrician

- iii. **Planning & Conservation:** The Minutes of the Meetings held on 28<sup>th</sup> July and 8<sup>th</sup> August 2022 were submitted and agreed

- iv. **Box Hill & Rudloe Open Spaces:** The Minutes of the Meeting held on 15<sup>th</sup> August 2022 were submitted and agreed.

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

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

- v. **Highways:** The Minutes of the Meeting held on 22<sup>nd</sup> August 2002 were submitted and agreed.

### **A365 Devizes Road**

It was **resolved** unanimously that an Issue Sheet be submitted to LHFIFG requesting the installation of visual warning signs in advance of the 30mph limit by the penultimate bend. The cost of the signs would be between £300-£520 per sign

It was **resolved** unanimously that an Issue Sheet be submitted to LHFIFG requesting a pedestrian crossing survey be carried out on the A365. The Parish Council's contribution would be in the region of £250-£300

### **Tunnel Inn crossroads:**

It was **resolved** unanimously that an Issue Sheet be submitted to LHFIG requesting that a triangular sign for farm vehicles showing a tractor be installed together with a warning sign for the approach to the "Stop" signs.

### **Department of Transport Guidance on Urban Speed limits and discussion that the Parish Council supports the lowering of the speed limit to 30mph on the B3109 Bradford Road and Leafy Lane.**

It was **resolved** that the Parish Council supports Cllr Derek Walkers in his request for a reduction to a 30mph speed limit on a section of the B3109 and on Leafy Lane.

### **Entrance to Lycetts Orchard, Mill Lane**

It was **resolved** unanimously that an Issue Sheet be submitted to LHFIG requesting that the "SLOW" sign be reinstated on the road going down Mill Lane and also for improved signage for the junction to Lycetts Orchard.

It was asked if advance warning signs of the 30mph limit could be put on the A4 coming down into Box. Discuss at the next Committee meeting

- vi. **Personnel – outcomes from Staff Appraisals:** The following items had been raised at the Staff Appraisals:

#### **Council Clerk:**

The workload continues to increase year on year. Emails remain a challenge particularly when the Clerk has been on holiday. It was agreed that an out of office message be set up to help manage expectations. **Action:** Cllr Campbell to set this up

The current IT equipment is a major issue. The Council needs to assess the current IT set up and look at what steps need to be taken to make it user friendly and fit for purpose, this could include employing an IT professional. **Action:** Cllr Ingledew to take on managing this and feedback to Personnel

The need of additional hours/staff: This could potentially help with succession planning going forward. This could be a flexible working role 6-8 hours per week. The areas identified that could be isolated from the clerk's current role include:

- Management of the Pavilion
- Making the documentation and reports E ready for committees
- Management of the Website
- Planning could become a discreet area

**Action:** Cllrs B and T Walton to liaise with the Clerk to write a job description to bring forward to the next Personnel meeting with the view to get someone in post by April.

### **Committee Chairs have a role to play in reducing the burden placed on the Clerk**

- In absence of the Clerk for a committee meeting (when Clerk is on leave of off sick) the chair is responsible for identifying who will take the minutes (draft minutes to be checked and approved by the chair) and then forwarded to the Clerk . To be added to the Terms of Reference
- Chairs of all committees need to liaise; meet (or effectively communicate by phone/email) with the Clerk at least a week prior to the date of their particular committee meeting to go through the agenda and any issues/ correspondence, budget etc, and ensure the clerk has all relevant documents for the meeting. To be added to the Terms of Reference
- After committee meetings Chairs to go through the minutes and update the forward plans with any relevant information. To be added to the Terms of Reference

- Budget setting, by the last week of October Chairs to provide the clerk with their provisional committee budget figures. Margaret is willing to meet with individual chairs to help go through the budget figures prior to the budget meeting. To be added to the Terms of Reference
- Procurement; If it has been agreed at a committee meeting to procure items and these are not being researched by the clerk, please can councillors do as much leg work as possible to reduce the burden on the clerk and provide specific details (link to product, quantity required etc).
- There needs to be greater clarification when a councillor is tasked with an individual project to lead on. Specifically, an agreement and a breakdown of what being asked of them, which timescales which is recorded within the mins or/and action plan and what if any the clerk's involvement will be.

