



Box Parish Council

1st September 2026

Minutes of the Box Parish Full Council meeting held at 7.30pm on Thursday 27th August 2026 at The Pavilion, Box, SN13 8NT

Present:

Cllr T Walton (Chair)	Cllr N Ingledew
Cllr M Tye (Vice Chair)	Cllr I Johnston
Cllr N Botterill	Cllr S Roche
Cllr R Davies	Cllr P Suchley
Cllr R Haslett	Cllr B Walton
Clerk – S Vickery	

1. **Apologies.** There were apologies from Cllrs R Duncan, R Leach and D Celerier. In addition, the 2 Unitary Cllrs also sent apologies. The Council was quorate.
2. **Public Question Time.** There were no members of the Public present.
3. **Declarations** of interest relating to items on the Agenda. Nil.
4. **Chair's Announcements.**
 - a. Reminder – 28th Sep 7.15pm Selwyn Hall National Emergency Briefing Film.
 - b. Reminder – 6th October. The annual WALC Conference.
5. **Previous Minutes.** The Minutes of the Council Meeting held on 30th July 2026 were received and signed as a true record.
6. **Committee minutes** and reports from chairs:
 - a. **Highways.** The Minutes of the Meeting on 17th August 2026 were received.
 - b. **Open Spaces Committee.** There have been no recent meetings but there was a delayed recommendation from 10th July and one item that the Chair wished to present:
 - i. **Resolved:** Option A was approved by 5 votes to 4 for new football goal posts at the Recreation ground. The cost, within budget, with a Football Foundation grant was £2,831 (excl VAT).

- ii. **Resolved:** Not to pursue the re-opening of the Middlehill car park. To report the pathway obstructions to Wiltshire Highways.
- c. **Additional Buildings Management Committee.** The Minutes of the Additional Meeting held on 17th August 2026 were received:
 - i. **Resolved.** The lines of activity for the Parish Office and Pavilion were briefed by the Chair of Buildings Management and agreed.
- d. **Planning Committee.** The Minutes of the Meetings on 30th July and 17th August 2026 were received.

7. **Finance Accounts.**

- a. **Resolved:** The accounts for payment, statement of balances and summary of Income and Expenditure – August 2026.
- b. **Resolved:** The *finalised* accounts for July 2026.

8. **Policies.** One policy was reviewed:

- a. **Resolved:** The Complaints Policy.

9. **Items of Discussion.**

- a. Website update. The continued progress was noted.
- b. Parish Office and Pavilion updates were noted above at Item 6c.
- c. Middle Common fly-tipping. The Clerk has issued a 7-day deadline to residents at Albion Terrace. A waste disposal firm would be engaged if fly-tip rubbish remained.

10. **Items of Correspondence.** To receive any urgent correspondence.

- a. Henley Lane passing place. The Clerk had received 2 letters on concerns at Henley Lane. Cllr P Chamberlain is aware and engaged.

11. **Representative Reports.** Chair's Diary, Representatives' reports (Area Board, Transport seminar and LHFIG) and report from County Councillors. (Written update by Cllr P Chamberlain):

- a. Causeway railings (painting and structure) will be pursued by Cllr P Chamberlain.
- b. The Chair had a meeting with the Voices of the Bybrook (VotB). Several Councils, including Bristol City Council, have adopted a Charter for the Bristol Avon (river), which recognises the river as an entity, with appropriate rights. The VotB are considering whether to seek a separate charter for

the Bybrook or to work to ensure that interpretation of the Bristol Avon Charter includes its tributaries (the Bybrook being a significant one). Wiltshire Council are considering a similar adoption.

12. Future Agenda Items and General Reports. Items of report and future Agenda items.

- a. Update of the Climate Policy post Emergency Film. To advertise at event on 28th September for volunteers to assist with the next draft of the Climate Policy.

13. Confidential HR Issue. In accordance with the Public Bodies (Admissions to Meetings) Act 1960, this item was not open to the public or press.

- a. **Resolved:** the Council approved the HR recommendation from the Clerk.

