



BOX PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD BY 26th SEPTEMBER 2024

1. Present: Councillors: T. Walton (Chair); A. Barton; R. Bean; R. Bolton;
J. Clifford; R. Davies; D. Dorey; N. Ingledew; I. Johnston; H. Parker;
S. Roche; M. Tye; B. Walton; D. Wright
Cllr D. Walters (Wiltshire Council)
Mrs Carey (Clerk) Ms H. Barbrook (Assistant Clerk)

2. Apologies Cllr B. Mathew

The apologies were accepted.

3. Absent: Nil

4. Public Question Time: There were 24 members of the public present.

Mr A. Gill, representing residents of Valens Terrace, Church Lane and the High Street read a statement regarding the proposal by the Parish Council to proceed with Horizon Parking to enforce the no parking in the Recreation Ground car park for more than 24 hours and asked for the Council to reconsider this.

Mr. R. Griffiths, representing residents from Lower Kingsdown Road raised the issue of a proposal by the Golf Club to sell off woodland and/or fencing off of land. The residents had been using a layby for parking for several years and were concerned about what would happen.

It was agreed to raise this as a Planning issue at the next Planning Committee meeting on 14th October.

5. Chairman's announcements and declarations of interest:

Cllr Tye declared an interest relating to the quotation from Greenacres Electrical Ltd, as the person providing this is her son-in-law.

6. Minutes: The Minutes of the Council Meeting held on 29th August 2024 were agreed and signed as being a true record.

7. Matters Arising from the Minutes:

Climate Strategy Working Group: Cllr Parker reported that she had attended a workshop at County Hall regarding the Local Nature Recovery Strategy. There is an update on Monday 30th September which Cllr Parker is unable to attend as she will be at the Avon Valley Communities River Festival.

Vacancy on Parish Council: Formal notice received that no election had been called and the Council can now co-opt. Notices to be drawn up with the closing date of 24th October.

8. Committees:

- i. **Cemetery Management** The Minutes of the Meeting held on 8th August 2024 were submitted and agreed.

Resolved unanimously that quotation from Tree Parts Ltd in the sum of £795 + vat for the remedial work to the adjacent Cherry tree and the secondary low bough of the Beech tree be accepted

Resolved unanimously that at the present time only the work to Tree 5 located adjacent to the Lodge in the report received from Tree Parts Ltd re Haloing of Yew Trees should be carried out at a cost of £480 + vat

Resolved unanimously that the quotation from James Long for repairs to five headstones at a cost of £640 + vat be accepted

- ii. **Planning & Conservation:** The Minutes of the Meetings held on 29th August and 9th September 2024 were submitted and agreed.

- iii. **Buildings Management:** The Minutes of the Meeting held on 9th September 2024 were submitted and agreed

Resolved unanimously that the quotations from Greenacres Electrical for remedial work at the Parish Council Offices, Pavilion and Chapel following the EICR checks in the sum of £865 + vat be accepted.

Resolved unanimously that the quotation from Greenacres Electrical for remedial work at the Jubilee Youth Centre following the EICR check in the sum of £710 + vat be accepted and not to seek recompense for the work

Resolved unanimously that the revised Terms of Reference for the Pavilion Working Group for Phase 2 be accepted

Resolved unanimously that the quotation from L and J Windows for the replacement door to the public toilets in the sum of £1750 be accepted

Resolved by 13 votes in favour and one against that the Parish Council standardise when the Public Toilets are open – that the disabled toilet is open 24/7 and the Gents and Ladies are open in weekday office hours only (**Action: Assistant Clerk to arrange appropriate signage**)

It was agreed that if there were any incidents of concern the CCTV was to be checked at the earliest possible opportunity (**Action: Clerk to instruct Open Spaces Team**)

- iv. **Highways:** The Minutes of the Meeting held on 16th September 2024 was submitted and agreed.

Resolved unanimously that the Parish Council purchases a further SID for use within the Parish. This is already budgeted for and the order, if agreed, will be placed before the end of October 2024

Waiting advice from the Police & Crime Commission about which model should be purchased. It was also agreed to purchase one more solar panel and more brackets so that the solar panel could be moved.

Resolved by 12 votes in favour and two against that the Parish Council does **not** endorse the Highways Engineer re position and extent of parking restrictions on Hazelbury Hill and Quarry Hill

Resolved by twelve votes in favour and two abstentions that the Parish Council asks Wiltshire Council to renew the Lease for the Market Place Car Park on the existing terms for at least a further seven years

Recreation Ground Car Park

After discussion an amended **recommendation** was made that the issue of proceeding with Horizon Parking to manage the Car Park be taken back to the Highways Committee for further discussion.

