

Cheverell Magna Parish Council
Parish Clerk: Jacqui Abbott
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27th October 2023

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 6th November 2023
at 7-30pm**

Membership: Councillors, S Burgess, R Gray, R Hayward, L Jones, P Stevens (Chairman), 2 Casual vacancies.

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

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 Election of Vice Chair for remainder of the year

Nominations will be sought for Vice Chair.

Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

5 Chairman's announcements

To Note any items announced by the Chairman.

6 Minutes

6.1 To approve as a correct record the minutes of the meeting held on 4th September 2023 previously circulated.

6.2 To Note any matters arising from the minutes of the meeting held on 4th September 2023.

6.3 Members to note a typing error on the minutes of June 5th 2023

Chq 300132 Clerk and RFO salary May £364.40 should have read £374.40

All related documentation is accurate and confirms £374.40 as the correct figure.

7 Co-option

Applications for a casual vacancy to be considered and voted on.

One application has been received from Mrs Joy Alexander.

For discussion and voting

8 Financial Information

8.1 Payments for approval

Cheque number	Details	Amount
300157	SLCC Councillor Training	£54.00
300158	Clerk Mileage March to Sep	£117.00
300159	Clerk and RFO Salary September	£422.68
300160	HMRC PAYE September	£102.00
300161	Printing Ink Refund J. Abbott	£72.37
300162	Playsafety ROSP inspection	£115.20
300163	Clerk and RFO Salary October	£422.48
300164	HMRC PAYE October	£102.20
300165	Idverde June	£230.89
300166	Idverde July	£230.89
300167	Litter pick bags & refreshments JAbbott	£23.38

SO

Chris Hardwick Website £25 September £25 October

8.2 Management accounts

Members to receive the financial report and the bank reconciliation for October 2023. A member to sign the bank reconciliation and initial the bank statements.

8.3 Draft Budget 2024-25

Members should discuss plans for the next financial year and consider expenditure required to run the administration and manage all assets. A draft budget is attached for reference.

For discussion

9 Planning Applications

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

9.1 Members to comment on the following:

None

9.2 Members to ratify the comments made on the following applications dealt with by email:

PL/2023/08086 [planning application detail](#)

Notification of proposed works to trees in a conservation area

No objection via email

10 Holy Trinity School traffic issues

Members have received an email from the headmistress regarding parking issues at the school, attached for your reference

For discussion

11 Victoria Park Residents Association

Members to receive an update from Victoria Park Residents Association.

For discussion

12 Play Area

12.1 Members have agreed funding for up to £1500 for the playground fencing. Members to decide who will make the repairs and when they will take place.

For decision

12.2 Annual Play Area Inspection

The annual play inspection has been received by Members and posted onto the website. A copy will be available at the meeting.

For discussion

13 Grounds maintenance

Members to discuss the grounds maintenance for 2024/25.

For discussion and decision

14 Parish Steward

Members to receive an update on the work undertaken by the Parish Steward, Kevin Jarman

To note

15 Community Resilience

The clerk has arranged for Wiltshire Council's Community Resilience officer to attend an event in the village on Saturday 20th January 11am to 2pm to consider resilience and emergency planning in the village.

For noting

16 Storage Unit

Members to discuss the refurbishment of the storage unit.

For discussion and decision

17 Pavilion Lease

Members to discuss the renewal of the lease on the Pavilion from 01.04.2024

For discussion and decision

18 Events 2023-2024

Artisan Fair	Sunday 3 rd December 10am – 12 noon	Pavilion
Community Resilience event	Saturday 20 th January 11am – 2pm	Pavilion
Defibrillator training	Thursday 21 st March 7pm – 8.30pm	Pavilion

For noting

19 Correspondence Issued to members – for noting

01.09.23	Wiltshire Council newsletter
04.09.23	Neighbourhood watch AGM 7 October
04.09.23	Devizes Area Board 11.09.23
25.09.23	Wiltshire Council newsletter
25.09.23	PCC Chief Constable update
28.09.23	Wiltshire Council Local Plan consultation start
05.10.23	PCC Chief Constable update
13.10.23	Briefing Note 23-30 - Consultation on potential changes to Wiltshire Council Tax Reduction Scheme for working-age people
18.10.23	Incidents report Great Cheverell Community Messaging

Please note:

The next meeting is on Monday December 4th at 7.30pm in the Pavilion.