14. Dates of forthcoming meetings:

Finance & Governance	1 st September
2 nd Highways Working Group	3 rd September
3 rd Buildings Working Group	17 th September
Comms (website) Working Group	September tbc
LHFIG	23 rd September
Planning & Full Council	24 th September

Please note: Clerk's leave, 7-18th September

15. Date of next meeting – as above, 7.30pm on Thursday 24th September 2026.

Signed and dated by the Chair.....

August 26 – Financial Accounts

Accounts for Payment:

Details	Method	Totals		
Salaries	BACS	£5,755.24		
HMRC Payments April	BACS	£3,266.47		
J H Jones Cemetery Contract	BACS	£887.33		
Water2Business - Office	BACS	£107.58		
NEST	DD	£573.66		
Feminen Hygiene Initial	DD	£44.04		
Octopus Energy - Tractor shed	DD	£55.66		
Octopus Energy - Chapel	DD	£21.10		
Octopus Energy - Pavilion electri	DD	£0.00		
Pavilion Gas	DD	£27.74		
Octopus Energy - Office electric	DD	£36.04		
Office Gas	DD	£23.95		
bOnline internet	DD	£107.00		
Novuna (Mower)	DD	£396.00		
Giff Gaff - Grounds Tablet	DD	£10.00		
Hills Waste	DD	£345.87		
Lloyds Charges	DD	£4.75		
Amazon monthly subs	Debit	£8.99		
Non-domestic rates - Market Ca	DD	£92.20		
Non-domestic rates - Pavilion	DD	£262.55		
Tree Parts - water fruit trees	BACS	£594.00		
CPLM - Survey Pavilion	BACS	£648.00		
Amazon - Cleaning +PPE	Debit	£182.72		
Castle water - Office	BACS	£111.19		
BoxP - Recycle bin	BACS	£790.95	Checked, verified & Certified, SJ Vickery	
Amazon - Notice boards x2	Debit	£499.98		
CPT - Quarrymans	Debit	£25.20		
Argos Laptops x 3	Debit	£927.00		
	Sum	£15,805.21		

Summary of Income and Expenditure August 26

F&G						Open Spaces	
		Summary for month					
Row Labels	Sum of F&G			Row Labels	Sum of Open Spaces		
Amazon monthly subs	£7.49	Expenditure		Headstones	£475.00		
Argos Laptops x 3	£927.00	F&G		Horse Field rental	£33.00		
bOnline internet	£44.80	Open Spaces		Grand Total	£508.00		
Lloyds Charges	£4.75	Buildings					
Grand Total	£984.04	Planning					
		Highways					
Open Spaces		Personnel					
		Sum					
		£15,375.23					
Row Labels	Sum of Open Spaces			Row Labels	Sum of Buildings		
Amazon - Notice boards :	£499.98	Income		Bridge Club	£90.00		
BoxP - Recycle bin	£790.95	F&G		HF Lettings - Lodge	£790.50		
CPT - Quarrymans	£25.20	Open Spaces		Pavilion hire	£32.24		
Giff Gaff - Grounds Table	£10.00	Buildings		Grand Total	£912.74		
Hills Waste	£287.00	Planning					
J H Jones Cemetery Conti	£739.44	Highways					
Novuna (Mower)	£330.00	Personnel					
Tree Parts - water fruit tr	£495.00	Sum					
Grand Total	£3,177.57	£1,420.74					
Buildings							
Row Labels	Sum of Buildings						
Amazon - Cleaning +PPE	£162.72						
bOnline internet	£36.08						
Castle water - Office	£111.19						
CPLM - Survey Pavilion	£648.00						
Feminen Hygiene Initial	£36.70						
Non-domestic rates - Pav	£247.00						
Octopus Energy - Chapel	£20.10						
Octopus Energy - Office €	£34.32						
Octopus Energy - Tractor	£53.01						
Office Gas	£22.81						
Pavilion Gas	£27.74						
Water2Business - Office	£107.58						
Grand Total	£1,507.25						
Highways							
Row Labels	Sum of Highways						
Non-domestic rates - Ma	£91.00						
Grand Total	£91.00						
Personnel							
Sum of Pers							
Amazon - Cleaning +PPE	£20.00						
HMRC Payments April	£3,266.47						
NEST	£573.66						
Salaries	£5,755.24						
Grand Total	£9,615.37						

