

Cheverell Magna Parish Council
Parish Clerk: Jacqui Abbott
71 Damask Way
Warminster
BA12 9PP
Email: parishcouncil@greatcheverell.org
www.greatcheverell.org
Phone: 07709 005545

27th August, 2024

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 2nd September 2024
at 7-30pm**

Membership: Councillors, S Burgess, R Gray, R Hayward, L Jones, P Stevens (Chairman)

You are **summoned** to attend a meeting of Cheverell Magna Parish Council for the purpose of transacting the following business.



Jacqui Abbott
Parish Clerk & RFO

1 Apologies

To receive apologies for those unable to attend

Standing Orders will be suspended to allow for public participation.

2 Public Participation

2.1 To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

2.2 To receive any petitions or deputations.

2.3 To receive an update from Wiltshire Council, Cllr Dominic Muns.

Standing Orders will be reinstated following public participation.

3 Declarations of Interest

To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.

4 Chairman's announcements

To Note any items announced by the Chairman.

5 Minutes

5.1 To approve as a correct record the minutes of the meeting held on 1st July previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 1st July 2024.

6 Victoria Park Residents Association

Members to receive an update from Victoria Park Residents Association.

For discussion

7 Financial Information

7.1 Payments to approve. All payments require 2 signatories.

Details	Reference	Amount
Sean Bailey Strimming	18/24-25 300199	£ 75.00
Service Charge		£ 18.00
Wessex Tree Care	19/24-25 BACS6	£ 1,440.00
Chris Hardwick Website	20/24-25SO4	£ 25.00
Information Office ICO	21/24-25 DD1	£ 35.00
Printer Ink	22/24-25BACS7	£ 71.17
Jacqui Abbott Clerk and RFO July salary	23/24-25BACS8	£ 449.88
HMRC PAYE July	24/24-25BACS9	£ 108.80
Sean Bailey Strimming	25/24-25BACS10	£ 75.00
Chris Hardwick Website	26/24-25SO5	£ 25.00

7.2 Receipts

Members to note the receipt of £124.54 Banking interest

7.3 Management accounts

Members to receive the financial report and the bank reconciliation. See attached papers. A member to sign the bank reconciliation and initial the bank statements.

8 Planning Applications

Full details of planning applications submitted, and decisions made on all applications since the last meeting, are attached for reference.

8.1 Members to comment on the following:

PL/2024/04957	<p>Application for Permission in Principle for 1 self-build dwelling an associated works</p> <p>Land at the Green, Great Cheverell</p> <p>Members to comment on the updated application containing the Flood Risk Assessment</p> <p>https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300006ZikH</p>
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8.2 Members to ratify the comments made on the following applications dealt with by email:
None

9 Play Area

The clerk has obtained 3 quotations to replace the play area fencing with a metal fence. The quotations are included in the agenda pack.

Members to decide upon a contractor and agree the expenditure to replace the play area fencing.

For discussion and decision

10 Grounds maintenance

Members to discuss grounds maintenance and agree future requirements.

For discussion and decision

11 Parish Steward

Cllr Burgess to report back on the work of the Parish Steward and all to agree priorities.

For discussion and decision

12 Emergency Planning

The Clerk has circulated a draft Emergency Plan. Members to discuss and agree the next steps to finalise the plan. A copy will be available at the meeting.

Members to note the completed Parish Emergency Assistance Scheme (PEAS) form already circulated regarding Winter planning for 2024. A copy will be available at the meeting.

For discussion and decision

13 Storage hut

Members to discuss and agree ongoing works to the storage area. Members allocated £200 towards this project at the meeting on Monday 4th December 2023

For discussion and agreement of works

14 Adoption of Policies

Members to adopt following policies previously circulated. Copies will be available at the meeting.

- Community Engagement Policy
- Staff Appraisal Policy and Form

The Clerk to post the policies onto the website after adoption.

For adoption

15 Clerk Salary Annual Review

The Council to review the Clerk's Salary with a recommendation to increase it by one spinal point from SCP 21 to SCP 22 in line with NALC's scale and Employment Contract.

For discussion and decision.

16 Events

Members to note events that are planned

Cheverell Magna Autumn Village Tidy up Sunday 6th October 10am – 12 noon.

Date of future meetings:

Monday November 4th Parish Council Meeting

Monday December 2nd Parish Council Meeting

Monday February 3rd 2025 Parish Council Meeting