

Cheverell Magna Parish Council

Locum Clerk: Heather Parks FSLCC

2(B) Prestbury Drive Warminster

BA12 9LB

Tel: 07970780424

Email: parishcouncil@greatcheverell.org

www.greatcheverell.org

28th November 2022

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 5th December 2022
at 7-30pm**

Membership: Councillors A Alexander, S Burgess, R Hayward, L Jones, P Stevens (Chairman), S Thomson (Vice Chairman). 1 Casual Vacancy

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



Heather Parks FSLCC

Locum Clerk

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

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 Chair's announcements

To Note any items announced by the Chair.

5 Minutes

5.1 To approve as a correct record the minutes of the meeting held on 7th November 2022, previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 7th November 2022

6 Financial Information

6.1 Payments for approval:

20/22 £582.40 H Parks Locum Clerk October invoice

21/22 £145.60 HMRC Tax & NI Clerk October invoice

22/22 £419.82 idverde Ltd November Grounds Maintenance

6.2 Management Accounts

Members to note the management accounts to date. Attached is a copy of the current cash book and management account position.

6.3 Review of idverde Ltd Contract

Part of the budget discussions has been the provision of Grounds Maintenance within the village. Councillor Jones has prepared a review with a set of slides which have been sent to all members.

The proposal is that the contract should be extended to the end of the financial year 2022-2023. The original contract finishes on 31st December 2022.

Request that the play area inspections reduce to monthly from weekly, the cost reduction would be in the region of £600.

Applicants should put forward a costed proposal to include all trees, hedges and green spaces on all Parish Council land, managed throughout the year.

If individuals/organisations (including volunteers) wish to tender for part of the work, Council to consider how to manage multiple arrangements and costs.

For decision.

6.4 Draft Budget 2023-2024

The final draft of the proposed budget is attached for discussion. Members should decide the final precept to be requested to that this can be made to Wiltshire Council.

The ear marked reserves require updating and these should be reviewed.

For discussion and decision.

7 Planning Applications – full details of planning applications submitted, and decisions made on all applications since the last meeting, are attached for reference.

7.1 Comment on the following planning application:

PL/2022/08988 Hedgerow removal notice

Great Cheverell SN10 5TP

Removal of hedge either side of field entrance (20m) to allow machinery access into field.

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019ACGn>

8 Play Area

- The Clerk has contacted a fencing contractor to request a quote
- Can Councillor Hayward report back on repairs to the step up logs, chippings under the cableway and repairs to the table tennis table?
- Have new buffers been purchased for the gates?
- The Clerk is seeking quotations for repairs in the wet pour areas.

For discussion and decision.

9 Provision of a bench

The Clerk has been advised that the Parish Council own land to site this provision of a bench as detailed in the minutes 131/22. The Clerk has circulated the attached map and requested that members detail where the ownership of the land is.

For discussion.

10 5 year Housing Land Supply

Please see the attached briefing regarding a 5 year Housing Land Supply for Wiltshire. Do members wish to send a letter to their MP as outlined in the template?. **For Decision.**

11 Planting Scheme

Please find attached the original reports on the planting scheme which were agreed in 2021. Members to discuss the latest plans for the management of the hedge with a volunteer session booked for Saturday 14th January 2023. 10am – 1pm. To be publicised. **For Decision.**

12 Storage Unit

- The Clerk has established that a verbal quote to clean and repair the gutter from a local window cleaner is estimated at £220. Do members wish to instruct and go ahead?
- In addition, the Council are being encouraged to deal with the moss on the roof – for discussion.
- A date to be booked in January to tidy and clear out the storage shed but consider how the broken glass and any other items that need removing should be cleared.
- The Chairman to update members on the Pantomime items.

For Decision.

