

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 4th November, 2024 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) 2 Vacancies</p>	
	<p>Councillors in Attendance: Cllr Stevens (Chairman), Cllr Hayward (Vice- Chairman), Cllr Burgess, Cllr Jones. Cllr Dominic Muns (Wiltshire Council)</p>	
	<p>Officers: Jacqui Abbott Parish Clerk & RFO (JA) Wiltshire Council:</p> <p>Public in Attendance Members of the public in attendance:</p> <p>Press: None</p>	
24-25/50	Apologies: Cllr Gray.	
24-25/51	Declarations of Interest None	
24-25/52	Chairman's Announcements None	
24-25/53	<p>Minutes The minutes of the Parish Council meeting held on 2nd September were approved and signed by the Chairman.</p> <p>Proposed by Cllr Jones seconded Cllr Hayward. Voting unanimous in favour.</p> <p>Matters Arising None</p>	
24-25/54	<p><i>Standing Orders were suspended at 7.38 to allow for public participation.</i></p> <p>Public Participation</p> <p>PF spoke at the meeting. He said that no more whips are required this year as the hedge is looking very good. There is a diseased tree which requires removing and there is potential to share a contractor. He also proposed to move one of the trees to another position due to the war memorial siting. PF raised the possibility of more heritage fruit trees but it was felt overall that there was no more space as the Council did not want to encroach onto children's playing space. The Council thanked PF for all of his work in this area. The Council would be purchasing a wreath for remembrance Sunday. Cllr Burgess will march first and then lay the wreath. PF showed some draft illustrations of the war memorial design. There was a discussion regarding the design and how much consultation would be required for the particular design.</p>	

Signed.....

24-25/58	Financial Information																																																	
24-25/58.1	<p>Payments for Approval</p> <p>The following payments were noted by the Council. All payments had been approved previously and two members had authorised the payments. The payments included the Clerks monthly agreed salary, agreed standing orders for the website, grounds maintenance work which was pre-approved and fencing works which had been approved at the meeting on 2nd September.</p> <table border="1" data-bbox="351 604 1332 1444"> <thead> <tr> <th>Details</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Clerk and RFO Salary August</td> <td>27/24-25BACS11</td> <td>£ 449.68</td> </tr> <tr> <td>HMRC PAYE August</td> <td>28/24-25BACS12</td> <td>£ 109.00</td> </tr> <tr> <td>R. Hayward Grounds equipment</td> <td>29/24-25300200</td> <td>£ 206.62</td> </tr> <tr> <td>Chris Hardwick website September</td> <td>30/24-25S06</td> <td>£ 25.00</td> </tr> <tr> <td>ROSPA play inspection</td> <td>31/24-25300201</td> <td>£ 122.40</td> </tr> <tr> <td>JJO Fencing and Gardening</td> <td>32/24-25300202</td> <td>£ 3,674.84</td> </tr> <tr> <td>Clerk and RFO Salary September</td> <td>33/24-25300203</td> <td>£ 457.40</td> </tr> <tr> <td>HMRC September</td> <td>34/24-25300204</td> <td>£ 110.80</td> </tr> <tr> <td>Sean Bailey Grounds work</td> <td>35/24-25BACS13</td> <td>£ 625.00</td> </tr> <tr> <td>Bank service charge</td> <td></td> <td>£ 18</td> </tr> <tr> <td>Chris Hardwick website October</td> <td>36/24-25S07</td> <td>£ 25.00</td> </tr> <tr> <td>Planning training</td> <td>37/24-25BACS14</td> <td>£ 36.00</td> </tr> <tr> <td>Refund Door Cllr Stevens</td> <td>38/24-25BACS15</td> <td>£ 123.94</td> </tr> <tr> <td>Clerk and RFO Salary October</td> <td>39/24-25BACS16</td> <td>£ 457.40</td> </tr> <tr> <td>HMRC PAYE October</td> <td>40/24-25BACS17</td> <td>£ 110.80</td> </tr> </tbody> </table> <p>Proposed by Cllr Stevens, Seconded by Cllr Hayward that all payments be approved, voting unanimous in favour.</p>	Details	Reference	Amount	Clerk and RFO Salary August	27/24-25BACS11	£ 449.68	HMRC PAYE August	28/24-25BACS12	£ 109.00	R. Hayward Grounds equipment	29/24-25300200	£ 206.62	Chris Hardwick website September	30/24-25S06	£ 25.00	ROSPA play inspection	31/24-25300201	£ 122.40	JJO Fencing and Gardening	32/24-25300202	£ 3,674.84	Clerk and RFO Salary September	33/24-25300203	£ 457.40	HMRC September	34/24-25300204	£ 110.80	Sean Bailey Grounds work	35/24-25BACS13	£ 625.00	Bank service charge		£ 18	Chris Hardwick website October	36/24-25S07	£ 25.00	Planning training	37/24-25BACS14	£ 36.00	Refund Door Cllr Stevens	38/24-25BACS15	£ 123.94	Clerk and RFO Salary October	39/24-25BACS16	£ 457.40	HMRC PAYE October	40/24-25BACS17	£ 110.80	
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24-25/58.2	<p>Members noted the receipt of £8,154.00 the second tranche of the precept, £26 SSE Wayleave and £124.06 Bank Interest.</p> <p>A VAT refund of £1381.74 for 2023/24 had also been received.</p>																																																	
24-25/58.3	<p>Management Accounts</p> <p>Members noted the financial report and the bank reconciliation along with the bank statements up to 30th September. The bank reconciliation and bank statements were signed by Cllr Paul Stevens.</p>																																																	