This was **resolved** by thirteen votes in favour and one abstention

The original **recommendation** that the Parish Council proceeds with Horizon Parking for a trial period for enforcing no parking for more than 24 hours at the Recreation Ground Car Park, subject to more information on the wording of the signage and whether a list of exempt vehicles could be supplied was **defeated** by thirteen votes in favour and one abstention

Resolved by thirteen votes in favour and one against that the Issue Sheet re the reinstatement of a bus request stop on A4 near School/Post Office be endorsed by the Parish Council and forwarded to LHFIG

Resolved unanimously that the grant awarded from Corsham Area Board be reworded to allow the remaining funding to be used to install a Bristol Gate on FP 85 at the junction with Wormcliffe Lane/Lower Kingsdown rd

- v. **Personnel:** The Minutes of the meeting held on 23rd September 2023 were submitted and agreed

It was agreed unanimously that for a trial period for November/December the Council Office would be covered as follows:

| | | |
|--------------------|---|---------------------------|
| Monday morning | - | Clerk |
| Monday afternoon | - | Assistant Clerk |
| Tuesday | - | Clerk |
| Wednesday | - | Clerk and Assistant Clerk |
| Thursday afternoon | - | Assistant Clerk |

The regular meetings would be additional, shared between them

Resolved unanimously that the Disciplinary Policy be readopted with no changes

Resolved unanimously that the Grievance Procedure be readopted with no changes

9. To receive any urgent correspondence:

- a. **Parish Council Insurance:** Updated valuations had been made to the Schedule and the revised premium of **£8456.10** was agreed

The premium for the Cyber package was agreed at **£367.36**

- b. **Parking of contractors vehicles on green space in Bargates:** Letter received from a Parishioner. It was agreed to write to GreenSquare Accord

and the developer of the Timber Yard to asked them not to park here but to use the area where the old Nissan hut had been (**Action: Clerk to write**)

- c. **Issue re disposal of land/fencing and parking of cars at Lower Kingsdown Rd:** Letter received from residents. This had been raised at the public question time and will be discussed at the next Planning & Conservation meeting. **Action: Clerk to write to the Golf Club for clarification.**
- d. **Lease for the Lodge:** Letter from HF Lettings requesting renewal of the tenancy agreement for the Lodge from 1st November at an increased rental of £30 pcm. This was agreed unanimously
- e. **External Audit:** Notice of completion of the External Audit received.
- f. **Application for Grant;** To be referred to the Finance & Governance Committee for consideration
- g. **Bungalows at Boxfields Road:** Letter suggesting a memorial be put on the site of the Boxfields Road bungalows. Discuss further at Finance & Governance

10. Items for discussion:

Website Accessibility: The Assistant Clerk reported on a training seminar re the new regulations for accessibility to the website. An Accessibility Statement and Privacy Statement is required. To be discussed at Finance & Governance

11. Finance:

- a. **Additional Accounts for payment;** The following additional accounts were agreed for payment

| | | | |
|----------------------------|---|---|---------|
| P.J. Emerson | - | Repairs to Fountain | 250.00 |
| Greenacres | - | Repairs to Lodge following lightning Strike | 318.00 |
| H. Parker | - | Expenses re Heritage Open Day | 29.13 |
| Redcap Towing Centre | - | Trailer and extension sides | 1532.00 |
| The Fire Alarm Consultancy | - | Balance re work to Emergency light | 395.45 |
| PKF Littlejohn | - | Audit fee | 756.00 |
| WALC | - | Budget training | 72.00 |
| Gallagher | - | Cyber package insurance | 367.36 |
| Gallagher | - | Insurance renewal | 8456.10 |
| PJ Emerson | - | Repairs to War Memorial | 700.00 |
| John Miller | - | Repairs to Ego power head | 225.00 |

12. Statement of balances

Lloyds

| | |
|-------------------------|-------------------|
| Current Account | £ 9013.32 |
| High Interest account | <u>112997.27</u> |
| | £122010.59 |
| Less payments to go out | <u>3280.58</u> |
| Working balance | £118730.01 |

| | |
|---------------------------|-------------------|
| Held on deposit in Lloyds | £ 25000.00 |
| Balance in Lloyds | £143730.01 |

| | |
|---------------------------|--------------------|
| Held in BIBS | £ 83873.95 |
| Held in Nationwide | <u>£ 57748.52</u> |
| | £ 141622.47 |

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

Councillors:

Cllr Walters reported that he was still waiting for a decision re the locations for SIDs from Wiltshire Council.

He reported that he had attended a Flood Management Group this morning to discuss responsibilities for clearing debris in watercourses.

Cllr Bolton reported that the sewerage emergency valve in the pumping station which had been leaking into Mill Lane had been repaired. He also reported that the drain in Mill Lane should have been dug out and not resurfaced.

14. Items of report and future Agenda items:

- Cllr Johnston reported that together with Cllr Davies he had met with Perry Payne, Safeguarding representative from the Police Commission for the Corsham Area on site at Bradford Road. To be discussed at the next Highways Committee meeting
- Tree Presentation Board for the Recreation Ground will be printed
- Christmas Tree and Lighting – to be discussed at Finance & Governance
- It was reported that the Londis Box had been nominated as a finalist in the Retail Industry Awards in London as the “most improved store” and for the “best presentation”
- It was reported that two cyclists had had accidents at the new crossing by the school because of the bump in the road. This had been reported to Wiltshire Council

Meeting closed at 8.45 pm

Chair