13 Warm Spaces

Members to approve the flyer to publicise the facility during the winter months. **For Decision.**

14 Casual Vacancy

No election has been called and therefore the Parish Council may go ahead and co-opt. the Casual Vacancy will be advertised using the Council's policy and the co-option will take place at the February meeting. **For decision.**

15 Correspondence Issued to members - For Noting.

09.11.22 SSEN Stakeholder Surgeries

11.11.22 Wiltshire News

11.11.22 Roadworks in Erlestoke

15.11.22 5 Year Land Supply

15.11.22 Map of footpaths in the village

15.11.22 Rough Sleepers information

15.11.22 News & Views report

15.11.22 WALC details of training courses – play area inspections

16.11.22 idverde re contract

17.11.22 Flood Working Group newsletter

17.11.22 Fostering service

22.11.22 WALC invitation to Executive Committee meeting in January 23

23.11.22 Agenda for the Eastern Area Planning Meeting

25.11.22 Wiltshire News

16 Staffing

16.1 Locum Clerk – invoice

Members to approve the Locum Clerk's invoice for November which has been circulated to Parish Councillors. **For Decision**

16.2 Parish Clerk and RFO Post

The post has been re-advertised. Closing date 6th January 2023

For Noting.

Cheverell Magna Parish Council

Management Accounts for period ending 31 March 2023

	Year to 31/03/2022	Budget to 31/03/2023	Actual to 31/03/2023	Variance to Bud	Explanation	Budget 2022/23
Receipts						
Precept	-£	13,322.00	-£ 13,348.00	-£ 26.00		£ 13,322.00
Interest			-£ 29.49	-£ 29.49		
Other income			-£ 1,100.00	-£ 1,100.00		
SSE Sub station			£ -	£ -		£ 26.00
VAT Refunded			£ -	£ -		
Total Receipts	-£	13,322.00	-£ 14,477.49	-£ 1,155.49		£ 13,348.00
Payments						
VAT paid			-£ 543.99	-£ 543.99		
Salary	-£	5,000.00	-£ 2,565.05	-£ 2,434.95		£ 5,000.00
Audit fees	-£	160.00	-£ 216.00	-£ 56.00		£ 160.00
Council tax			£ -	£ 0.00		£ -
Insurance	-£	500.00	-£ 465.62	-£ 34.38		£ 500.00
WALC & subscriptions	-£	400.00	-£ 243.25	-£ 156.75		£ 400.00
Mileage			-£ 43.20	-£ 43.20		
Administration	-£	200.00	-£ 25.69	-£ 174.31		£ 200.00
Bank charges	-£	72.00	-£ 36.00	-£ 36.00		£ 72.00
Pavilion Hire	-£	170.00	-£ 32.00	-£ 138.00		£ 170.00
Annual Parish meeting	-£	60.00	£ -	-£ 60.00		£ 60.00
Website maintenance	-£	336.00	-£ 196.00	-£ 140.00		£ 336.00
Green space maintenance	-£	4,200.00	-£ 3,778.38	-£ 421.62		£ 4,200.00
Playground	-£	300.00	-£ 109.20	-£ 190.80		£ 300.00
Maintenance			£ -	£ 0.00		
Trees				£ 0.00		£ -
S.137 Community Grants	-£	250.00	£ -	-£ 250.00		£ 250.00
Contingency/Prof. fees			£ -	£ 0.00		£ -
New assets			£ -	£ 0.00		
Cllr Allowances & Expenses	-£	100.00	-£ 33.99	-£ 66.01		£ 100.00
Training	-£	1,600.00	£ -	-£ 1,600.00		£ 1,600.00
Unknowns			-£ 690.30	-£ 690.30		
	-£	14,345.00	-£ 8,978.67	-£ 4,369.33		£ 13,348.00
Surplus/(Defecit)	£	23,776.33	-£ 5,498.82			£ -
Opening reserves			£ 23,338.97			
Closing Reserves	£	22,706.33	£ 17,840.15			
Reserves:						
Victoria Park Mower	£	4,500.00	£ 4,500.00			£ 4,500.00
Environmental Enhancements			£ 3,000.00			£ 3,000.00
Community	£	382.67	£ 383.00			£ 383.00
Playpark	£	11,210.74	£ 8,410.74			£ 8,323.00
Total earmarked reserves	£	16,993.41	£ 16,293.74			£ 16,206.00
General reserve	£	6,612.92	£ 1,546.41			£ 6,500.00
Total Reserves	£	22,706.33	£ 17,840.15			£ 22,706.00

