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
	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 (Vice- Chairman), Cllr Burgess,	
	Clir Jones.	
	Clir Dominic Muns (Wiltshire Council)	
	Officers: Jacqui Abbott Parish Clerk & RFO (JA) Wiltshire Council:	
	Public in Attendance Members of the public in attendance:	
	Press: None	
24-25/50	Apologies: Cllr Gray.	
24-25/51	Declarations of Interest	
	None	
24-25/52	Chairman's Announcements	
04.05/50	None	
24-25/53	Minutes The minutes of the Parish Council meeting held on 2 nd September were	
	approved and signed by the Chairman.	
	Proposed by Cllr Jones seconded Cllr Hayward. Voting unanimous in favour.	
	Matters Arising None	
	Standing Orders were suspended at 7.38 to allow for public participation.	
24-25/54	Public Participation	
	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.	

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	There was an agreement to hold a further consultation early in 2025. The Council thanked PF for his work in this area.	
	Cllr Muns spoke in support of Victoria Park Residents Association (VPRA) and he was pleased that the MP was visiting the area. He said that a letter to the Secretary of State at the MOJ from the Parish Council would be useful at this stage.	JA
	Cllr Muns also raised the issues of Neighbourhood Plans and the fact that Great Cheverell did not have one. He said it is an important document in terms of controlling where houses might be built in the village. The Parish Council is interested in developing a Neighbourhood plan and would begin to look for volunteers through publicity including the notice boards and News and Views.	JA
	Standing Orders were reinstated at 8.07 PM following public participation.	
24-25/55	To receive any petitions or deputations None	
24-25/56	Victoria Park Residents Association	
	VPRA is currently dealing with the collapse of the contractor ISG. PR confirmed the request for the Parish Council to send a letter to the Secretary of State, asking them to appoint a new contractor as soon as possible. The Clerk would liaise with Des Read to draft a letter.	JA
	The VPRA AGM was scheduled for Tuesday 26 November at 7pm there will be an invitation to the Parish Council. Brian Mathews MP, is visiting the area on 7 December.	
	PR reminded the Council that there had been a grant of £2.5k from Wiltshire Council to VPRA for equipment for soft landscaping. The project was on hold at the moment, as there had been delays in getting the estate up to the required standard for landscaping works. Wiltshire Council were aware of the delay. The Parish Council had agreed to match fund the grant.	
	The Clerk would check back through records to confirm the details.	JA
24-25/57	Cllr Burgess updated the Council regarding the overgrown path up to the B3098. Cllr Burgess and the Clerk had met with Wiltshire Council highways team and Cllr Muns. Wilshire Council had investigated the overgrown footway and they would be able to clear it up to a width of 1m. This would be done in a series of sections. Members were pleased that this long-standing issue has finally been resolved. Cllr Burgess and the Clerk also met with a resident to help with an overgrown bank and confirmation was provided that the resident was allowed to work on this bank in order to secure his fencing.	

24-25/58 **Financial Information** 24-25/58.1 **Payments for Approval** 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. Amount **Details** Reference 27/24-25BACS11 £ 449.68 Clerk and RFO Salary August £ 109.00 28/24-25BACS12 **HMRC PAYE August** 29/24-25300200 £ 206.62 R. Hayward Grounds equipment 30/24-25SO6 £ 25.00 Chris Hardwick website September 31/24-25300201 £ 122.40 ROSPA play inspection 32/24-25300202 £ 3,674.84 JJO Fencing and Gardening £ 457.40 33/24-25300203 Clerk and RFO Salary September 34/24-25300204 £ 110.80 **HMRC September** 625.00 35/24-25BACS13 £ Sean Bailey Grounds work Bank service charge £ 18 36/24-25SO7 Chris Hardwick website October 25.00 37/24-25BACS14 Planning training £ 36.00 38/24-25BACS15 Refund Door Cllr Stevens £ 123.94 39/24-25BACS16 £ 457.40 Clerk and RFO Salary October 40/24-25BACS17 110.80 £ **HMRC PAYE October** Proposed by Cllr Stevens, Seconded by Cllr Hayward that all payments be approved, voting unanimous in favour. Members noted the receipt of £8,154.00 the second tranche of the precept, £26 24-25/58.2 SSE Wayleave and £124.06 Bank Interest. A VAT refund of £1381.74 for 2023/24 had also been received. **Management Accounts**

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.

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04.05/50	Dudget 0005 00	1
24-25/59	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	JA
	precept request would be finalised at the meeting on 2 nd December.	JA
24-25/60	Planning applications:	
	There were no new applications to discuss at this meeting.	
24-25/61	Play Area	
	Members considered the Play Area inspection report.	RG
	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.	RH
24-25/62	Parish Steward	
24-23/02	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	
04.05/00	steward are in touch regularly and the work of the steward is extremely helpful.	
24-25/63	Storage Hut The door has been delivered and taken to the storage hut. Cllr Burgess and Cllr	SB
	Howard volunteered to install the door.	RH
	Members discussed replacing the storage hut with something more secure and	
	sustainable. It was agreed that Cllr Burgess would make enquires regarding a	SB
04.05/04	shipping container.	
24-25/64	Adoption of Policies Members adopted the following policy:	
	Wembers adopted the following policy.	
	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.	
	The Clerk would add a section regarding bringing snapshots of the Cashbook to the meetings quarterly.	JA
	Proposed Cllr Burgess, Seconded Cllr Hayward, Voting unanimous in favour.	
	The policies would be posted onto the website.	JA
	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.	
	The meeting closed at 9.15pm	

Future Parish Council Meeting dates:
Monday December 2nd Par
Monday February 3rd Par Parish Council Meeting Parish Council Meeting

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For more information, please see the Council's website at www.greatcheverell.org

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