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

2nd January 2023

Agenda for the Meeting of **Cheverell Magna Parish Council** to be held at The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ Monday 9th January 2023

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.

HParks

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

Public Participation 2

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

Declarations of Interest 3

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 5th December 2022, previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 5th December 2022

6 Financial Information

6.1 Payments for approval:

23/22 £642.64 H Parks Locum Clerk's November Invoice

24/22 £145.20 HMRC Tax & NI November Invoice

25/22 £20.25 H Parks Nontax items September Invoice

26/22 £100.00 Great Cheverell New Pavilion Trust outstanding invoices 2021-2022

27/22 £16.00 Great Cheverell New Pavilion Trust 07.04.22

28/22 £16.00 Great Cheverell New Pavilion Trust 27.04.22

29/22 £16.00 Great Cheverell New Pavilion Trust 06.07.22

30/22 £16.00 Great Cheverell New Pavilion Trust 22.08.22

31/22 £16.00 Great Cheverell New Pavilion Trust 03.10.22

32/22 £16.00 Great Cheverell New Pavilion Trust 05.12.22

33/22 £419.82 idverde Grounds Maintenance December

34/23 £817.43 H Parks December invoice

35/23 £182.60 HMRC Tax & NI December

6.2 Locum Clerk – Invoice

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

6.3 Management Accounts

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

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/2022/06632 Householder planning permission Listed building consent (Alt/Ext) Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dpyA

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

8 Play Area

- The Clerk has contacted a fencing contractor to request a quote but so far no response received.
- Can Councillor Hayward report back on repairs to the step up logs, chippings under the cableway and repairs to the table tennis table?
- The Clerk is seeking quotations for repairs in the wet pour areas. Two suppliers have been approached and quotes are awaited.

To Note

9 Events and Diary

9.1 Meeting Diary

An update of the meetings scheduled for the remainder of the municipal year 2022-2023 and suggestions for the next municipal year 2023-2024. Due to the additional bank holiday for the Coronation in 2023, it is advisable to consider now when dates can be booked in for the Annual Council Meeting and the Annual Parish Meeting. See attached. **For decision.**

9.2 Events 2023

Members to discuss potential events for 2023 such as the Coronation, village fete and consider setting dates. For discussion and decision.

9.3 Defibrillator Training

South West Ambulance Trust are now starting to roll out defibrillator training again and the Parish is being invited to make contact to arrange a mutually convenient date and time. Paul Cosh replaces Julia Doel as our contact and will be starting on 3rd January 2023. He is a very experienced trainer. The Parish Council need to advise the team when we would like this training to take place. We can suggest a month convenient to the village and of course training is available to the whole village. **For discussion and decision.**

10 Notice Board

The Clerk has circulated some options to members regarding the design, size and style of a new notice board to be erected at the Pavilion. For discussion and agreement before finalising a firm quote.

11 Correspondence Issued to members - For Noting.

- 25.11.22 Area Board Agenda
- 25.11.22 Community News Weekly
- 07.12.22 Thank you from South Hills Old School Nursery
- 07.12.22 Next Flood Group meeting
- 16.12.22 Community Matters
- 16.12.22 WALC and NALC open letter
- 19.12.22 Minutes Area Board