Ref		Cheque #	Date Cleared	Bank Unity Trust Current a/c	Unity Trust Instant Access	To sort	Bank Movement
Prior Year Bank Reconciliation		Bank at 31/03/22		£ 3,857.85			
				<u>£ 3,857.85</u>			
Opening Balance at 1 April 2022				£ 3,857.85	£ 19,481.12		£ 23,338.97
01.04.22	Main Grants			£ 1,100.00			£ 1,100.00
04.04.22	K Porter			-£ 33.99			-£ 33.99
04.04.22	Pavillion Trust			-£ 32.00			-£ 32.00
04.04.22	Communicorp			-£ 100.56			-£ 100.56
11.04.22	C Hardwick			-£ 28.00			-£ 28.00
25.04.22	Wiltshire Council			£ 6,674.00			£ 6,674.00
04.04.22	idverde			-£ 839.64			-£ 839.64
09.05.22	C Hardwick			-£ 28.00			-£ 28.00
21.04.22	idverde						
22.08.22	WALC			-£ 243.32			-£ 243.32
22.08.22	Auditing Solutions			-£ 216.00			-£ 216.00
22.08.22	idverde			-£ 1,679.28			-£ 1,679.28
22.08.22	idverde						
22.08.22	idverde						
22.08.22	idverde						
23.08.22	Business Services a			-£ 465.62			-£ 465.62
23.08.22	H Parks			-£ 108.90			-£ 108.90
23.08.22	H Parks			-£ 521.50			-£ 521.50
23.08.22	HMRC			-£ 152.00			-£ 152.00
21.09.22	Wiltshire Council			£ 6,674.00			£ 6,674.00
22.09.22	H Parks			-£ 607.89			-£ 607.89
03.10.22	HMRC			-£ 145.40			-£ 145.40
22.09.22	Playsafety			-£ 109.20			-£ 109.20
22.09.22	Pavilion Trust			-£ 589.74			-£ 589.74
09.06.22	C Harwick			-£ 28.00			-£ 28.00
09.07.22	C Hardwick			-£ 28.00			-£ 28.00
09.08.22	C Harwick			-£ 28.00			-£ 28.00
09.09.22	C Hardwick			-£ 28.00			-£ 28.00
30.09.22	Bank Charges			-£ 18.00			-£ 18.00
25.10.22	H Parks			-£ 276.26			-£ 276.26
13.10.22	HMRC			-£ 73.74			-£ 73.74
25.10.22	idverde			-£ 419.82			-£ 419.82
25.10.22	idverde			-£ 419.82			-£ 419.82
30.09.22	Interest				£ 29.49		£ 29.49
30.09.22	Bank Charges			-£ 18.00			-£ 18.00
10.10.22	C Hardwick			-£ 28.00			-£ 28.00
28.10.22	H Parks			-£ 582.40			-£ 582.40
28.10.22	HMRC			-£ 145.60			-£ 145.60
05.12.22	idverde Ltd			-£ 419.82			-£ 419.82

