

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 4th December 2023 at 7.30pm

Minute No.	Item	Action
	Membership: S Burgess (SB) R Gray (RG) R Hayward (RH), L Jones (LJ), P Stevens (Chairman) (PS) 2 Vacancies	
	Councillors in Attendance: Cllr Stevens (Chairman), Cllr Hayward, Cllr Gray, Cllr Jones, Cllr Burgess	
	Officers: Jacqui Abbott Parish Clerk & RFO (JA) Public in Attendance Members of the public in attendance: 2 Press: None	
85/23-24	Apologies Cllr Dominic Muns (Wiltshire Council)	
86/23-24	Standing Orders were suspended at 7.35 PM to allow for public participation. Public Participation Mr Des Read gave a report from Victoria Park Residents Association. Continued attempts were being made to reinstate the trackway temporarily across the village green so that important works could be undertaken. This measure had the full support of the residents of Victoria Park. It was feasible that the Secretary of State could give permission for this under certain circumstances including benefit to the community. Danny Kruger MP had been in touch with the Environment Agency. He was also writing to the Ministry of Justice (MOJ) and Cllr Dominic Muns would formally write to Wiltshire Council. Standing Orders were reinstated at 7.41 PM following public participation. To receive any petitions or deputations None.	
87/23-24	Declarations of Interest None	
88/23-24	Chairman's Announcements None	
89/23-24	Minutes The minutes of the meeting held on 5th November were approved and signed by the Chair. Proposed by Cllr Hayward, seconded Cllr Stevens. Voting unanimous in favour Matters Arising The Clerk had received a completed Highways Improvement Form from Mrs Anna Woodman, Headteacher at Holy Trinity Primary Academy.	

Signed.....

	Issues raised would be on Wiltshire Council's 23 rd January 2024 LHFIG meeting. To go onto the Parish Council agenda for 5.2.24	JA																											
90/23-24	Victoria Park Residents Association Mr Des Read had provided information under Public Participation. In addition, the council agreed to investigate sourcing bags of salt for collection by Victoria Park residents. The Parish Council has agreed to write letters to various stakeholders to support VPA in getting the trackway reinstated and works undertaken. Des Read thanked the Parish Council for the new notice board which was now erected in Victoria Park.	JA JA																											
91/23-24	Financial Information																												
91.1/23-24	Payments for Approval																												
	<table border="0"> <tr> <td>300168</td> <td>Clerk Training books x 2 refund J Abbott</td> <td>£38.26</td> </tr> <tr> <td>300169</td> <td>Notice board magnets refund S Burgess</td> <td>£4.99</td> </tr> <tr> <td>300170</td> <td>Wreath refund P Stevens</td> <td>£20.00</td> </tr> <tr> <td>300171</td> <td>Post Crete notice board refund R Gray</td> <td>£38.40</td> </tr> <tr> <td>300172</td> <td>Clerk & RFO Salary November</td> <td>£449.68</td> </tr> <tr> <td>300173</td> <td>HMRC PAYE November</td> <td>£109.00</td> </tr> <tr> <td>300174</td> <td>Clerk and RFO pay award Apr – Oct</td> <td>£180.80</td> </tr> <tr> <td>300175</td> <td>HMRC PAYE Apr – Oct</td> <td>£45.20</td> </tr> <tr> <td>SO</td> <td>Website Chris Hardwick November</td> <td>£25.00</td> </tr> </table> <p>It was proposed by Councillor Burgess, seconded Councillor Stevens that all payments be approved. Voting unanimous in favour.</p>	300168	Clerk Training books x 2 refund J Abbott	£38.26	300169	Notice board magnets refund S Burgess	£4.99	300170	Wreath refund P Stevens	£20.00	300171	Post Crete notice board refund R Gray	£38.40	300172	Clerk & RFO Salary November	£449.68	300173	HMRC PAYE November	£109.00	300174	Clerk and RFO pay award Apr – Oct	£180.80	300175	HMRC PAYE Apr – Oct	£45.20	SO	Website Chris Hardwick November	£25.00	
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91.2/23-34	Management Accounts Members noted the Management Accounts to date and the monthly bank reconciliation for November 2023 which was signed by Cllr Stevens																												
91.3/23-24	Budget 2024-25 Members considered the budget for 2024-25. A final review of each budget line was undertaken, and it was resolved to make the following adjustments before settling the Precept for the next financial year. Grounds maintenance would be £3,000 and £850 would be set aside for legal fees towards the new lease required for the pavilion from April 2024. Members noted that inflation had been high for most of the current year which has had an impact on costings for the budget in 2024/25. Members noted that Wiltshire Council are requiring all Parish Councils to contribute towards the cost of all elections including full council elections to include the polling station and printing. This is likely to be £1,000 in 2025. This is a new item which will require funding towards reserves each year. An increase of up to 7% was set aside for the Clerk's salary subject to the NJC agreement from April 2024/25. The budget included £1,000 towards the playpark improvements. It also included £650 towards the defibrillator contract and £600 for essential IT	JA																											