Management Accounts to 31/03/24

Report Date	27/10/2024
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		BUDGET	YEAR TO DATE	REMAINING
RECEIPTS				
Precept	PRE	13699.00	13699.00	0.00
Bank Interest	INT		234.11	-234.11
VAT Reclaim	VAT	840.00	0.00	840.00
Misc	MISC		0.00	0.00
SSE Sub Station	SSE	26.00	0.00	26.00
		14565.00	13,933.11	631.89

		BUDGET	YEAR TO DATE	REMAINING
PAYMENTS				
Administration	ADM	200.00	231.13	-31.13
Annual Parish Meeting	APM	60.00	59.76	0.24
Audit	AUD	220.00	240.00	-20.00
Bank Charges	BANK	72.00	36.00	36.00
Chairmans Allowance & Cl	EXP	150.00	67.38	82.62
Council Tax	CTX		0.00	0.00
Grants	GRA	250.00	0.00	250.00
Insurance	INS	550.00	522.53	27.47
IT & Web	IT	500.00	175.00	325.00
Pavillion Hire	VEN	170.00	0.00	170.00
Salary	SAL	5500.00	3,492.52	2007.48
Training	TRA	500.00	176.49	323.51
Subscriptions/Membership	SUB	400.00	279.95	120.05
Grounds Maintenance	GMT	4193.00	2,340.16	1852.84
Defib	DEF	1800.00	2,160.00	-360.00
Earmarked reserves	RES		3,071.40	-3071.40
		14565.00	£ 12,852.32	£ 4,784.08

Expenditure minus reserves used

£ 9,780.92

VAT reclaim 360
See reserves below

Ear Marked Reserves

Budget Expenditure Remaining

Community	£	1,500.00	£	1,755.00	-£	255.00	Coronation, Notice Brds
Recreational Area	£	6,410.74	£	1,316.40	£	5,094.34	Repairs to playground
Young children's play Area	£	5,000.00			£	5,000.00	
Total Ear Marked Reserves	£	12,910.74	£	3,071.40	£	9,839.34	
General Reserve		3642				3642	Min 3 month reserves
Grand Total		16552.74			£	13,481.34	

Name authority: Cheverell Magna Parish Council

Bank Reconciliation

Prepared by (Name and Role): Jacqui Abbott Clerk and RFO

Date prepared: 17.10.23

				£	£
Current Account T1	CMPC	17.10.23		£ 6,852.41	
Instant Access Account		17.10.23		£ 17,916.76	
				24,769.17	

Less: outstanding items @15.10.23

CMPC Precept 2024/25 BUDGET REVIEW					
	2023/24				
	Budget	27.10.23	31-Mar	2024/2025	
				Budget	
Income					
Precept	13,699.00	13,699.00	13,699.00	15,438.00	
Misc					
SSE substation	26.00		26.00	26.00	
Interest		110.84	110.84	200.00	
VAT refund	840.00		890.00	890.00	
	14,565.00	13,809.84	14,725.84	1,118.00	Sum non-precept
Expenditure					Notes
Audits	220.00	240.00	240.00	260.00	Under 25K Audit
Bank Charges	72.00	36.00	72.00	84.00	
De-fib	1,800.00	2,160.00	2,160.00	650.00	Earmark for contract
Community grants	250.00			250.00	
Elections				500.00	
IT equipment	200.00			600.00	
Insurance	550.00	522.53	522.53	600.00	10% increase insurance
Web site maintenance	300.00	175.00	300.00	300.00	
Admin / Misc	200.00	231.13	300.00	200.00	
Mileage				140.00	
Printing/Stationery/postage				170.00	Clerk and Councillor printing
Grounds maintenance					
Green space maintenance	3,600.00	2,340.16	3,600.00	3,000.00	Discussion required re provision
Playground	393.00			1,130.00	1,000 towards pre-school playpark & ROSPA
Trees	200.00				
Meetings & events					
Pavilion hire	170.00			170.00	
Events & APM	60.00	59.76	59.76	150.00	
Staffing					
Chair's Allowance	100.00	67.38	100.00	100.00	
Councillor expenses	50.00			50.00	
Clerks salary	5,500.00	3,492.52	£ 6,300.00	6,850.00	Increased from 30 to 34 hours plus up to 5%
Clerks Training	500.00	176.49	£ 400.00	500.00	CPD
Councillors Training				400.00	ROSPA, new Councillors etc
Misc					
Assets (notice board)					
VAT Paid					
Subscriptions	400.00	279.95	£ 279.95	400.00	
Legal costs				260.00	
Earmarked Reserves		£ 3,071.40	£ 3,071.40		Coronation, 2nd Notice Board, playground
Totals	14,565.00	12,852.32	17,405.64	16,554.00	
	minus reserves	9,750.92	14,334.24		minus reserves
	Budget	2023/24	2024/25		
		Expenditure	Remaining		
Ear Marked Reserves					
Community	£ 1,600.00	£ 1,755.00	£ 265.00		
Recreational Area	£ 6,410.74	£ 1,316.40	£ 6,094.34	£ 5,094.34	
Defibrillator contract				£ 660.00	
Pre-school play Area	£ 5,000.00		£ 5,000.00	£ 6,000.00	
Total Ear Marked Reserves	£ 12,910.74	£ 3,071.40	£ 9,839.34	£ 11,744.34	
General Reserve	3,642.00		£ 3,642.00	£ 4,138.60	3 mths running
Grand Total	£ 16,552.74		£ 13,481.34	£ 16,882.64	
Notes to Budget					
Band D tax base	247.71	Draft			
Precept	£62.32				