£ 9,891.35 £ 19,510.61 £ 29,401.96

Wiltshire Council
idverde Ltd
idverde Ltd
idverde Ltd
idverde Ltd

£ 6,062.99

Bank balance @ 15.10.22
Bank statement at 31 March 2022

£ 12,313.73 £ 19,527.42 £ 31,841.15
£ 3,857.85 £ 19,481.12 £ 23,338.97

Less: U/P cheques 2945.52

£ 3,857.85

£ 26,456.44

Cheverell Magna Draft Budget 2023/24

	Budget	Potential Year end spend	Suggested Budget	Comments
	2022/2023	2022/2023	2023/24	
Income				
Precept	£13,348.00	£13,348.00	£13,456.00	
Bank Interest	£0.00		£0.00	
VAT reclaim		£1,297.00	£840.00	To be claimed for 2021/22
Micellaneous	£0.00		£0.00	
SSE - Sub Station Witchcombe Lane		£26.00	£26.00	
TOTAL	£13,348.00	£14,671.00	£14,322.00	
Expenditure				
Audit Fees	£150.00		£220.00	
Council Tax	£0.00		£0.00	Bus Rate Relief applied
Insurance	£449.00		£550.00	
Subscriptions	£375.00		£400.00	WALC. ICO and SLCC
Administration	£141.14		£200.00	Mileage expenses
Bank Charges	£36.00		£72.00	£6 monthly admin charge
Pavilion Hire	£120.00		£170.00	
Annual Parish Meeting	£0.00		£60.00	
IT Equipment			£200.00	printer, software required
Website Maintenance	£196.00		£300.00	25 per month
Grounds maintenance				
Green space maintenance	£482.80		£3,600.00	Ideverde contract approved 1/11/2021 and reduced by £600 for monthly checks
Playground	£295.59		£150.00	Annual inspection
Trees	£0.00		£200.00	
Community Activity				
Defib			£1,800.00	Renewal 4 year term VAT to be added. This is a min fee
Community Grants	£50.00		£250.00	Additional £383 from reserves available
Contingency	£1,519.00		£0.00	Use general reserve £3554
Staffing				
Chair's Allowance	£12.96		£100.00	
Councillor expenses	£0.00		£50.00	
Clerks salary	£1,706.90		£5,500.00	
Training	£50.00		£500.00	
TOTAL			£14,322.00	
Precept calculation				
Amount to be requested 2023/24			£13,456.00	
Precept 2022/23			£13,322.00	
Increase 2022/23 to 2023/24				
% increase				
Band D cost 2022/23			£53.83	Tax base 247.43
Band D cost 2023/24			£54.32	Tax Base 247.71
Increase			0.69%	

Cheverell Magna Parish Council

Reserves			
Total Reserves		£22,706.00	Reported in AGAR 2021/22
Earmarked Reserves			
Victoria Park Mower		£4,500.00	This includes £2500 grant from Area Board which should be repaid if not used.
Community		£382.67	This is the amount remaining from the Community Plan exercise in 2011. this should now go back into general reserves.
Playpark Maintenance		£11,210.74	
Total earmarked Reserves		£16,093.41	
General Reserve		£6,612.59	Total reserves minus earmarked reserves
Budget 2023/24			
Suggested Earmarked Reserves			
Playpark Maintenance and Refurbishment		£8,323.00	
Victoria Park Mower		£4,500.00	£2500 to be repaid to Area Board and £2000 to move to Playpark maintenance reserve if transfer of assets from MoJ to Parish Council does not go ahead.
Environmental Enhancements		£3,000.00	Ring fenced for the Witchcombe planting project and other environmental enhancements in the Parish.
General		£6,883.00	This will increase or decrease dependent on budget underspend or overspend at 31/3/2023

Cheverell Magna PC – 4

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
PL/2022/05110	Householder planning permission Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018aYQT	01.09.22	Meeting No Objection	Meredith Baker	
PL/2022/06632	- Works to a Listed Building Belle Ville, 21 High Street, Great Cheverell, SN10 5TH Replacement extensions, garage and alterations https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dpyA	29.09.22	Emailed No Objection	Meredith Baker	Building work started
PL/2022/08988	Hedgerow removal notice GREAT CHEVERELL, DEVIZES, SN10 5TP Removal of hedge either side of field entrance (20m) to allow machinery access into field https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019ACGn	13.12.22	Meeting	David Wyatt	

Agenda for the next meeting will be issued on 28th November 2022

5 year Land supply

We have spoken about 5 Year Housing Land Supply briefly at times in the past and the illogical target from Government continues to be a thorn in the side of Wiltshire communities.

