



# Box Parish Council

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4<sup>th</sup> March 2026

## Minutes of the Box Parish Personnel Committee meeting held at 7pm on 2<sup>nd</sup> March 2026 at the Parish Office, Box, SN13 8NX

1. **Present:**

Cllr B Walton (Chair)
Cllr M Tye (Vice Chair)
Cllr N Ingledew
Cllr T Walton
Clerk – S Vickery

2. **Apologies:** There were no apologies. The Committee was quorate.

3. **Absence:** Nil

4. **Public Question Time:** There were no members of the public present.

5. **Declarations of Interest:** There were no declarations of interest.

6. **Previous Minutes:** The Minutes of the previous Personnel Committee on 8<sup>th</sup> December 2025 were taken as read and signed as a true record.

7. **Future Training and Continuous Professional Development.** The future training aspirations of the team for 26-27 were noted and agreed:

- a. Clerk. To be enrolled in the CiLCA course (and the WALC training package) in April 2026 and to complete a manager's H&S refresher, plus ROSPA course.
- b. OSM. To undertake a H&S refresher and ROSPA inspection course. To consider completing the chain saw advanced course.
- c. OSW. To undertake the 3-day first aid course and ROSPA inspections. The completion of the basic chain saw course would be paused this year.

8. **Policies to be approved.**

- a. Management of Absence (combined Holiday and Sickness). Whilst progress was noted, there was a number of amendments to consider to mirror best practice from the NJC (Green Book).

**Action: Clerk to amend the Policy and present at the April, May or June Full Council.**

9. **New Councillor Induction.** The new induction pack was noted and agreed that a 'buddy' system would be commenced for new councillors. It was agreed to publish the information on the website to help explain how the Parish Council operates.

**Action: Clerk to publish the 'induction pack' on the website.**

10. **Appraisals\*.**

- a. It was noted that the next activity is to set 1<sup>st</sup> April annual objectives and review the past year.
- b. Proposed objectives were discussed and whether these should be linked to a spine point increase. It was suggested that a comparison with other councils is made and to consider the managerial responsibilities within the current structure.

11. **Salary Arrangements\*.** See confidential Annex, This item is Confidential.

12. **Easter Holiday.** The Office will be closed for 4 days over Easter, however the OSM is working over this period, bar the Bank Holidays. The annual leave planner for 26-27 is taking shape with summer leave now booked.

13. **Part time Gardener.**

- a. The Chair briefed on an initiative to spruce-up the Parish in support of the Best Kept Village campaign.
- b. The Committee agreed that there would be a trial gardener for 4 hours per month (for 3-4 months) part time to tend to beds and verges. If successful, there would be a tender for this service in summer 2027.

14. **Feedback from Team meeting on 26<sup>th</sup> February 2026.** The Team's ongoing feedback from the recent meeting with the Chair and Clerk:

- a. Staff encouraged to consider the NEST pension ethical fund.
- b. A requirement for a definitive plan for Open Spaces.
- c. A plan for the Commons.
- d. The Rudloe goal posts will be returning shortly.
- e. A soak area for the Rec path and rain water storage at Tractor Shed were project aspirations.
- f. Scots Pine. The incident over the damaged Scots Pine was discussed with the Clerk explaining the ongoing reminders to the team.

15. **Correspondence.** Urgent correspondence was received:

- a. Mill Lane trees advice. There remained conflicting views on what should be done. The Council has agreed to resolve the objections (against or in favour or compromise) by the end of March 2026. There would be further consultation with GWCF, Tree Law for legal advice and an independent tree consultant. The Council may take further legal action as it gathers further facts.

16. **Forward Plan.** The latest Forward Plan, including the Policy matrix and Risk Assessments was noted. The training dates and expiry of current certificates would be useful to show and a link to the evolving Asset Register.

**Action: Clerk to display the Asset Register at next Cttee meeting.**

17. **Future Agenda and Items to report.** Items of report and future Agenda items. There were no items to report.
- a. There was a suggestion that the Clerk should have a Council mobile number; the Clerk was not in favour of this idea, so it is paused for the future.
18. **Date of next meeting** – 7pm on Monday 6<sup>th</sup> July 2026.

*\*Members of the public were excluded for any Confidential Items in accordance with the Public Bodies Act 1960 (admission to meetings).*

**Signed and dated:**.....