Balance Sheet as at 25 Aug 2026

31st March 2026

31st March 2027

31st March 2026		31st March 2027	
Current Assets			
6,067	VAT Control	2,590	
7,998	Current Bank Account	9,651	
11,235	High Interest Account	39,932	
13	Working Account	13	
174	Petty Cash Account	162	
25,000	Fixed Term Deposits	25,000	
64,868	Nationwide Building Society	64,868	
87,538	BBS	87,538	
202,892		229,752	
202,892	Total Assets	229,752	
Current Liabilities			
8,658	Accruals	0	
2,018	Receipts in Advance	0	
10,676		0	
192,216	Total Assets Less Current Liabilities	229,752	
Represented By			
42,873	General Reserves	85,202	
7,000	EMR - Personnel	7,000	
57,019	EMR - Open Spaces	57,019	
54,247	EMR - Buildings	54,247	
6,841	EMR - Planning	3,619	
16,000	EMR - Finance & Gov	16,000	
8,236	EMR - Highways	6,665	
192,216		229,752	

The above statement represents fairly the financial position of the authority as at 25 Aug 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Summary Income & Expenditure by Budget Heading 24/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Open Spaces General						
	Income	24,842	38,639	13,797			64.3%
	Expenditure	14,139	85,934	71,795		71,795	16.5%
	Movement to/(from) Gen Reserve	<u>10,703</u>					
111	Allotments						
	Income	0	420	420			0.0%
	Expenditure	0	500	500		500	0.0%
	Movement to/(from) Gen Reserve	<u>0</u>					
201	Cemetery						
	Income	5,450	8,400	2,950			64.9%
	Expenditure	4,820	43,494	38,674		38,674	11.1%
	Movement to/(from) Gen Reserve	<u>630</u>					
301	Highways						
	Income	12,111	24,221	12,111			50.0%
	Expenditure	3,011	25,000	21,989		21,989	12.0%
	Net Income over Expenditure	<u>9,099</u>	<u>(779)</u>	<u>(9,878)</u>			
	plus Transfer from Reserve	1,571	0	(1,571)			
	Movement to/(from) Gen Reserve	<u>10,671</u>	<u>(779)</u>	<u>(11,450)</u>			
401	Buildings General						
	Income	15,391	27,983	12,592			55.0%
	Expenditure	(4,463)	19,491	23,954		23,954	(22.9%)
	Net Income over Expenditure	<u>19,854</u>	<u>8,492</u>	<u>(11,362)</u>			
	plus Transfer from Reserve	0	0	0			
	less Transfer to Reserves	0	0	0			
	Movement to/(from) Gen Reserve	<u>19,854</u>	<u>8,492</u>	<u>(11,362)</u>			
411	Chapel						
	Expenditure	1,493	12,450	10,957		10,957	12.0%
421	Lodge						
	Income	3,839	9,360	5,522			41.0%
	Expenditure	745	7,500	6,755		6,755	9.9%
	Movement to/(from) Gen Reserve	<u>3,094</u>					
431	Pavilion						
	Income	5,294	11,132	5,838			47.6%
	Expenditure	3,034	39,488	36,454		36,454	7.7%
	Movement to/(from) Gen Reserve	<u>2,260</u>					
441	Parish Office						
	Expenditure	2,459	9,525	7,066		7,066	25.8%
451	Tractor Shed / Workshop						
	Expenditure	335	1,300	965		965	25.7%
501	Planning						
	Income	3,785	7,570	3,785			50.0%
	Expenditure	3,222	14,841	11,619		11,619	21.7%
	Net Income over Expenditure	<u>563</u>	<u>(7,271)</u>	<u>(7,834)</u>			
	plus Transfer from Reserve	3,222	0	(3,222)			
	less Transfer to Reserves	0	0	0			
	Movement to/(from) Gen Reserve	<u>3,785</u>	<u>(7,271)</u>	<u>(11,056)</u>			
601	Playing Fields - do not use						
	Expenditure	(1,500)	0	1,500		1,500	0.0%
	less Transfer to Reserves	0	0	0			
	Movement to/(from) Gen Reserve	<u>1,500</u>	<u>0</u>	<u>(1,500)</u>			