In short, our Wiltshire Core Strategy and the National Planning Policy Framework provide Planning direction in Wiltshire. These documents cover every aspect of development and dictate what should and should not be allowed. These documents help protect every important element of our local countryside, our infrastructure, our economy, our environment and our communities from poor development. Furthermore, many of our parishes have gone to significant lengths to create a Neighbourhood Plan which provides even more of a local voice to Planning decision making, suggesting where developments should be sited and what they should provide.

However, despite all of this excellent work, we are often overruled at appeal because of our failure in Wiltshire to be able to demonstrate a 5 Year Housing Land Supply. Currently we can show adequate levels of housing development for 4.72 years, not far off, but still short of the target.

The reality is that our performance against this target is subject to manipulation by unscrupulous developers. 4.72 years does not reflect a bottleneck in the Planning system or a failure on the legal front to complete S106 agreements. Our inability to hit the 5 year target highlights the throttling of supply by developers to keep the backdoor open for projects we don't want. Good developments which would receive local planning approval are temporarily shelved in order to keep us under the target and in doing so a project that *fails* to satisfy the Wiltshire Core Strategy, National Planning Policy Framework, Neighbourhood Plan or Conservation Area Statement may well be approved at appeal due to the "shortfall in housing land supply".

I have written about this in my blog ([5 Year Housing Land Supply](#)), which also features a video extract from last week's Strategic Planning Committee. During the meeting Cllr Philip Whitehead spoke about the farce which is the 5YHLS. The Committee voted to refuse planning approval for two large developments in Devizes due to them failing to meet our local standards. However, the risk is that the developer will take these to appeal and will have the refusal overruled due to the 5YHLS issue. This needs to change.

Over the weekend, I drafted a template letter which Philip and I have now distributed to all Wiltshire Councillors for them to share with their parish and town councils. This is a letter which you can tweak in order to add the number of residents in your parish and reflect whether you have a Neighbourhood Plan or not. If you are happy to send this letter on behalf of your parish council, collectively they will carry a lot of weight. Danny Kruger has been briefed to expect these letters to start coming in. He is fully supportive and will deliver them to Michael Gove (Minister for Housing & Communities). This action is being replicated across the county and I have asked Richard Clewer, Leader of Wiltshire Council to share the letter with our neighbouring local authorities in a bid to spread it across the entire country.

If you are prepared to amend the letter and send it to Danny (danny.kruger.mp@parliament.uk) as soon as possible I would be incredibly grateful.

Dear [MP's name]

5-Year Land Supply

I write as Chair of [X] Parish Council, concerning the Government's use of the 5 Year Housing Land Supply target.

Our parish contains [X,000] voters and, as a very active community, we work hard to address every local planning application in a fair and logical manner. [Following government guidance, we have spent considerable time and money creating our own Neighbourhood Plan to supplement the planning guidance given in the Wiltshire Core Strategy.]

Our parish, and indeed every town or parish in Wiltshire, is under constant threat from developers, who are using Wiltshire's 5 Year Housing Land Supply figure to gain approval for developments that are contrary to Neighbourhood Plans and the Wiltshire Core Strategy. It appals us to see these comprehensive documents being overruled by a single figure that can be influenced directly by developers.

On behalf of the [X,000] residents in [XXXX] I implore you to make our views known to the appropriate government minister so that the 5-Year Housing Supply figure can be removed from all planning procedures to ensure that all planning approvals are in line with the policies that have the approval of local residents and Wiltshire Council.

If our [X,000] residents are not supported by Government in their collective battle in favour of planned and supported development, they are sure to remember it at the polling station.