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24-25/59	<p>Budget 2025-26 The Clerk had provided a copy of the first draft of the budget for 2025-26. The Clerk and Members went through the budget line by line. Members were confident that the budget represented value for money in terms of undertaking the work of the Parish Council. The tax base had not yet been received from Wiltshire Council and so the figures were draft at the moment. The budget and precept request would be finalised at the meeting on 2nd December.</p>	JA
24-25/60	<p>Planning applications: There were no new applications to discuss at this meeting.</p>	
24-25/61	<p>Play Area Members considered the Play Area inspection report. Members agreed to dig out the broken posts that were poking through the woodchip. Woodchip would be replaced around the zip wire shortly. New fencing would be erected in December.</p>	RG RH
24-25/62	<p>Parish Steward Cllr Burgess reported back on the work of the Parish Steward. The Parish Steward has cleared the Green and Weavers Mead which is looking really good. He will also clear the tops of the drains. Cllr Burgess and the steward are in touch regularly and the work of the steward is extremely helpful.</p>	
24-25/63	<p>Storage Hut The door has been delivered and taken to the storage hut. Cllr Burgess and Cllr Howard volunteered to install the door. Members discussed replacing the storage hut with something more secure and sustainable. It was agreed that Cllr Burgess would make enquires regarding a shipping container.</p>	SB RH SB
24-25/64	<p>Adoption of Policies Members adopted the following policy:</p> <p>Internal Controls Procedure Cheverell Magna Parish Council undertakes a range of procedures which make sure that proper financial control is maintained. This policy strengthens this control by regular cross-checking of financial procedures and records by Members.</p> <p>The Clerk would add a section regarding bringing snapshots of the Cashbook to the meetings quarterly.</p> <p>Proposed Cllr Burgess, Seconded Cllr Hayward, Voting unanimous in favour.</p> <p>The policies would be posted onto the website.</p> <p>Members thanked the Clerk for all her work including the updating and development of policies. Much of this work was combined with the CiLCA qualification and Members were very pleased with the Clerk's progress.</p>	JA JA
	The meeting closed at 9.15pm	

Future Parish Council Meeting dates:

Monday December 2nd

Parish Council Meeting

Monday February 3rd

Parish Council Meeting

Signed.....

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

Signed.....