

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 26th June 2023 at 7.30pm

Minute No.	Item	Action
	<p>Membership: S Burgess (SB), R Gray (RG) R Hayward (RH), L Jones (LJ), P Stevens (Chairman)(PS), S Thomson (Vice Chairman) (ST) 1 Vacancy</p>	
	<p>Councillors in Attendance: Cllr Stevens (Chairman), Cllr Thomson (Vice Chairman), Cllr Burgess</p>	
	<p>Officers: Jacqui Abbott Parish Clerk & RFO (JA) Public in Attendance Members of the public in attendance: 2 Press: None</p>	
30/23-24	<p>Apologies Cllr Jones, Cllr Gray, Cllr Hayward</p>	
31 /23-24	<p><i>Standing Orders were suspended at 7.36 PM to allow for public participation.</i></p> <p>Public Participation</p> <p>Des Read provided an update to the Parish Council recorded under the agenda item below. The Pavilion Trust will report to the Parish Council on the future development of the lease for April 2024.</p> <p><i>Standing Orders were reinstated at 7.46 PM following public participation.</i></p>	
32/23-24	<p>To receive any petitions or deputations None</p>	
33/23-24	<p>Declarations of Interest None</p>	
34/23-24	<p>Chairman's Announcements The Chairman attended the Devizes Area Board meeting. Cllr Muns (Wiltshire Council) and Cllr Stevens will be examining the C30 at the bottom of the High Street.</p>	
35/23-24 35.1/23-24 35.2/23-24	<p>Minutes The minutes of the meeting held on 5th June 2023 were approved and signed by the Chair. Proposed by Cllr Burgess seconded by Cllr Thomson, voting unanimous in favour</p> <p>Matters Arising</p>	

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	None										
36/23-24 36.1/23-24	<p>Financial Information</p> <p>Insurance Renewal</p> <p>Members approved the annual renewal of the Parish Council's insurance policy with Ansvar insurance. The renewal premium is £522.54.</p> <p>Clerk to get quotes for insurance for Soap Box Derby</p>	JA									
36.2/23-24	<p>Payments for Approval</p> <table border="0"> <tr> <td>300143</td> <td>Auditing Solutions</td> <td>£240.00</td> </tr> <tr> <td>300144</td> <td>Jacqui Abbott Clerk and RFO Salary June</td> <td>£374.60</td> </tr> <tr> <td>300145</td> <td>HMRC PAYE June</td> <td>£90.00</td> </tr> </table> <p>It was proposed by Cllr Stevens, Seconded by Cllr Thomson that all payments be approved, voting unanimous in favour</p>	300143	Auditing Solutions	£240.00	300144	Jacqui Abbott Clerk and RFO Salary June	£374.60	300145	HMRC PAYE June	£90.00	
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36.3/23-24	<p>Bank Reconciliation</p> <p>Members approved the monthly bank reconciliation for May 2023 which was signed by Cllr Stevens</p>										
36.4/23-24	<p>Annual Accounts 2022-2023 Cllr Stevens proposed approval of the accounts. Seconded Cllr Burgess Voting unanimous in favour</p>										
37/23-24 37.1/23-24	<p>Planning applications</p> <p>Members to comment on the following:</p> <p>None</p>										
37.2/23-24	<p>Members to ratify the comments made on the following applications dealt with by email:</p> <p>None</p>										
38/23-34 38.1/23-24	<p>Annual Internal Audit Report</p> <p>Members received and Noted the Annual Internal Audit Report.</p>										
39/23-24 39.1/23-24	<p>Annual Governance and Accountability Return 2022-2023</p> <p>Annual Governance Statement 2022-2023.</p> <p>Members approved the annual governance statement as outlined in Section 1 of the Annual Return. Proposed Councillor Cllr Thomson Seconded Cllr Burgess Voting unanimous in favour</p>										
39.2/23-24	<p>Accounting Statements 2022-2023.</p> <p>Members approved the accounting statements as outlined in Section 2 of the Annual Return. The Chairman Cllr Stevens and the Clerk Jacqui Abbott signed the Annual Governance Statement and the Accounting Statements. Proposed Cllr Stevens Seconded Councillor Thomson Voting unanimous in favour</p>										

Signed.....

<p>39.3/23-24</p> <p>39.4/23-24</p>	<p>Exemption 2022-2023. The Parish Council declared an exemption, that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25000. Proposed Cllr Burgess Seconded Cllr Stevens Voting unanimous in favour The Clerk has set the commencement date for the exercise of public rights as Monday 5th June and ending on Friday 14th July.</p>	
<p>40 /23-24</p>	<p>Play Area Councillor Thomson provided a quotation for fencing for the play area The Parish Council has decided to obtain further quotations. The play area repairs have been partially completed and there will be further works undertaken. The Clerk will liaise with the contractor.</p>	<p>JA</p>
<p>41/23-24</p>	<p>Grounds Maintenance The Parish Council has met with Idverde and agreed actions under the contract for Grounds Maintenance. The Clerk has confirmed the details and written to Idverde.</p>	<p>JA</p>
<p>42/23-24</p>	<p>Events Members discussed the proposed events for the year.</p> <p>Defibrillator Training – 14th September 7pm – 9pm The clerk has produced a flyer and all to help with publicity.</p> <p>Artisan Fair – Booked for 16th September at The Pavilion, 10am – 2pm. The clerk has produced a flyer and all to help with publicity.</p> <p>Christmas Fair – The Council has agreed to cancel this as there are a lot of activities planned over this period for the community through many organisations.</p> <p>Footpaths - Members have walked a variety of paths. The Parish Council is contacting landowners to make sure they maintain footpaths under their responsibility. A litter pick is planned for April 2024.</p>	<p>ST & JA</p>
<p>43/23-24</p>	<p>There will be a meeting between Wiltshire Council/ Ministry of Justice (MOJ)/ MP/Cllr Dominic Muns and Victoria Park Residents Association (VPRA) on the 14th July 2.30pm at the New Pavilion, an invitation has been extended to the Chair of the Parish Council. The agent acting for the MoJ has stated that following relaying of the trackway the compound site on the Village Green will be removed and re-sited on the garage site within the estate. VPRA asked if impact assessments had been carried out. The</p>	<p>PS</p>

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	<p>trackway will be removed following re-siting works. Residents advised regarding the situation and maps are available from Des Read for the proposed re-siting.</p> <p>It is the intention of the MoJ to seek authority to re-install the trackway to allow access across the Village Green for resident and commercial and emergency traffic during future pre-adoption works.</p> <p>The Parish Council has been invited to attend the Association AGM on Tuesday 4th July at the New Pavilion.</p>	PS
44/23-24	<p>Frequency of Council Meetings</p> <p>The Parish Council has set the dates for meetings 2023 to 2025. These will be available on the website.</p> <p>Proposed by Cllr Burgess, Seconded Cllr Stevens, voting unanimous in favour.</p>	JA
45/23-24	<p>Correspondence issued to Members.</p> <p>Noted</p>	
46/23-24	<p>Review of Clerk's Probationary Period and Contract.</p> <p>In view of the confidential nature of the business transacted, the public and press left the meeting.</p> <p>Members confirmed the Clerk in post following the successful completion of the probationary 13-week period.</p> <p>Members agreed to increase the number of hours for the post from 30 to 34 and the Clerk's contract to be updated accordingly.</p> <p>Proposed by Cllr Stevens, Seconded Cllr Burgess, voting unanimous in favour.</p>	
	The meeting closed at 9.03pm	

Future Meeting dates:

Monday September 4th Parish Council Meeting
Monday November 6th Parish Council Meeting

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

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