Prior Year Bank Reconciliation

Bank at 31/03/22

£ 3,857.85

£ 3,857.85

	alance at 1 April 2022				357.85 £ 19,481.12		97 £ 23,338.97
01.04.22	Main Grants	Nat Lottery for Jubilee Picnic	200004 44 04 22		100.00		00 £ 24,438.97
04.04.22 04.04.22	K Porter	Refreshments for Litter Pick Hire of Pavillion	300081 14.04.22 300082	-£ -£	33.99 32.00	-£ 33.9 -£ 32.0	
04.04.22	Pavillion Trust Communicorp	Freedom Scroll	300082 300082		100.56		00 £ 24,372.98 56 £ 24,272.42
11.04.22	C Hardwick	IT Support	S/O 11.04.22		28.00	-£ 28.0	
25.04.22	Wiltshire Council	Precept	25.04.22		574.00		00 £ 30,918.42
04.04.22	idverde	Grounds Maint & Play Inspection feb & mch	300079 10.05.22		339.64	-£ 839.6	
09.05.22	C Hardwick	IT Support	S/O 09.05.22		28.00	-£ 28.0	
21.04.22	idverde	Grounds Maint & Play Inspection apl	300083 25.05.22	-£ 4	119.82	-£ 419.8	32 £ 29,630.96
22.08.22	WALC	1 Subscription	300084 30.09.22	-£ 2	243.32	-£ 243.3	32 £ 29,387.64
22.08.22	Auditing Solutions	2 Internal Audit	300085 27.09.22	<mark>-£ 2</mark>	216.00	-£ 216.0	00 £ 29,171.64
22.08.22	idverde	3 Grounds Maint & Play Insp Apl,	300086 01.09.22	<mark>-£ 1,6</mark>	579.28	-£ 1,679.2	28 £ 27,492.36
22.08.22	idverde	4 Grounds Maint & Play Insp May	300086 01.09.22				£ 27,492.36
22.08.22	idverde	5 Grounds Maint & Play Insp June	300086 01.09.22				£ 27,492.36
22.08.22	idverde	6 Grounds Maint & Play Insp July	300086 01.09.22			a	£ 27,492.36
23.08.22	Business Services a	7 Insurance 8 Locum Clerk June	300087 30.08.22		165.62		52 £ 27,026.74
23.08.22 23.08.22	H Parks H Parks	9 Locum Clerk July	300088 24.08.22 300088 24.08.22		108.90 521.50		90 £ 26,917.84 50 £ 26,396.34
23.08.22	HMRC	10 Tax & NI June & July	300089 30.08.22		152.00	-£ 521	
21.09.22	Wiltshire Council	Precept	500085 50.08.22		574.00	£ 6,674.0	
22.09.22	H Parks	11 Locum Clerk August	300090 05.10.22		507.89	,	39 £ 32,310.45
03.10.22	HMRC	12 Tax & NI August	300091 12.10.22		45.40		40 £ 32,165.05
22.09.22	Playsafety	13 ROSPA Inspection	300092 11.10.22		109.20	-£ 109.2	
22.09.22	Pavilion Trust	14 Jubilee Celebrations	300093		589.74		74 £ 31,466.11
09.06.22	C Harwick	IT Support	S/O	-£	28.00	-£ 28.0	00 £ 31,438.11
09.07.22	C Hardwick	IT Support	S/O	-£	28.00	-£ 28.0	00 £ 31,410.11
09.08.22	C Harwick	IT Support	S/O	-£	28.00		00 £ 31,382.11
09.09.22	C Hardwick	IT Support	S/O	-£	28.00		00 £ 31,354.11
30.09.22	Bank Charges	15 Bank Charges	Auto	-£	18.00	-£ 18.0	
25.10.22	H Parks	16 Locum Clerk September	300095		276.26		26 £ 31,059.85
13.10.22	HMRC	17 Tax & NI September	300094	-£	73.74		74 £ 30,986.11
25.10.22	idverde	18 Grounds Maint & Play Insp September	300096		19.82		32 £ 30,566.29
25.10.22 30.09.22	idverde	19 Grounds Maint & Play Insp October Credit Interest	300096	-£ 4	£ 29.49	-£ 419.8 £ 29.4	32 £ 30,146.47
30.09.22	Interest Bank Charges	Bank Charges	Auto	-£	£ 29.49 18.00	-£ 18.0	
10.10.22	C Hardwick	IT Support	S/O	-£	28.00	-£ 28.0	
28.10.22	H Parks	20 Locum Clerk October	300097		582.40		40 £ 29,547.56
28.10.22	HMRC	21 Tax & NI October	300098		145.60		50 £ 29,401.96
05.12.22	idverde Ltd	22 Grounds Maint & Play Insp November	300099		19.82	-£ 419.8	
05.12.22	H Parks	23 Locum Clerk November	300100	-£ 6	542.64	-£ 642.6	54 £ 28,339.50
05.12.22	HMRC	24 HMRC November	300101	-£ 1	145.20	-£ 145.2	20 £ 28,194.30
05.12.22	H Parks	25 Non Tax Items September 22	300102	-£	20.25	-£ 20.2	25 £ 28,174.05
09.06.22	C Hardwick	IT Support	S/O	-£	28.00	-£ 28.0	00 £ 28,146.05
30.06.22	Bank Charges	Bank Charges	Auto	-£	18.00	-£ 18.0	
06.07.22	ICO	ICO subscription	D/D	-£	35.00	-£ 35.0	
11.07.22	C Harwick	IT Support	s/o	-£	28.00		00 £ 28,065.05
29.12.22	Pavilion Trust	26 Outstanding Invoices 2021			100.00		0 £ 27,965.05
29.12.22 29.12.22	Pavilion Trust Pavilion Trust	27 Hire of Pavillion 07.04.22 28 Hire of Pavilion 27.04.22		-£ -£	16.00 16.00		00 £ 27,949.05 00 £ 27,933.05
29.12.22	Pavilion Trust	28 Hire of Pavilion 27.04.22		-£ -£	16.00		0 £ 27,955.05
29.12.22	Pavilion Trust	30 Hire of Pavilion 22.08.22		-£ -£	16.00		0 £ 27,917.05
29.12.22	Pavilion Trust	31 Hire of Pavilion 03.10.22		-£	16.00		0 £ 27,885.05
29.12.22	Pavilion Trust	32 Hire of Pavilion 05.12.22		-£	16.00		0 £ 27,869.05
29.12.22	idverde	33 Grounds Maint December			19.82		32 £ 27,449.23
30.06.22	Interest				£ 16.81		31 £ 27,466.04
01.01.23	H Parks	34 Locum Clerk December	300105	-£ 8	317.53	-£ 817.5	53 £ 26,648.51
01.01.23	HMRC	35 HMRC December	300106				£ 26,648.51
							£ 26,648.51
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				£ 7.1	121.09 £ 19,527.42 £	- £ 26,648.5	