Your sincerely

Replanting Scheme – working party – minutes. 24.11.22

23/21	<p>Parish Land replanting scheme</p> <p>Cllr. Fox gave a presentation on the plans for the Witchcombe Close / Pavilion area, which had been drawn up by a Working Party which includes a number of Parishioners. It is intended that this be the subject of an Open Meeting for all Parishioners towards the end of June.</p> <p>Council <i>agreed</i> to commission Paul Jupp, at a cost of £300, to undertake a survey and make a presentation about establishing a wild flower meadow.</p> <p>Council discussed the possible cost of annual maintenance by a professional contractor, which would need to be market-tested and included in the Council’s budget for 2022/23, which will be agreed at the January 2022 meeting.</p> <p>Council also discussed the ongoing need for the storage shed, and would determine what was stored there.</p>
-------	--

35/21	<p>Standing Reports</p> <p>Parish Land replanting scheme</p> <p>Cllr. Fox updated the Council on the development of the parish land in the area of the Pavilion. Fox described how Mr Paul Jupp had now undertaken a survey and will be making recommendations to the Council in the form of a report before the next full meeting. Mr Jupp will be delivering a presentation at the Open Meeting for all Parishioners, scheduled to take place on 14 July. Prior to that event, the WG will be holding a siting meeting on the parish land on 22 June. The Council will then have a detailed, costed proposal to put to parishioners on 14 July.</p> <p>Cllr Fox then urged the Council to undertake an early tendering process for an annual maintenance contract covering the parish land around the Pavilion, to be undertaken by a professional contractor. This outlay will need to be included in the Council’s budget for 2022/23</p>
-------	---

63/21	<p>Planting project and maintenance contract</p> <p>Paul Fox from the Planting Working Group took Councillors through the report on the consultation regarding the hedging trees and wilding. After discussion covering the practicalities of the planting project and the support for the wilding aspects the Council made the following decisions:</p> <p>Agreed:</p> <ol style="list-style-type: none"> 1. That the hedgerow planting day should be 11th December, Paul Fox to check with the Woodland Trust, Clerk to check availability of the Pavilion. 2. That a Working Group to comprise Cllrs Burgess and Gray plus Paul Fox and other interested residents be formed to take the project forward and make recommendations to the Council. 3. That the Working Group would look at website to enable the donation of trees at a cost from £30 upwards for a planting day on 27th November 2021 and report back to Council in October. Clerk to check date with the Pavilion. 4. That the Working Group will work up a proposal to engage with residents about the possibility of wildflower mix planting in Spring 2022 5. That the planting of snowdrops and bluebells under the trees be costed by the Working Group and reported back to Council for approval. 6. That the Parish Council approve the cost of grinding out the stump of the Oak Tree at a cost of £120.00 7. That the Clerk in consultation with Cllr Hall prepare a tender document to cover the maintenance of the Councils land and hedges at Witchcombe Close and Bartletts. The tender also to include regular inspection of the playground.
-------	--

Cheverell Magna Parish Council

6th September 2021

Agenda Item 63/21

Planting Project and maintenance contract

1 Planting Project

Report by Paul Fox

Parish Council Pavilion Landscaping Working Party

Public Consultation Report

In early 2021 a Parish Council Working Party was set up to develop a draft landscaping plan (see terms of reference on website). It reported its findings to a Full Council meeting, which endorsed them, before holding a public consultation on 14 July. This Working Party Final Report augments the contemporaneous notes made by Kimi Porter during the event, and should be read alongside the presentation graphics.

Outline and general conclusions

The Working Party's recommendations were presented to the public in the form of a discussion revolving around a PowerPoint presentation. Each section of the presentation concluded with a vote, comprising a show of hands for a stated proposal:

- Restore and enhance hedgerows around the Parish Land to promote ecological diversity, blend in with the village high street's banked hedgerow environment, and act, as originally intended, as a roadside barrier to enhance safety in the area of the school crossing
- Noting that trees had necessarily been felled or reduced in the recent past, plant tree for tree, and/or plant trees more imaginatively around Witchcombe Lane, including to provide shade on the green and to enhance the line of the bridleway, Witchcombe Lane
- Reduce carbon emissions and promote biodiversity by 'wilding' at least some of the Parish Land over a three-year period
- Set up a costed maintenance contract to include all trees, hedges and green spaces on Parish Council land

All of the above recommendations were endorsed by public vote – see Kimi Porter's notes.

