



## BOX PARISH COUNCIL

### **MINUTES OF A MEETING OF THE FINANCE AND GOVERNANCE COMMITTEE** **HELD ON 11<sup>th</sup> AUGUST 2025**

- 1. Present:** Councillors T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew; S. Roche; M. Tye; B. Walton.  
Cllr P. Chamberlain (Wiltshire Council)  
  
Mrs Carey (Clerk); S Vickery (Clerk)
- 2. Apologies:** Nil
- 3. Absence:** Nil
- 4. Public Question Time:** There was one member of the public in attendance for Item 11f.
- 5. Declarations of Interest:** Nil
- 6. Minutes:** The Minutes of the Meeting held on 9<sup>th</sup> June 2025 were taken as read and signed as a true record.
- 7. Matters Arising/Actions**
- a. **Parish Council Carbon Audit:** There is no more expected or contracted work from Bloom on the Carbon Audit. The Chair was requested to attempt to seek the retrieval of Parish data and any recovery of funds as Bloom had not produced any form of report.  
**Action: Chair to contact Bloom.**
  - b. **Resilience Plan:** Despite numerous requests, the Wiltshire Council Resilience lead had yet to make contact with the Chair. Therefore the Chair requested the contact details of the County officer's line manager.  
**Action: Clerk to source the name of the line manager of Renate Malton.**
  - c. **Wall Repair at Selwyn Hall / Valens Terrace.** The quote to undertake the essential short term remedy to the Selwyn Wall was particularly high (circa £14k) however councillors agreed that they had little choice but to get the repair work done in the next 12 months. Given the cost, there was a request for further tenders and a need to quote for the medium and long term repair work. To be discussed further at the budget setting meeting. It was also agreed to get the services checked  
**Action: Clerk to seek further tenders.**
  - d. **Defibrillators – letter re support for ageing defibrillators.** The Council has now adopted both Parish defibrillators and would absorb the associated funds; in addition the requirement for new pads and eventual successor machines would be entered in to the Forward Plan. The £950 currently held by the volunteer group could be transferred and held in the Parish Council's accounts. The volunteer who checks the defibrillator would be invited to continue but to let the Council know if they no longer wished to do this. To discuss further at the budget setting meeting.

**8. Policy Matters:**

- a. **Review of Policies:** It was agreed to draft a remuneration paragraph for the Allowances Policy to reflect new protocols on councillor allowances.

**Action: Clerk to draft the revised Policy.**

## **9. Financial Matters**

- a. **To consider any accounts for payment**

### **ACCOUNTS PAID – AUGUST 2025**

#### **Cheques**

#### **BACS**

Salaries			10285.24
HM Revenue & Customs	-	PAYE	3667.40
Avon Sportsground Main Co	-	BG contract	696.20
		Materials	200.40
			896.60
J.H. Jones & Son	-	Cemetery Contract (inc VAT)	887.33
Castle Water	-	Car Park	2.95
Ultra-Warm Ltd	-	Repairs to Pavilion boiler	396.00
Tree Parts Ltd	-	Report on Sycamore; removing branch	486.00
Cleansing Services Group (CSG)	-	Emptying septic tank in Cemetery	236.00
Mirage Signs	-	Additional adhesive signs	30.00
Water2business	-	Rec Grd and Pav	30.83

#### **Direct debit**

NEST	-	Pension contribution	
Initial Washrooms	-	Feminine Hygiene	
Hills Waste	-	Refuse collection	196.57
bOnline	-	Office and Pavilion	97.06
Novuna	-	Mowers Leasehire	396.00
Wiltshire Council	-	NDR Car Park	91.00
Wiltshire Council	-	NDR PFs & pavilion	247.00
Octopus Energy	-	Tractor shed electric	30.25
		Chapel	
		Offices Gas	
		Electric £	
Octopus Energy	-	Pavilion Electric £	
		Gas	
Lloyds Bank	-	Charges	5.62

#### **Standing Order**

Giffgaff	-	Tablet monthly plan	8.00
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#### **Debit card**

Defib Warehouse	-	Defibrillator pads	140.40
Advanced Paints	-	Paint for seat	88.80

- b. **Bank Reconciliations – appointment of Councillor to carry out review for June & July.** It was agreed that Cllr Tye would undertake the Bank Reconciliation for June and July 2025.
- c. **Clerk's report for the period 1<sup>st</sup> June to 31<sup>st</sup> July 2025:**  
The report had been circulated and was discussed. There was a suggestion to sum the various totals for each Committee on the Cost Centre report with notes (commentary) for large variances.
- d. **Monitoring reports:** These had been circulated to the Committee
- d. **Insurance Premium.** It was agreed to ask the Insurance company to realign annual premium payments with the Financial Year.

