



BOX PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING **HELD BY ON 29th JULY 2021**

- 1. Present:** Councillors: S. Parker (Chairman); A. Barton; R. Campbell; R. Case;
R. Davies; N. Ingledew; I. Johnston; H. Parker; M. Tye;
B. Walton; T. Walton; A. Woollard
Unitary Councillor: B. Mathew

Mrs Carey (Clerk)

- 2. Apologies:** Councillors: J. Clifford; R. Smith; D. Wright
Unitary Councillor: D. Walters

The apologies were accepted.
Cllr Johnston was welcomed to his first Council meeting

- 3. Public Question Time:** There was one member of the public present.
Mr Elliot stated that the Bus Shelter at the Rising Sun was constantly covered in graffiti and was being used as a toilet. He suggested that the front wall be taken down as this may deter vandalism and would make it less vulnerable for young people. As this belongs to Wiltshire Council it was agreed to pass these comments on to them.

- 4. Chairman's announcements and declarations of interest:**

Recording of meetings – The Chairman proposed that the meeting be recorded – this was seconded by Cllr Wollard and approved. The recording will be held until the minutes are approved and will then be deleted. It was agreed that Committees could decide whether to record their meetings.

For transparency the Chairman stated that the reason the venue of the Council meeting had been changed at short notice and after the agenda had been sent out, had followed concerns from some Councillors about meeting at the Council Chambers. A notice of the change of venue had been put up at the Council Offices in case any parishioners did not see the amended agenda. The Council should be mindful that people may arrive late.

The Chairman also stated that following last month's meeting some Councillors had raised concerns over the tone and behaviour of fellow Councillors. She requested everyone to follow the Nolan principles and show respect to each other. The consequences of inappropriate behaviour could lead to the meeting being closed and the councillor being asked to leave the meeting. She reminded everyone that anyone could put in a complaint under the Code of Conduct.

Cllr Parker declared an interest in item 6 on the Agenda re the Application for Funding from Box Parish Community Assist as she is the lead for that Committee.

- 5. Minutes:** The Minutes of the Council Meeting held on 24th June 2021 were submitted and signed as being a true record.

- 6. Matters Arising:**

- a. **Climate Strategy Engagement:** A copy of the report from the Working Party had been circulated. A draft policy will be drawn up and brought back to the next Full Council meeting. Any applications for funding from Thrive would have to be submitted by September.

- 7. Policy & Finance**; The Minutes of the meeting held on 12th July 2021 were submitted and agreed.
- a. **Tenancy for The Lodge**; It was **resolved** that the tenancy be extended for a further fixed term of 12 months.
 - b. **Parliamentary Constituency Boundary Review**; It was **resolved** that no representations be made on this.
 - c. **Constitution of Policy & Finance Committee re non-chair member**; It was agreed that this, together with the Terms of Reference for the Committees should be discussed at an extra meeting of the Council. Cllr Davies stated that he disagreed with the Policy & Finance making any decisions. It should make recommendations to go to the Full Council for all Councillors to agree. He felt that there were several highway issues which should have gone to Full Council and not been decided by the Policy & Finance Committee.

Cllr Case stated that she felt that there is too much time spent on how the Council conducts its business and not addressing the issues affecting the community.

Councillors were reminded of the Training for New Councillors to be held on 17th August at 7.30 pm at the Parish Council Offices.

- d. **Review of Council website**; Cllr Campbell reported that he had been looking at the websites of a number of other Parish Councils which had some good points and some bad. It was agreed that the documents should be converted to HTML for more accessibility. In future all documents circulated should be in PDF and not word. The Chairman asked if there had been any feedback from Facebook and Cllr T. Walton stated that the Chair of the Selwyn Hall Management Committee had raised the issue of local facilities. All Councillors and members of staff were asked to feedback their opinions to the working group.

- 8. Cemetery Management Committee**: The Minutes of the Meeting held on 5th July 2021 were submitted and agreed.

- a. **Parking by the Lodge**; It was **resolved** that the excavation to the parking spaces be carried out, the concrete edging put down and aggregate foundation and macadam surface laid for a cost of £3000. The resin surface would be put on at a later date.
- b. **Graves spaces and future use**: It was **resolved** that because of the exceptionally high number of reserved graves, further applications for reserving a grave be put on hold for two years.

- 9. Planning & Conservation Committee**: The Minutes of the Meetings held on 24th June and 12th July 2021 were submitted and agreed.

- a. **The Fountain**: Following clarification of the wording of the quotation it was **resolved** that the cleaning, re-polishing and re-enameling of the lettering be carried out at a cost of £480 + vat

- 10. Playing Fields and Pavilion Management Committee**: The Minutes of the Meeting held on 26th July 2021 was submitted and agreed.