Grounds Staff The workload continues to increase year on year.

- The need to ensure that The Groundsman has protected admin time.
- The council need to make sure they have the right tools for the jobs they undertake, so they do not use their own tools for council work. Research for a council tablet for them to use for timesheets and work emails Action Cllr T Walton – for the council to budget for including any replacements.
- Personnel committee is looking at workload and staffing.  
Action Cllr Wright has carried out a feasibility study on work at the cemetery and Cllr B Walton is looking at timesheets which cover work in other areas of the parish.

**Budget Setting Meeting:** It was agreed to hold this on Wednesday 9<sup>th</sup> November. Wish list and items to be considered with the budget setting to be discussed by Committees during September/October. The Finance & Governance meeting scheduled for 10<sup>th</sup> October will discuss the preparation for the budget setting meeting and draw up the list of items to be considered at that meeting.

**9. To receive any urgent correspondence:**

**Best Kept Village Competition:** The Judges report for the County Round of the Best Kept Village Competition had been circulated.

**Community Governance Review:** Briefing Note from Wiltshire Council circulated

**Business Interruption Insurance claim:** An additional £121.86 received as interest on the claim.

**Use of Blind House for filming:** Request received to use the inside of the Blind House for a short film. This was agreed subjected to nothing being moved.

**10. To receive any additional accounts for payment:** The additional accounts for payment were agreed

BACS

Wiltshire Council	-	LHFIG contribution re Bradford Rd	562.50
Travis Perkins	-	Materials, woodstain, brushes screws	201.89
Water2Business	-	Rec Grd; Pavilion water charges	55.70
Playsafety Ltd	-	Resister graph tests to play equipment	594.00
D.J. Mathias Ltd	-	Repairs to disabled toilet	282.00
Tree Parts Ltd	-	Felling Ash tree on Common	1440.00
Consortium	-	Green hand towels	32.62
John Miller	-	Chain oil; grease; line for strimmer	261.02

Direct debits

Fuel Card Services	-	Petrol	38.15
Fuel Card Services	-	Petrol	46.69

Debit card

WEL Medical	-	Defibrillator pads	95.88
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Petty Cash

M. Carey	-	Clips for Blinds in Pavilion	6.99
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It was suggested that a zero be put against a payment if it is VAT zero rated

#### **11. Statement of Balances**

<u>Lloyds</u>	
Current Account	£ 30629.83
High Interest account	<u>22936.43</u>
	£ 53566.26
Less payments to go out	<u>4683.50</u>
Working balance	£ <b><u>48882.76</u></b>
Held on deposit in Lloyds	£ <u>37500.00</u>
<b>Balance in Lloyds</b>	£ <b><u>86382.76</u></b>
Held in <b>BIBS</b>	£ <b>81901.44</b>
Held in <b>Nationwide</b>	<b><u>£ 46302.08</u></b>
	<b><u>£ 128203.52</u></b>

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

Cllr Tye reported that she had attended a Zoom meeting with GreenSquare Accord. She stated that GreenSquare were going ahead with the development and they have two courses.

- Because the Green is part of the whole area – this could be made an exemption when taking to Planning
- Have a moratorium over this land for sale to a Community Group

#### **13. Items of report and future agenda items**

- a. Clerk to ask the Groundsmen to trim the bushes at the top of Valens Terrace
- b. Agenda item for the next Highways meeting - To discuss the safety of the Kingsdown Road

#### **14. Dates of next meetings**

Cemetery Management – 5<sup>th</sup> September  
Planning & Conservation – 12<sup>th</sup> September  
Highways – 12<sup>th</sup> September (7.30 pm)  
Personnel 19<sup>th</sup> September  
Full Council – 29<sup>th</sup> September

*Meeting closed at 8.45 pm*

**Chairman**