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Summary Income & Expenditure by Budget Heading 24/08/2026

Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
701	Finance & Governance						
	Income	19,885	40,331	20,446			49.3%
	Expenditure	24,127	51,790	27,663		27,663	46.6%
	Net Income over Expenditure	<u>(4,243)</u>	<u>(11,459)</u>	<u>(7,216)</u>			
	less Transfer to Reserves	0	0	0			
	Movement to/(from) Gen Reserve	<u>(4,243)</u>	<u>(11,459)</u>	<u>(7,216)</u>			
702	Personnel						
	Income	62,324	124,114	61,790			50.2%
	Expenditure	63,960	136,000	72,040		72,040	47.0%
	Net Income over Expenditure	<u>(1,636)</u>	<u>(11,886)</u>	<u>(10,250)</u>			
	plus Transfer from Reserve	0	0	0			
	Movement to/(from) Gen Reserve	<u>(1,636)</u>	<u>(11,886)</u>	<u>(10,250)</u>			
Grand Totals:- Income		152,920	292,170	139,250			52.3%
Expenditure		115,384	447,313	331,929	0	331,929	25.8%
Net Income over Expenditure		<u>37,536</u>	<u>(155,143)</u>	<u>(192,679)</u>			
plus Transfer from Reserve		4,793	0	(4,793)			
less Transfer to Reserves		0	0	0			
Movement to/(from) Gen Reserve		<u>42,329</u>	<u>(155,143)</u>	<u>(197,472)</u>			