Budget preparation 2023-2024

The Parish Council has £ 24,769.17 in the bank @ October 2022

Less Ear Marked Reserves:

Community

Rec Area -£ 5,094.34

Pre School Area -£ 5,000.00

3 mths running -£ 3,642.00

Balance £ 11,032.83

Less expected expenditure -£ 5,204.13

Balance £ 5,828.70

Options

Tax Base

Band D

% Inc
on prev
year

Precept last year 13,699

247.71

55.54

0.70%

Precept 1

15,438

247.71

62.32

12.2%

£ 6.78 increase

Cheverell Magna PC – Planning 13

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
PL/2023/0497	<p>Belle Ville, 21 High Street, Great Cheverell, SN10 5TH</p> <p>Replacement extensions, garage and alterations-resubmission</p> <p>https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AxSWi/pl202304097</p>	11.08.23	No objection Via email	Lucy Rutter-Dowd	Approve with conditions 23.08.23
PL/2023/03492	<p>Belle Ville, 21 High Street, Great Cheverell, SN10 5TH</p> <p>Replacement extensions, garage and alterations-resubmission:</p> <p>https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001AasT</p>	11.08.23	No Objection Via email	Lucy Rutter-Dowd	Approve with conditions 23.08.23
PL/2023/06321	<p>Hillcrest, 79, High Street, Great Cheverell</p> <p>Modification of existing entrance to provide vehicle parking bay</p> <p>Planning Application: PL/2023/06321 (wiltshire.gov.uk)</p>	24.08.23	No Objection Via email	Jane Sanger	Approve with conditions 20.9.23
PL/2023/08086	<p>23, High Street, Great Cheverell</p> <p>Notification of proposed works to trees in a conservation area T1. Ash tree. Mature. Fell as it is too close to the adjacent building. T2 Ash tree. Semi mature. Crown raise to 2.5m as it is suppressing the hedge.</p> <p>https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BD1yDAAT/pl202308086?tabset-8903c=3</p>	13.10.23	No Objection via email	Beverley Griffin	

PL/2023/09159	Hazelbarn, 22 High Street, Great Cheverell Notification of proposed works to trees in a conservation area – golden conifer, bring in line with the hedge. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BtEz4	17.11.23		Beverley Griffin	
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Agenda for the next meeting will be issued on **27.11.23**

Good morning Mr Muns and Mrs Abbott,

I am emailing to keep you updated about the traffic situation near to Holy Trinity Primary Academy during term time.

You will know that with significant work and successful collaboration with the local authority team road safety team, we now have Road Safety Patrol five days a week, resourced by school, paid for by the LA: 8.15am -8.45am and 2.45pm to 3.15pm

Since the beginning of term there have been four near misses involving speeding traffic through the crossing patrol. In deed, three have involved cars driving through the patrol as children/families are about to commence crossing the road.

Timed flashing lights, rumble strips and signage would be the next step I believe and I would appreciate any support/help you can give to this cause and much appreciated before someone is seriously injured/fatal accident.

We would also be keen to explore whether any further hard standing parking could be extended to The Pavillion field to ease congestion at busy times. We are working closely with local residents and the school community to maintain safety at all times.

The Police and PSO have been informed, and patrolling on an adhoc basis.

Look forward to hearing from you,
Kind regards
Anna

CC Chair of Governors Stephanie Cadwgan

**Mrs Anna Woodman | Headteacher | Holy Trinity Church of England Primary Academy,
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