Headline details

Hedgerow replanting. Attendees voted unanimously for the proposal that 'we should make good the hedging on the Parish Land at Witchcombe', working out of the 2005 Planting Plan drawn up by Gleasons Development and endorsed by Kennet District Council.

Attendees were keen that steps should be taken to restore the ecology of the southern gateway to the village on the basis that hedging is cost free at source, volunteers plant, and the Parish Council maintains. Since the meeting Woodland Trust has declared that the hedging whips will not be available until early December.

Concerns were voiced about child safety outside the school. Much of the ensuing discussion was about traffic calming measures and not the planting scheme itself. Comment: there are two issues at play here; the feeling was that more road safety measures are required, and that any hedging should be maintained low enough to ensure good visibility. These two issues are not mutually exclusive: both are required. The former is outside the terms of this project, but is manifestly something the Council will wish to consider further.

Tree planting. Attendees voted unanimously for the proposal that ‘we plant around ten trees: donors purchase, Parish Council organises planting day’.

It was agreed that planting should take the following outline form:

- Three outside the Pavilion, including a replacement for the felled oak
- Three in the school pick up waiting area
- One in the central area of the green space, on the edge of Witchcombe Lane
- Up to three others as deemed fit

Comment: the Council has not yet decided how trees should be procured. The simplest way is to put out a request for tree donations at a given cost per tree, to be paid for by parishioners, purchased by the Council, and planted during a special event run by the Parish Council on Saturday, 19 November. The Council must decide on its approach as soon as possible.

Biodiversity and carbon reduction measures. Attendees voted tentatively for the proposal that ‘we should create a biodiverse space to enhance our parish amenity’, to include less mowing and new wild flower meadow areas. A presentation by Mr Paul Jubb of Meadow in my Garden was well received. Comment: Attendees were less confident about this measure and requested more information later in the year. The option, as presented, is ambitious. Attendees considered that the Council should proceed cautiously, adopting limited measures in the first year and building on success in subsequent years. They agreed that specialist support is necessary if the Council is to achieve this pillar of the plan. The first recommended step is to stop mowing grass. It is recommended that the Council selects one of two modest areas and undertakes

this measure as soon as possible. The Council should consider introducing a wild flower mix, possibly into the hedgerow planting scheme, and plant bulbs, possibly under trees in both the school pickup waiting area and the green space, as low-risk introductory measures this coming winter.

Maintenance budget. Chris Hall presented the budgetary implications. Although a formal vote was not taken, the proposal that the Council spent up to £4000 annually on general maintenance and £1000 annually, over three years, on the wild flower initiative met with recognition that a costed, structured plan is very necessary.

Conclusion

The Parish Council can conclude that all of the recommendations of the Working Party met with public approval.

Immediate action:

- Tender for a maintenance contract.
 - Agree a hedgerow planting day in early December and maintain contact with the Woodland Trust
 - As soon as possible, invite individuals/ organisations to donate trees and facilitate an acquisition process of its own design (NB to include the school in this).
 - Plan a planting event
 - Work with Paul Jubb to agree a Year 1 wild flower meadow plan. Consider a consultation event in October to sell this idea to the Parish, not least those directly implicated at Witchcombe Close
 - Communicate all of the above to parishioners as energetically as possible, beginning now
1. The Council is invited to make decisions on the above points for action and to appoint Councillors to a working group to take this forward with interested residents.

2 Maintenance contract

Parish Council Land Maintenance Contract

Provide comprehensive, continuous maintenance of the land owned by Cheverell Magna Parish Council located at Witchcombe and Bartletts.