- a. **Gate into allotment**: It was **resolved** that the Council make a donation of £100 to The Shed to include the cost of the materials.
- b. **Quotations for the work to the large Lime tree**: Following discussion it was **resolved** that the quotation from Daniel Part in the sum of £1160 + vat be accepted.
- c. **Tree Survey**: It was **resolved** that three quotations for a Tree Survey be obtained. Cllr Walton reported a conversation she had had with Tree Works. The quotations could include surveys for the sites of the other trees ie the Cemetery, the Common and Lacy Wood.
- d. **Bowls Club Charges**; it was confirmed that the meeting in the first instance would be to gather information. The Parish Council has a duty to maintain any services that it provides but the Parish Council must also be able to explain clearly and transparently re the costs involved.

- 11. Urgent Correspondence**:

- a. **Application for Funding**: An application for funding received from the Box Parish Community Assist to cover the cost of Public Liability insurance. It was **recommended** that a grant of £130

be made. It was explained that the group were looking at ways in which the grant it had received of £2500 could be passed on and it had been suggested that this could go to the Corsham Church Benevolent Fund; Local food banks; Company at Christmas and Link volunteer expenses.

- b. **New Finger Post sign for Middlehill**; The Shed had completed the new sign post at the agreed cost of £300
- c. **Rudloe News**: Copy had been circulated to all Councillors

12. To receive any additional accounts for payment

<u>BACS</u>			
SSE	-	Cemetery Chapel	172.41
SSE	-	Pavilion – Electricity	203.70
Mirage Signs	-	Dog signs	120.00
Consortium	-	copier paper, hand towels (Pav)	71.33
 <u>Direct Debit</u>			
Plusnet	-	Telephone Pavilion	33.55
Plusnet	-	Office	39.32
 <u>Debit card</u>			
Amazon UK	-	Visitors Book for Chapel	7.99

It was debated whether the Parish Council should continue using Zoom and if so how the account should be paid. This will be discussed at the additional Council meeting in September.

13. Statement of Balances

<u>Lloyds</u>	
Current Account	£ 15951.21
High Interest account	<u>34093.11</u>
	£ 50044.32
Less payments to go out	<u>3940.38</u>
Working balance	£ 46103.94
Held on deposit in Lloyds	£ 37500.00
Balance in Lloyd	£ 83603.94
Held in BIBS	£ 81860.51
Held in Nationwide	£ 46279.56
	<u>128140.07</u>

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

Cllr H. Parker reported on the recent Corsham Area Board meeting which had included the Consultation on Melksham bypass and Climate News with the Great Big Green Week taking place 18-26 September. The Area Board was considering setting up a Climate Sub Group to engage with Town and Parish Councils. There was an update on the Health & Wellbeing Group and Transcoco. Cllr Mathew reported on a recent meeting of the Northern Area Flood group. Cllr Walters appreciated the Parish Council's support re the efforts to improve road safety on the B3109 and Leafy Lane. There had been three applications for funding and a grant of £2500 had been made for resurfacing of the Public Right of Way 18, which is part of the McMillan Way. The Parish Council will be asked to contribute £625 towards this.

Cllr Davies reported on the liaison meeting on 13th July held at the Dandelion Café at Rudloe. Six people had attended together with Cllr Walters and the main concerns were the road safety. Details of further meetings to be published.

Cllr Davies reported on a meeting with members of Corsham Town Council re the planning application for the Rudloe No 2 site and questions to be raised with the developers. The provision of a shop will be added to these questions.

Cllr Ingledew reported that, as the Parish Council's representative, he had been added as a Trustee on the Selwyn Hall Management Committee.

Cllr Brian Mathew reported that the resurfacing of part of the A4 will be carried out with the area up to the traffic lights included in the 2023-24 programme and the A4 High Street from the traffic lights to Brunel Mews to be in the 2025-26 programme. He was also pursuing other areas to be resurfaced and he was asked to take up Church Lane; Barn Piece and part of the A365 from Henley Lane to the traffic lights.

15. Items of report and future agenda items:

- Reminder for the sign re parking at Chapel Plaister to be reinstated
- Discussion of where to hold Council meetings in the future
- Provision of more allotments – to be discussed at the next Full Council meeting
- Discussion of General Power of Competency by Full Council
- Newsletter – whether this should now be restarted
- The cleaning of the bus shelters
- Review of the Broadband provision for the Parish Council offices
- SID data – discussion on how to use the data; settings etc.
- A short Personnel meeting will be held on 9th August at 6 pm
- The Full Council meeting on 26th August to be held at the Pavilion. This will be reviewed at each meeting.
- It was stated that if the council uses Zoom all people joining must be able to see and hear all of the Councillors.

Meeting closed at 9.35 pm

Chairman