**Action: Clerk to seek to realign premium payment**

- e. **Stolen bench from Box Hill Common**: The Insurance Company had agreed the claim subject to further quotes for the replacement and fitting of a new bench. The excess on the claim would be £250

**10. Legal matters:**

- a. **Repair Licence at Rudloe**: The Repair Licences for the goalmouths, noticeboard and playground at Rudloe are now co-terminus with the main RCC licence. Licences will be issued once the Open Spaces Committee determine the Green grass cutting.
- b. **Westwood Alcohol Licence**. The alcohol licence for the new convenience store at Westwood Road, Rudloe.

It was **recommended** that there was no objections to the application with the proviso that councillors wanted to see the end time of 11pm reduced to either 10pm or 1030pm; this proviso would be submitted to Wiltshire Council.

**11. Items for Discussion:**

- a. **Safeguarding training session**. All councillors have now completed the online safeguarding training, with the exception of four councillors. Cllr Ingledew agreed to run a combined session and would organise with the other three remaining councillors.

**Action: Cllr Ingledew to run a combined session.**

- b. **Public Liability Cover for Advertising**: Clarification was still required on whether the erection of signs and bunting on the Parish highways required the advertiser to secure public liability insurance. If the cover is required, the Council would be reluctant to subsidy the cost; costs would fall to the advertiser.

**Action: Clerk to re-check the advertising procedure.**

- c. **IT Publisher**. After discussion it was agreed that there was no further requirement to purchase IT Publisher.
- d. **Working Groups of the PC and their TORs**. The current list of working groups and there TORs would be reviewed to confirm gaps and where revisions were required. The Chair would then feedback on the next steps.

**Action: Chair to review current working groups and TORs.**

- e. **Location of Parish Assets**. The Clerk demonstrated the capability of Parish Online mapping to record the locations of Parish assets. It was suggested that a code could be introduced with various labels for each asset, whereby the public could report issues (ie a damaged bus shelter).

**Action: Clerk to consider an asset label system.**

- f. **Grants Timeline**: (Item brought forward on Agenda). The two current applications (Heritage Trails and Corsham Windband) were to be held over for consideration at the Full Council on 28<sup>th</sup> September; in addition adverts would continue until 22<sup>nd</sup> September for new applications.

- g. **Parish Tree Survey**. It was agreed to keep the Parish Tree Survey as an ongoing item, once more discussion had occurred on the recent history of surveys and the future requirement; eventually there would be the requirement for a tender.

- h. **Bus Hopper Link**. There was a discussion on the possible requirement to introduce a 'hopper bus' to link various hamlets to the A4 in order to facilitate better access to public transport and to support Climate Change initiatives. Cllr

Chamberlain expressed his wish to approach the County Council. It was agreed to keep circulating the idea at various forums (Chairs, Clerks and Area Board).

- i. **TRO for Hazelbury Hill.** The implications of the TRO for Hazelbury Hill were briefly discussed. It was agreed to not hold a public forum but to reply with the previous 'objection' letter.

**12. Correspondence:**

- a. **Hunter French Letter re the Lodge**: The role of Hunter French as letting agents was discussed. It was agreed that the best step is for a Parish contractor to visit the Lodge to establish the nature of the window problem. This would be reported to the Cemetery Committee in due course. The alignment of the letting agreement would also be synchronised with the Financial Year. **Action: Clerk to contact HF**
- b. **Middlehill Common**: The Committee considered that the car park space at the foot of the Middlehill Lane proved a useful amenity to the community; it had been used for parking for a number of decades. However, the Committee knew of no ownership or common land claim. Afternote: it was established that the area in question is land designated as CROW. The Clerk would reply to the solicitor's letter to this effect. **Action: Clerk**
- c. **CPRE Centenary**: The Chair drew attention to the CPRE Centenary in 2026 and the opportunity for Parish Councils to bid for funding towards useful projects. He would present this at the Full Council.

**13. Forward Plans/Risk Assessments/Asset Register:** Documents are still in development.

**14. Items of Report and future Agenda items:** There were no items raised.

**15. Date of next meeting:** Monday 13<sup>th</sup> October 2025.

*Meeting closed at 9.18pm*

**Chair**