Finalised Accounts (payments) for July 2026

Date: 25/08/2026

Box Parish Council

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Time: 12:02

Cashbook 1

User: SV

Current Bank Account

Payments made between 01/07/2026 and 31/07/2026

Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total	£ Creditors	£ VAT	A/c	£ Amount Transaction
01/07/2026	Amazon UK	DEBIT	8.99		1.50	4730 701	7.49 Monthly subs
06/07/2026	Lloyds	TFR	4.25			4201 701	4.25 Interest monthly
09/07/2026	Octopus Energy Ltd	DD	14.63		0.70	4220 411	13.93 Cemetery Elect
09/07/2026	Octopus Energy Ltd	DD	57.16		2.72	4220 451	54.44 Workshop Elect
09/07/2026	Octopus Energy Ltd	DD	70.57		3.36	4220 441	36.80 Office Elect
						4221 441	30.41 Office Gas
09/07/2026	AV Partmaster	DEBIT	342.00		57.00	4704 701	285.00 Projector Pavilion
09/07/2026	Amazon UK	DEBIT	72.97		12.16	4704 701	60.81 Office equipment
15/07/2026	Castle Water Ltd	BACS	9.07			4210 441	9.07 Water payment office
15/07/2026	L P Property	BACS	59.50			4635 101	59.50 Repair metal play area
15/07/2026	J H Jones	BACS	887.33		147.89	4231 201	739.44 Cemetery contract
15/07/2026	Wilts Council	BACS	1,218.37			4200 441	1,218.37 NDR - Office
15/07/2026	Wilts Council	BACS	1,259.40			4200 411	1,259.40 NDR - Cemetery
15/07/2026	Power Progression	BACS	219.00		36.50	4250 101	182.50 Brush tool
15/07/2026	Selwyn Hall Man Com	BACS	41.47			4220 431	41.47 Lamp bill
15/07/2026	HMRC	BACS	3,217.65			4055 702	3,217.65 NI and Tax June
15/07/2026	Nature Wildlife	DEBIT	48.99		8.16	4265 101	40.83 Seed for Lower
15/07/2026	Nisbets	DEBIT	92.56		15.43	4415 431	77.13 Cleaning equipment
15/07/2026	Nisbets	DEBIT	-92.56		-15.43	4415 431	-77.13 Correction to payment
15/07/2026	Nisbets	DEBIT	56.19		9.36	4415 431	46.83 Cleaning eqpt
16/07/2026	Octopus Energy Ltd	DD	37.84		1.80	4220 431	18.02 Pavilion Electr
						4221 431	18.02 Pavilion Gas
16/07/2026	Amazon UK	DEBIT	92.56		15.43	4415 431	77.13 Cleaning eqpt
17/07/2026	NEST Pensions	DD	573.66			4052 702	573.66 Pensions June
17/07/2026	GiffGaff	DD	10.00		1.67	4057 101	8.33 Tablet costs
20/07/2026	Novuna Business Finance	DD	396.00		66.00	4607 101	330.00 Lawn mower lease
21/07/2026	bOnline Ltd	DD	107.80		17.97	4215 431	45.00 Internet
						4215 441	44.83 Internet
24/07/2026	J Arney	BACS	1,961.40			4050 702	1,961.40 July Salary
24/07/2026	D Fletcher	BACS	1,803.64			4050 702	1,803.64 July Salary
24/07/2026	S Vickery	BACS	1,699.20			4050 702	1,699.20 July salary
24/07/2026	GiffGaff	DD	10.00		1.67	4057 101	8.33 Tablet for Grounds
24/07/2026	C Cox	DD	291.00			4050 702	291.00 Salary July
24/07/2026	ICO	DD	47.00			4730 701	47.00 Annual subscriptions
27/07/2026	Initial Washrooms	DD	44.04		7.34	4425 431	36.70 Feminine Hygiene
28/07/2026	Wiltshire Council	DD	96.00			4200 301	96.00 NDR Car Park
28/07/2026	Wiltshire Council	DD	259.00			4200 431	259.00 Pavilion NDR
28/07/2026	Amazon UK	DEBIT	59.85		9.98	4415 431	49.87 Cleaning eqpt
Subtotal Carried Forward:			15,076.53	0.00	401.21		14,675.32

Clerk to the Council
Steve Vickery
01225 742356
clerk@boxparishcouncil.gov.uk

www.boxparishcouncil.gov.uk

Signed

Council Office
The Parade
Box, Wiltshire
SN13 8NX

Date: 25/08/2026

Box Parish Council

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Time: 12:02

Cashbook 1

User: SV

Current Bank Account

Payments made between 01/07/2026 and 31/07/2026

Nominal Ledger Analysis

Date	Payee Name	Reference__	£ Total __	£ Creditors _____	£ VAT _____	A/c _____	£ Amount	Transaction _____
31/07/2026	Wiltshire Council	BACS	9.00			4050 702	9.00	Cox - council tax
31/07/2026	Tree Parts Ltd	BACS	1,800.00		300.00	4610 101	1,500.00	Lower Sycamore
31/07/2026	L P Property	BACS	745.00			4610 421	745.00	Secret Loo
31/07/2026	Elan City	BACS	2,867.99		478.00	4006 301	1,571.09	SID
						336	-1,571.09	SID
						6000 301	1,571.09	SID
						4006 301	818.90	SID
31/07/2026	Miller Garden Machinery	BACS	134.12		22.35	4250 101	111.77	Fuel and Shears
31/07/2026	Locality	BACS	3,866.15		644.36	4531 501	3,221.79	50% of SEA Report
						333	-3,221.79	50% of SEA Report
						6000 501	3,221.79	50% of SEA Report
31/07/2026	CB Windows	BACS	42.00		7.00	4415 431	35.00	Window clean Pavilion
31/07/2026	Aubergine 262	BACS	1,270.80		211.80	4726 701	1,059.00	Website
31/07/2026	Hills Waste	DD	256.03		42.67	4656 101	213.36	Monthly recycle
Total Payments:			26,067.62	0.00	2,107.39		23,960.23	