



BOX PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING **HELD BY ON 15th MAY 2024**

- 1. Present:** Councillors: T. Walton (Chair); R. Davies; D. Dorey; R. Haslett; N. Ingledew; I. Johnston; H. Parker; S. Roche; M. Tye; B. Walton
Unitary Councillors: P. Chamberlain and P. Wragg

Mrs Carey (Clerk) Mr. S. Vickery (replacement Clerk)

Mr S. Vickery, the newly appointed replacement Clerk was introduced to the Councillors

- 2. Apologies:** Nil

- 3. Absent:** Nil

- 4. Declaration of Acceptance of Office forms:** It was confirmed that all the forms had been completed

- 5. Election of Chair for 2025/26:** One nomination was received and Cllr T. Walton was unanimously elected Chair for 2025/26

The Declaration of Acceptance of Office form was duly completed and signed.

- 6. Election of Vice-Chair for 2025/26**

One nomination had been received and Cllr M. Tye was unanimously elected Vice-Chair for 2025/26

- 7. Formation of Committees and election of Chairs:**

Box Hill & Rudloe Open Spaces:

Councillors: R. Davies; D. Dorey; I. Johnston; S. Roche; M. Tye; B. Walton
Two vacancies

Cllr Dorey was elected Chair

Buildings Management

Councillors: D. Dorey; N. Ingledew; I. Johnston; R. Haslett; S. Roche
Two vacancies

Cllr Ingledew was elected Chair

Cemetery Management:

Councillors: R. Haslett; H. Parker; M. Tye; B. Walton;
Three vacancies

Cllr Tye was elected Chair

Highways:

Councillors: R. Davies; N. Ingledew; I. Johnston; H. Parker; T. Walton
Three vacancies

Cllr Davies was elected Chair

Planning & Conservation

Councillors: R. Davies; D. Dorey; I. Haslett; S. Roche; T. Walton
Three vacancies

Cllr Roche was elected Chair

Playing Fields Management

Councillors: N. Ingledew; H. Parker; M. Tye; B. Walton; T. Walton
Two vacancies

Cllr B. Walton was elected Chair

8. Composition of Finance & Governance Committee:

Councillors: T. Walton (Chair); R. Davies; D. Dorey; N. Ingledew; S. Roche;
M.Tye; B. Walton

9. Composition of Personnel Committee:

Councillors: D. Dorey; N. Ingledew; M. Tye; B. Walton (Chair); T. Walton

10. Standing Orders/Code of Conduct: Councillors were reminded to familiarise themselves with the contents of the Code of Conduct.

The revised Standing Orders had been circulated.

It was **resolved** unanimously to accept the amendments

11. Calendar of Meetings for 2025/26 The calendar was agreed

12. Appointment of representatives to sit on outside bodies and responsibility for Notice Boards:

| | | |
|--|---|-------------------------------|
| Jubilee Youth Centre Management Committee | - | Cllr Tye |
| Selwyn Hall Trustee Committee | - | Cllr Ingledew |
| Area Boards | - | Cllrs T. Walton; H. Parker |
| LHFIG (or nominated replacement if either of these cannot attend) | - | Cllrs Davies; Ingledew |
| MoD Liaison Panel | - | Cllrs Ingledew |
| Parish Council News | - | Chairman/Clerk |
| Rudloe Community Association | - | Cllr Dorey |
| Health & Wellbeing | - | Cllr H. Parker |
| Climate Strategy Engagement | - | Cllr H. Parker |
| WALC Executive Committee | - | Cllr T. Walton |

Health & Safety/Risk Assessment - All the Chairs of the Committees

Committee Chairs and representatives were reminded that they must not voice an opinion at external meetings purporting to be from the Parish Council unless authorised by the Council to do so.

Responsibility for public notice boards:

Henley; Ditteridge - Cllr Parker; Ashley; Kingsdown - Cllr Tye; Box Hill, Rudloe and Wadswick - Cllrs Davies and Roche; Valens Terrace; Post Office – Cllr B. Walton

- 13. Confirmation of use of .gov.uk emails for all Councillors:** Clerk to ask Phil McClounan to help Cllr Davies set up the .gov.uk email

- 14. Co-options to fill the vacancies:** Following the uncontested local election there are currently three vacancies on the Box Ward and two vacancies on the Rudloe Ward which can now be filled by co-option. Formal notices to be displayed on the notice board and website and notices put on facebook etc to encourage applications. The deadline for applying is Monday 16th June.

Ordinary Business

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

Mr D. Elliott asked about the resurfacing of the A4 through Ashley to Shockerwick and asked whether this had been finished. He was advised that the work would be completed on 19th May. Concern was raised about the blocked gullies

- 16. Chair's announcements and declarations of interest:** The Chair thanked everyone for applying for a further term of Office as Councillors. Councillors were reminded to review their register of interests with Wiltshire Council.

He also congratulated Jacky Nicholas for the wonderful VE Day celebrations. The Clerk will send a formal letter of thanks to her.

- 17. Minutes:** The Minutes of the Council Meeting held on 24th April 2025 were agreed and signed as being a true record

- 18. Matters Arising from the Minutes:**

Climate Strategy Working Group: There was no update

- 19. Items for discussion:**

Councillors were reminded that there would be a Parish Council stand at Box Revels and they were asked to complete the rota for helpers. It was also agreed to ask Sonia Blandford for a short written update on the way the grant money had been spent.