Cheverell Magna Parish Council

Management Accounts for period ending 31 March 2023

	Year to		Budget to		Actual to		Variance	Explanation		Budget
	31/03/20	22	31/03/2023		31/03/2023	to E		Explanation		2022/23
<u>Receipts</u>			,,							,
Precept		-£	13,322.00	-£	13,348.00	-£	26.00		£	13,322.00
Interest				-£	46.30		46.30			
Other income				-£	1,100.00		1,100.00			
SSE Sub station				£	-	£	-		£	26.00
VAT Refunded				£	-	£	-			
Total Receipts		-£	13,322.00		14,494.30	-£	1,172.30		£	13,348.00
<u>Payments</u>										
VAT paid				-£	543.99		£543.99			
Salary		-£	5,000.00		2,859.85		-£2,140.15		£	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 & subcriptions		-£	400.00		243.25		-£156.75		£	400.00
Mileage				-£	92.70		£92.70			
Administration		-£	200.00	-£	144.91		-£55.09		£	200.00
Bank charges		-£	72.00	-£	54.00		-£18.00		£	72.00
Pavilion Hire		-£	170.00	-£	228.00		£58.00		£	170.00
Annual Parish meeting		-£	60.00	£	-		-£60.00		£	60.00
Website maintenance		-£	336.00	-£	252.00		-£84.00		£	336.00
Green space maintenance		-£	4,200.00	-£	4,618.02		£418.02		£	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				-£	35.00		£35.00		£	-
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			
	£ -	-£	13,348.00	-£	10,586.83		-£2,761.17		£	13,348.00
Surplus/(Defecit)	£ 22,706.3	3 £	26.00	-£	3,907.47				£	-
Opening reserves				£	23,338.97					
Closing Reserves	£ 22,706.3	3		£	19,431.50					
B										
Reserves:	C 4 500 (0		r	4 500 00				~	4 500 00
Victoria Park Mower	£ 4,500.0	U		£	4,500.00				£	4,500.00
Environmental Enhancements	c	-		£	3,000.00				£	3,000.00
Commuity	£ 382.6			£	383.00				£	383.00
Playpark	£ 11,210.7			£	8,410.74	-			£	8,323.00
Total earmarked reserves	£ 16,093.4			£	16,293.74				£	16,206.00
General reserve	£ 6,612.9			£	3,137.76	-			£	6,500.00
Total Reserves	£ 22,706.3	5		£	19,431.50	=			£	22,706.00

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 <u>https://development.wiltshire.gov.uk/pr/s/plannin</u> <u>g-application/a0i32000018aYQT</u>	01.09.22	Meeting No Objection	Meredith Baker	
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 <u>https://development.wiltshire.gov.uk/pr/s/plannin</u> <u>g-application/a0i32000019ACGn</u>	13.12.22	Meeting No objection subject to the hedgerow being reinstated after completion	David Wyatt	
PL/2022/06632	Listed building consent (Alt/Ext) Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH <u>https://development.wiltshire.gov.uk/pr/s/plannin</u> <u>g-application/a0i32000018dpyA</u>	03.01.23	Extension to 10 th January	Meredith Baker	
PL/2022/05110	Householder planning permission Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5 TH https://development.wiltshire.gov.uk/pr/s/plannin g-application/a0i3z000018aYQT	03.01.23	Extension to 10 th January	Meredith Baker	

Agenda for the next meeting will be issued on 2^{nd} January 2023

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Cheverell Magna Parish Council

Meeting Dates 2022/2023

Month	Day	Date	Year	Meeting
April	Monday	11	2022	Parish Council
July	Monday	6	2022	Parish Council
August	Monday	22	2022	Parish Council
October	Monday	3	2022	Parish Council
November	Monday	7	2022	Parish Council
December	Monday	5	2022	Parish Council
January	Monday	9	2023	Parish Council
February	Monday	6	2023	Parish Council
March	Monday	6	2023	Parish Council

Meeting Dates 2023/24

Month	Day	Date	Year	Meeting	
April	Monday	3	2023	Parish Council	
April	Monday	17	2023	Annual Parish Meeting	
May	Tuesday	2	2023	Annual Council Meeting	
June	Monday	5	2023	Parish Council	
July	Monday	3	2023	Parish Council	
August	No Meeting				
September	Monday	4	2023	Parish Council	
October	Monday	2	2023	Parish Council	
November	Monday	6	2023	Parish Council	
December	Monday	4	2023	Parish Council	
January	Monday	8	2024	Parish Council	
February	Monday	6	2024	Parish Council	
March	Monday	6	2024	Parish Council	

Bank Holidays Municipal Year 2023 – 2024 April 7 Good Friday April 10 Easter Monday May 1 May Bank Holiday May 8 Coronation May 29 Spring Bank Holiday August 28 The Annual Council meeting should be held in May The Parish Meeting can be held between 1 March and 1 June.

The Parish Council meets at the Pavilion, Witchcombe Close, Great Cheverell at 7.30pm unless the agenda indicates otherwise.

Please note the Parish Council may add meetings to this schedule, notice of any additional Committee meetings or extraordinary meetings will be posted on the Council website <u>www.greatcheverell.org</u> and noticeboards.