

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 6th March 2023 at 7.30pm

Minute No.	Item	Action
	Membership: A Alexander (AA), S Burgess (SB), R Gray (RG) R Hayward (RH), L Jones (LJ), P Stevens (Chairman)(PS), S Thomson (Vice Chairman) (ST)	
	Councillors in Attendance: Cllrs S Burgess, R Gray, R Hayward, L Jones, P Stevens (Chair) & S Thomson	
	Officers: Locum Clerk Heather Parks FSLCC (HP) Jacqui Abbott Parish Clerk & RFO (JA) Public in Attendance: 2 Members of the public Press: None	
182/22-23	Apologies -Councillor Alexander & Councillor Muns WC	
183/22-23	<i>Standing Orders were suspended at 7.32pm to allow for public participation</i> Public Participation FC spoke on item 10 Community Asset Registration. He reported that all signatures have been gathered and the papers prepared in readiness for submission in the next week. He continued to outline the issues with 1 Church Road and parking, concerned at a proposed Stopping Up order. A section of the strip in front is Highway maintained and built over. The current position is being established and he outlined that a meeting with Highways, Councillor Muns and officers would take place on 28 th March. CB Bartletts Spoke on a planning application which was not on the agenda. <i>Standing Orders were reinstated at 7.50pm following public participation</i> To receive any petitions or deputations None	JA to establish details of stopping up order and attend meeting with RG. This is likely to be on the next mtg Agenda
183.1/22-23		
184/22-23	Declarations of Interest None	
185/22-23	Chair's Announcements Welcomed Jacqui Abbott the newly appointed Parish Clerk & RFO to the meeting.	

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<p>186/22-23 186.1/22-23 186.2/22-23</p>	<p>Minutes The minutes of the meeting held on 6th February 2023 were approved and signed by the Chair.</p> <p>Matters Arising LJ advised that the fencing contractor approached regarding the play area fencing apologised about the delay in providing a quote.</p>	
<p>187/22-23 187.1/22-23 187.2/22-23 187.3/22-23 187.4/22-23</p>	<p>Financial Information Payments for approval: Chq 300110 W Rogers £220 Chq 300111 H Parks January invoice Chq 300112 HMRC Tax & NI January invoice Chq 300113 Pavilion Trust £16.00 March meeting It was proposed by Councillor Hayward, Seconded Councillor Burgess that all payments be approved. Voting unanimous in favour.</p> <p>Locum Clerk – Invoice It was proposed by Councillor Burgess, Seconded Councillor Jones to approve the Locum Clerk’s invoice for February. Voting unanimous in favour.</p> <p>Management Accounts Members noted the management accounts to date. Councillor Thomson signed the reconciliation.</p> <p>Ear Marked Reserves Members discussed the reserves in detail and it was proposed by Councillor Gray Seconded by Councillor Burgess to adjust as follows: Remove Victoria Park mower £4500 and put this back in General reserves. This sum of money had been set aside to purchase a mower, 50% of which came from the parish council, but this was not now needed. The funds would be put back into general reserves and partly used to purchase a new notice board for Victoria Park and the remainder used for grounds maintenance whenever details could be arranged. Environmental Enhancements £3000 Play Park £8410 Both of these sums were set aside to enable ongoing work to the play area and playing field. It was agreed to combine these two amounts together into a new EMR entitled Recreation Area</p>	<p>JA to action all</p>

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	<p>Community £383 Transfer £767 into this fund which will be used to cover expenses for the Coronation. All transfers voted unanimous in favour.</p>	
<p>188/22-23 188.1/22-23</p> <p>188.2/22-23</p>	<p>Planning Applications Members to comment on the following: None</p> <p>Members to ratify the comments made on the following applications dealt with by email: PL/2023/00965 Notification of proposed works to trees in a conservation area ORCHARD ACRE, LOW ROAD, LITTLE CHEVERELL, DEVIZES, SN10 4JU Common Beech (T1) - reduce crown by 3/4m to previous reduction points Common Beech (T2) - cut back limbs to suitable growth points to clear wires by 1/2m Ash (T3) - dead. Fell to ground level. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019q7MG No Objection It was resolved to ratify the comment on the application made by email.</p>	
<p>189/22-23</p>	<p>Play Area A second quote for Wet Pour has been received from Kevin Holmes at a total £1097.00 + VAT. The first quote from Redlynch Leisure was £2080 + VAT and an additional £2090 + VAT to add 55 metres of compete soft edge repair. Members discussed both options and it was proposed by Councillor Thomson, seconded Councillor Gray that Kevin Holmes be appointed to carry out the Wet Pour repairs at a cost of £1097.00 + VAT. It was also suggested that he be asked to quote for the fencing repairs. Voting unanimous in favour.</p>	<p>JA</p>
<p>190/22-23</p>	<p>Notice Board Further quotations have been established for a new notice board.</p> <ul style="list-style-type: none"> • Greenbarnes Ltd Two Bay 4xA4 man made timber noticeboard £1744.94 + VAT which includes delivery. • Fitzpatrick Woolmer Single opening 4xA4 magnetic recycled plastic £1180 + VAT includes delivery. • The Parish Notice Board Company Classic range Aluminium, choice of colours, 2xA2 opening doors, magnetic backboard. £680 + VAT plus delivery £75 + 	