- 20. To receive any urgent correspondence:** There was no urgent correspondence

- 21. Finance**

Additional Accounts for payment: The following accounts were agreed for payment

| | | | |
|---------------------------|---|-------------|---------|
| <u>BACS</u> | | | |
| Salaries | - | | 6687.02 |
| HM Revenue & Customs | - | PAYE | 1489.98 |
| Avon Sportsground Main Co | - | BG contract | 696.20 |
| | | Materials | 81.20 |
| | | | 777.40 |

| | | | |
|-----------------------------------|---|-----------------------------------|---------|
| | - | Underpayment from last month | 70.83 |
| J.H. Jones & Son | - | Cemetery Contract (inc VAT) | 887.33 |
| Castle Water | - | Car Park | 2.86 |
| Cotswold Wardens Countryside Fund | - | Grant for Cotswold Wardens | 500.00 |
| LP Property Developments | - | Repairs to bus shelter roof | 796.00 |
| Hall Booking Online | - | Annual subscription | 120.00 |
| Glenys A. Gill | - | Internal Audit | 150.00 |
| Community First | - | Subscription | 40.00 |
| Palm House Book Restoration | - | Book of Remembrance | 800.00 |
| H. Parker | - | Expenses – plants, compost etc | 63.98 |
| SLCC | - | Job vacancy advertisement | 228.00 |
| J. Nicholas ; A. Payne etc | - | Reimbursement expenses for VE day | 1173.23 |

Direct debit

| | | | |
|-------------------|---|----------------------------------|--------|
| NEST | - | Pension contribution | 236.67 |
| Initial Washrooms | - | Feminine Hygiene | 40.03 |
| Hills Waste | - | Refusecollection | 159.16 |
| bOnline | - | Office | 46.86 |
| bOnline | - | Pavilion | 36.40 |
| Novuna | - | Mowers Leasehire | 396.00 |
| Wiltshire Council | - | NDR Car Park | 91.00 |
| Wiltshire Council | - | NDR PFs & pavilion | 247.00 |
| Octopus Energy | - | Pavilion – Gas & Electric | 690.00 |
| | | Cemetery Electricity | 20.00 |
| | | Council Offices - Gas & Electric | 186.05 |
| | | Tractor shed – Electricity | 73.54 |
| Lloyds Bank | - | Charges | 4.25 |

Standing Order

| | | | |
|----------|---|---------------------|------|
| Giffgaff | - | Tablet monthly plan | 8.00 |
|----------|---|---------------------|------|

Debit card

| | | | |
|-------------|---|--------------|-------|
| Amazon UK | - | PPE | 20.27 |
| Amazon Uk | - | Account Book | 17.11 |
| Post Office | - | Stamps | 51.40 |

Statement of balances

Lloyds

| | |
|-------------------------|-------------------|
| Current Account | £ 14730.00 |
| High Interest account | <u>62064.45</u> |
| | £ 76794.45 |
| Less payments to go out | <u>13637.85</u> |
| Working balance | £ 63156.60 |

| | |
|---------------------------|-------------------|
| Held on deposit in Lloyds | £ 25000.00 |
| Balance in Lloyds | £ 88156.60 |

| | |
|---------------------------|--------------------|
| Held in BIBS | £ 85946.99 |
| Held in Nationwide | £ 63854.13 |
| | £ 149801.12 |

Report from Internal Auditor

Ms. Glenys Gill had completed the Internal Audit on 25th April and commended the Clerk/RFO for the excellent record keeping and accounts presented.

She reported that whilst the Clerk/RFO has prepared monthly bank reconciliations none of these have been verified, signed off and dated as required by the Financial

Regulations which states that on a regular basis, at least once in each quarter and at each financial year end a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Finance & Governance Committee.

This will affect the Council's answer to AGAR Section 1 Assertion 2 – Internal control which states “we maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness”

It was agreed that members of the Finance & Governance Committee would take on responsibility for regularly checking the reconciliations, prompted by the Clerk.

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

Cllr Dorey reported that the Rudloe Community Association are holding an open meeting to explain the activities proposed for the Centre and to engage with the community on others they would like. However the community would have to organize these activities.

There had been issues with the alarm system but this had been resolved.

Cllr Davies reported on the meeting held at Kingsdown Golf Club re the felling of the Ash trees. He stated that he was not very happy with the responses from the Golf Club. The Club has a felling licence for the work but 70-80% of the wood will be cut as soon as possible starting in June and taking 6-8 weeks. He had reminded them of the Wildlife & Countryside Act which states that the work should not be carried out during bird nesting season.

Cllr Tye stated that the thinking of Ash die back had moved on now in that 30% of trees would not be affected; 30% would be slightly affected and only 30% would die. Cllr Chamberlain reported that Brian Mathews MP has been kept informed.

It was reported that the inside of bus shelters had been painted for the Wild Waters Festival. Thanks were given to Cllr B Walton who will organize a photo book showing the work.

Cllr Wragg reported that there had two weeks of intensive induction at Wiltshire. He stated that it was a huge privilege to have been elected and he feels that he needs to put party politics aside and focus on the needs of the Community. The vote to elect a leader who will then form the government will be held on 20th May at 10.30 am

Cllr Chamberlain confirmed that he would be attending Parish Council Meetings/Surgeries and local events. He felt that the VE Day celebrations were a great example of Community activity

23. Items of report and future Agenda items:

- a. it was suggested that there should be an informal Council meeting to get ideas for the Business Plan. The view of parishioners could also be sought at the Revels. Monday 23rd June was suggested as a possible date for this.
- b. Councillors were reminded to book any training as listed in the WALC Newsletter. The Clerk will ask Ian Nockolds if he would carry out a face to face new Councillors' training

- c. Cllr Johnston reported that it is the intention to continue to hold the Rudloe Surgeries on the 2nd Tuesday of the month at the Dandelion Café
- d. Councillors were reminded of the Wild Water Festival to be held on 7th June with an exhibition in the Pavilion from 10-4

Meeting closed at 8.35 pm

Chair