

BOX PARISH COUNCIL

Steve Vickery
Clerk to the Council

Office open to public

Monday to Friday
9.30 – 2pm
or by appointment

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Dear Councillor,

24th October 2025

You are summoned to attend a meeting of the **Ful Council** to be held at **the Pavilion, Box** on **Thursday 30th October 2025** commencing at **7.30 pm**.

Please give apologies to the Committee Chairman or Clerk prior to the Meeting

Members of the public are welcome to attend the meeting.

Steve Vickery

Steve Vickery, Clerk

AGENDA

1. **Apologies.** To receive any apologies (and acceptance) for absence.
2. **Public Question Time.**
3. **Declarations** of interest relating to items on the Agenda.
4. **Chair's Announcements.**
 - a. Remembrance Day, Sunday 9th November.
 - b. Councillor resignation.
5. **Previous Minutes.** To receive the Minutes of the Council Meeting held on 25th September 2025, update on issues and to consider any matters arising from the Minutes.
6. **Committee minutes** and reports from chairs:
 - a. **Personnel Committee** To receive the Minutes of the Meeting held on 29th September 2025.
 - i. Recommendation. Having successfully completed Probation, to accept the elevation of the OSW from scale point 4 to 5 and in his role as Cleasing Op to elevate from scale 2 to 3.
 - ii. Recommendation. Having successfully completed Probation, to accept the elevation of the Clerk from scale point 27 to 29 (Clerk to leave the room).
 - iii. Recommendation. To endorse the new Training Policy and the revised Appraisal Policy.
 - iv. Recommendation. To accept the proposal to spend a maximum of £1,250+VAT, within budget, on battery operated power equipment for the Grounds team and cleaner.
 - b. **Planning Committee.** To receive the Minutes of the Meeting held on 25th September and 13th October 2025.
 - c. **Buildings Management Committee.** To receive the Minutes of the Meeting held on 13th October 2025.

- i. **Recommendation.** That the preferred site for the potential extension of the Pavilion to house an office is Option 2 for Site A (cricket field side); with the next step being a working group (to include Pavilion user groups) to refine this Option. There are no further budget issues with the recommendation.

7. Items for discussion:

- a. **Budget setting.** To note the initial feedback from the budget planning, 30th October.
- b. **Meeting of the Trustees of the Deed of Gift for the Recreation Ground and Pavilion.** To note the inaugural annual meeting of trustees (current councillors) on 27th November 2025.
- c. **Veteran Tree at Alcombe.** To accept the liability and to add the tree to the Parish asset register (from Wiltshire Highways); the insurers have confirmed that it is covered as part of the Parish wide 'public liability' cover. Tree Parts have quoted £1,240 in Year 1 and £1,500 per year (excl VAT) thereafter to manage the asset. In addition, Tree Parts will include some complimentary work re inspections of the tree.
- d. **Christmas staff and councillor event.** To discuss the time and format of the annual Christmas event.
- e. **Schedule of policies.** To note the new schedule of numbered policies, including the new IT policy.
- f. **Wild Waters Festival 2026.** Cllr Parker will update on the latest plan.
- g. **Welcome to the Parish letter.** Cllr Parker will update on the proposed note to all new arrivals.

8. Correspondence. To receive any urgent correspondence.

- a. **Middlehill Car Park.** Since the Facebook post, multiple emails (6 in total) requesting that the Council make some form of representation to the owners. The car park has now been blocked with tree stumps. *To be considered at Open Spaces Committee.*
- b. **Open Spaces Society.** A proposal has been received to become members of the Open Spaces Society - £45 pa. *To be considered at Open Spaces Committee.*
- c. **Box School Fun Run (with paint dye).** A request to use the Rec on Sun 16th Nov has been received from Box School. *To be considered at Open Spaces Committee.*

9. Finance Accounts.

- a. To receive any accounts for payment, to note the August, September and October income and expenditure and to note the statement of balances.
- b. End of Audit period – AGAR 24/25.

10. Representative Reports. Chair's Diary, Representatives' reports and report from County Councillors

11. Future Agenda and General reports. Items of report and future Agenda items

12. Dates of forthcoming meetings:

Finance and Governance	3 rd November
Open Spaces	10 th November
Highways	17 th November
Full Council	27 th November

13. Date of next meeting – as above, 7.30pm on Thursday 27th November 2025.