Signed.....

	<p>equipment upgrades. Legally required insurance was likely to be in the region of £600.</p> <p>£315 was approved for a further year of Cilca training for the clerk.</p> <p>A Precept would set at £16,308 with a total budget of £17,424.</p> <p>The final tax base was awaited from Wiltshire Council following the Council tax Review. The Clerk would make the precept request to Wiltshire Council when the tax base is confirmed. The Clerk would prepare a statement outlining the background to the increase for circulation through the parish council's website, News and Views etc.</p> <p>The budget was proposed by Councillor Burgess, Seconded Councillor Gray.</p> <p>Voting unanimous in favour.</p>	JA
92/23-24	<p>Planning applications: None</p> <p>Members to ratify the following comments dealt with by email: None</p>	
93/23-24	<p>Play Area</p> <p>Fencing repairs would be undertaken as soon as the weather allowed. Councillors were sourcing the material and undertaking the works. The gate would also be fixed.</p> <p>Cllr Gray was now able to undertake play inspections and was undertaking this work on behalf of the Parish Council.</p> <p>The clerk would investigate further training for Cllr Gray so that he could undertake the annual play inspection.</p>	RH, RG, SB. RG JA
94/23-24	<p>Grounds Maintenance</p> <p>The contract with Idverde 23-24 had been terminated from 11 November as they did not undertake the works agreed in the schedule.</p> <p>From Spring 2024 the grass would be cut by Cllr Hayward and volunteers.</p> <p>Cllr Gray to undertake the required playground inspections.</p> <p>Cllr Hayward and the clerk to obtain quotes for strimming and hedge trimming.</p>	RH RG JA RH
95/23-24	<p>Parish Steward</p> <p>The clerk had been in contact with the steward to clear the footpath from the village up to the B3098 along with volunteers. Cllr Gray has offered to help. The clerk would ask Cllr Muns (Wiltshire Council) to contact the steward.</p>	JA
96/23-24	<p>Resilience Planning</p> <p>The clerk has arranged a community event for Saturday 20th January 11am to 2pm. Wiltshire Council and Chilmark Parish Council would be presenting at the meeting. The clerk would produce a flyer and poster. A flyer would go to every household posted by volunteers.</p> <p>The event would lead to a volunteer group who would produce an Emergency Plan for the village including snow and flood wardens.</p>	JA
97/23-24	<p>The New Pavilion Lease 2024</p> <p>The working group agreed to update the current lease and liaise with the New Pavilion Trust over changes required by both parties.</p> <p>The clerk would source a solicitor.</p>	SB, PS, LJ JA

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98/23-24	Storage Area Members resolved to allocate up to £200 towards the storage area. This would go towards the new door and steps. Proposed by Councillor Jones, seconded Councillor Stevens. Voting unanimous in favour.	LJ,PS,SB
99/23-24	Events Members noted the upcoming events: Community Resilience event Saturday 20th January 11am – 2pm Pavilion Defibrillator training Thursday 21st March 7pm – 8.30pm Pavilion	
100/23-24	Correspondence for noting Members noted the correspondence received.	
	The meeting closed at 8.52pm	

Future Parish Council Meeting dates:

Monday February 5th Parish Council Meeting
Monday April 8th Parish Council Meeting
Monday May 13th Annual Parish Meeting and Annual Council Meeting

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

Signed.....