To include:

- Hedging
- Trees and shrubs
- Grass and meadow land
- Sports facilities (football pitch)
- Playground (weekly inspection and report)

The extent of the parish land at Witchcombe is depicted on the attached graphic:

It is suggested that the Council approach at least 3 companies to tender to include:

Idverde <https://www.idverde.co.uk/>

Countrywide Grounds <https://www.countrywidegrounds.com/>

Doherty Gardens <https://www.dohertygardens.com/>

2. The Council is invited to consider putting out a tender for a maintenance contract.

Cheverell Magna Parish Council Working Party Terms of Reference.

Working Party: Pavilion Landscaping.

These Terms of Reference were adopted by Full Council at its Meeting held on 8th March 2021.

Full Council may form or disband this Working Party who will carry out tasks as defined by Full Council.

The Role of the Working Party: Pavilion Landscaping (WP: PL) of Cheverell Magna Parish Council is:

- To develop a **DRAFT Landscaping Plan** for an area of land owned by **CMPC** in the area of **The Pavilion at Great Cheverell**.
- The draft plan will be for an area of land *specifically identified by CMPC*.
- To be task specific and time limited.
- To examine the issues relating to the development of the draft landscaping plan in detail; obtain any necessary information to support the development of the draft plan; read reports and any related materials; get advice for the Council from relevant bodies/specialists where appropriate; examine options for planting; draft a general planting plan and approximate schedule of works; draft a proposal for labour required to support landscaping plan (e.g. contractors, volunteers etc); draft a detailed and costed budget for the draft plan; investigate and identify funding opportunities; any other activities that might support the development of the draft plan.
- To act as experts and/or liaise with experts.
- To make recommendations to Council.
- To explain the recommendations, reasons, options to Full Council by way of a written report.
- To answer questions from the Council.
- **No funding or monies to be spent or committed without delegated authority or prior Full Council endorsement.**

Working Party relationship:

- Full Council must direct the Working Party and set clear terms of reference for them regarding objectives, scope and outcome. On 8th March 2021, Full Council determined that the role of the WP:PL would be **‘to develop a Draft Landscaping Plan for an area of land owned by CMPC in the area of The Pavilion at Great Cheverell’**.
- The Working Party must facilitate the Full Council with as much information as it requires to ensure it can make a properly informed decision on its recommendations.
- The role of Full Council is to question and challenge the recommendations, in order to be satisfied of the correct decision.
- All aspects of this Draft Plan must be considered and ratified by Full Council prior to implementation.

Operations of the Working Party:

- The WPDP will have not have a Budget.
- The number of Councillors on the Working Party to be decided on at time of the Working Party appointment. In December 2020, Full Council agreed that this would be no less than 2.
- The leader of the Working Party to be appointed by the Full Council at the time of the Working Party appointment. On 8th March 2021, Full Council agreed that Councillor Paul Fox would lead the WP:PL.
- Quorate: Minimum of 2 Councillors at each meeting.
- All Members of Council and Clerk are to be informed of any meetings of any Working Party; and are able to attend and ask for any relevant Working Party documentation.
- Work priorities and co-option of named experts should be approved by Full Council.
- Prepare notes of meetings for Full Council to report on any activity and progress. Updates should be given at the monthly Full Council meeting.

- A Working Party does not meet in public, therefore Full Council Standing Orders are not applicable, although the Code of Conduct still applies to all members of the Working Party (including non Councillors).

To be Reviewed: February in each year until the Working Party is disbanded
Last Reviewed: 8th March 2021

Jan Sargent
Parish Clerk, Proper Officer and RFO



Organised by Cheverell Magna Parish Council

TREE & HEDGE PLANTING SATURDAY 14TH JANUARY

10-15am – Midday - Meet at the Pavillion

Would you like to join us to work on the hedge surrounding the play area? – we need 10 volunteers. Please bring a spade, fork or trowel.

Refreshments provided

Grateful thanks to Will Harvey & Sean Davies for their generous contributions.

For more information contact
lucienne.jones@greatcheverell.org

Cheverell Magna Parish Council

Practical winter help

The Parish Council are offering practical help to those who may need extra support through the coming winter.

Contact

12345678