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	<p>VAT. if you would like a third panel, this would be £895 + VAT.</p> <p>It was proposed by Councillor Gray, Seconded Councillor Thomson that two notice boards be purchased from The Parish Notice Board Company:</p> <p>One three bay in black for the Recreation Area at a cost of £895 VAT and a second two bay black for Victoria Park at a cost of £680 + VAT. Delivery Charge £75 x 2. 50% deposit to be paid up front. Magnetic back and lockable doors. Voting unanimous in favour.</p>	JA
191/22-23	<p>Community Asset Registration</p> <p>Members to ratify the decision to respond to Alex Morgan regarding the register of The Bell as a Community Asset. This was to confirm endorsement of the application but not take part in the preparation of the application itself.</p> <p>It was resolved to ratify the decision to send a letter of support regarding the Community Asset Registration.</p>	
192/22-23	<p>Events 2023</p> <p>Member discussed the proposed events for the year.</p> <p>Defibrillator training – the training session has been booked for Thursday 14th September starting at 7pm and is open to the public. The Clerk would prepare a posted for future publication</p> <p>Coronation Event – the Soapbox Committee have agreed to provide afternoon tea with traditional games on the field in the afternoon and provide the evening bar and food. It had already been resolved to fund the afternoon tea at £400 and the band Purple Fish had been booked at £750. These sums have been set aside in Ear Marked Reserves.</p> <p>It was felt that no new bunting was needed and the village may be able to find what remained from the Jubilee last year.</p> <p>Craft Fair – Booked for 16th September at The Pavilion. A local committee will be put together and it was hoped that this could remain in place for future planned events. Looking for a representative from each group in the village to get involved. The Clerk would pass on details of volunteers already received.</p> <p>Best Kept Village competition – Members felt that they are not in a position to enter this year.</p> <p>Keep Britain Tidy</p> <p>This year’s campaign starts on 17th March – 2nd April. It was resolved that a village tidy up would take place but this</p>	<p>JA</p> <p>JA</p> <p>JA</p>

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	would be outside the national campaign. The date set is Saturday 15 th April between 10am – midday. Refreshments to be provided after the event. The Pavilion to be booked. Black bags to be purchased and a Risk Assessment to be prepared.	
193/22-23	<p>Grounds Maintenance Specification</p> <p>The Clerk has provided a tender specification to be submitted to interested parties to quote for provision of a service for 2023-2024 Starting from 1st April 2023.</p> <p>It was proposed by Councillor Jones and Seconded Councillor Thomson that the proposed tender be issued to those who wished to quote, but at this time, Victoria Park would not be considered. This could be added at a future date.</p>	JA
194/22-23	<p>Staffing</p> <p>Members approved the appointment of Jacqueline Abbott to the post of Parish Clerk and RFO wef 1st March 2023. Pay scale is SCP 21 on annual hours of 360 per year, and an annual salary of £5407.20 with a working from home allowance of £14 per month. Details of holiday allowance have been calculated and issued with the contract of employment which outlines the probation period. Proposed Councillor Jones, Seconded Councillor Hayward. Voting unanimous in favour.</p>	
195/22-23	<p>Correspondence issued to members</p> <p>Noted</p>	
	The meeting closed at: 8.50pm	

Future Meeting dates:

Monday April 3rd

Monday April 17 – Annual Parish Meeting

For more information, please see the Council's website at
WWW.GRETCHEVERELL.ORG

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