

Cheverell Magna Parish Council

Parish Clerk: Jacqui Abbott

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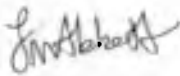
Phone: 07766 319252

27th November 2023

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 4th December 2023
at 7-30pm**

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

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 Chairman's announcements

To Note any items announced by the Chairman.

5 Minutes

5.1 To approve as a correct record the minutes of the meeting held on 6th November 2023 previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 6th November 2023.

6 Victoria Park Residents Association

Members to receive an update from Victoria Park Residents Association.

For discussion

7 Financial Information

7.1 Payments for approval

Cheque number	Details	Amount
300168	Clerk Training books x 2 refund J Abbott	£38.26
300169	Notice board magnets refund S Burgess	£4.99
300170	Wreath refund P Stevens	£20.00
300171	Post Crete notice board refund R Gray	£38.40
300172	Clerk & RFO Salary November	£449.68
300173	HMRC PAYE November	£109.00
300174	Clerk and RFO pay award Apr – Oct	£180.80
300175	HMRC PAYE Apr – Oct	£45.20
SO	Website Chris Hardwick November	£25.00

7.2 Payments received – VAT refund

Members to note that a VAT refund of £891.84 has been received into the current account.

7.3 Management accounts

Members to receive the financial report and the bank reconciliation. See attached papers. A member to sign the bank reconciliation and initial the bank statements.

7.4 Budget 2024-25

Members to discuss the final draft of the budget for 2024/25.

Items to consider in the budget include:

- i. Ongoing works & improvements to the play area

- ii. Defib – amount set aside each year to fulfil renewal requirements in the future
- iii. Pay award has been settled which is applicable from April 2023 (backdated) A further award up to 7% has been allowed for 2024/25.
- iv. Grounds maintenance
- v. A new requirement by Wiltshire Council for all Town and Parish Councils to contribute towards elections.

Members to note that Wiltshire Council will provide the final band D tax base in December and is likely to be 244.18.

Precept **244.18** £66.79 20.2% £11.25 increase

Members should decide the final precept to be requested so that this can be made to Wiltshire Council

Members to agree that the Clerk sends the final figure following release of the tax base to Wiltshire Council in December. This will be ratified at the February meeting.

For discussion and decision

7.5 Clerk’s Salary

The national pay award has been agreed and this is a £1925 flat rate across all bands up to SCP43 (£1 per hour) from April 2023. The impact on the Clerk’s salary would be an increase of £408 per annum taking the salary to £6536.16 per annum on spinal point 21. This is for 34 hours per month.

Members to approve the increase and backdate this to 1st April 2023.

8 Planning Applications

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

8.1 Members to comment on the following:

None

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

None

9 Play Area

Members to discuss and agree works to the Play Area

For discussion and decision

10 Grounds maintenance

Members to discuss grounds maintenance

For discussion and decision

11 Parish Steward

Cllr Burgess to report back on the work of the Parish Steward and all to agree priorities

For discussion and decision

12 Resilience planning

Members to discuss the Resilience planning event on 20 January

For discussion

13 The New Pavilion Lease

Members to discuss the renewal of the lease on the Pavilion from 01.04.2024 and agree a meeting date for the working group

For discussion and decision

14 Storage arrangements

Members to discuss storage arrangements and approve the purchase of materials required

For discussion and decision

15 Events 2024

Members to note the proposed events for the year

For noting

Community Resilience event Saturday 20th January 11am – 2pm Pavilion

Defibrillator training Thursday 21st March 7pm – 8.30pm Pavilion

16 Correspondence Issued to members – for noting

14.11.23 Wiltshire Council Local Plan consultation

22.11.23 Wiltshire Council Town and Parish Tax Base 2024-25

27.11.23 Wiltshire Council Area Board Communications

27.11.23 PCC Chief Constable update 24.11.23

Please note: The next meeting is on Monday 5th February at 7.30pm in the Pavilion.

Management Accounts to 31/03/24

Report Date	23/11/2023
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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	891.84	-51.84
Misc	MISC		0.00	0.00
SSE Sub Station	SSE	26.00	0.00	26.00
14565.00			14,824.95	-259.95

PAYMENTS				
Administration	ADM	200.00	236.12	-36.12
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 & Cllr Exps	EXP	150.00	87.38	62.62
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	200.00	300.00
Pavillion Hire	VEN	170.00	0.00	170.00
Salary	SAL	5500.00	4,277.20	1222.80
Training	TRA	500.00	214.75	285.25
Subscriptions/Membership	SUB	400.00	279.95	120.05
Grounds Maintenance	GMT	4193.00	2,378.56	1814.44
Defib	DEF	1800.00	2,160.00	-360.00
Earmarked reserves	RES		3,071.40	-3071.40
Expenditure minus reserves used		14565.00	£ 13,763.65	£ 3,872.75
			£ 10,692.25	

Ear Marked Reserves

	Budget	Expenditure	Remaining
Community	£ 1,500.00	£ 1,755.00	-£ 255.00
Recreational Area	£ 6,410.74	£ 1,316.40	£ 5,094.34
Young children's play Area	£ 5,000.00		£ 5,000.00
Total Ear Marked Reserves	£ 12,910.74	£ 3,071.40	£ 9,839.34

	Ear Marked Reserves			
	Budget	Expenditure	Remaining	
Community	£ 1,500.00	£ 1,755.00	-£ 255.00	Purple Fish, Coronation, Notice Board
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	

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	16,308.00					
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	1,116.00	Sumnonprecept				
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	-	-	800.00					
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	3,600.00	No increase on 2023/24				
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	6,920.00	Increased from 30 to 34 hours plus up to 7%				
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	-	-	-	250.00					
Earmarked Reserves	-	£ 3,071.40	£ 3,071.40	-	Coronation, 2nd Notice Board, playground				
Totals	14,565.00	12,852.32	17,405.64	17,424.00					
	minus reserves	9,780.92	14,334.24		minus reserves				
		2023/24	2024/25						
	Budget	Expenditure	Remaining						
Ear Marked Reserves									
Community	£ 1,500.00	£ 1,755.00	-£ 255.00						
Recreational Area	£ 6,410.74	£ 1,316.40	£ 5,094.34	£ 5,094.34					
Defibrillator contract				£ 650.00					
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	£ 4,356.00	3 mths running				
Grand Total	£ 16,552.74		£ 13,481.34	£ 16,100.34					

Budget preparation 2023-2024

The Parish Council has £23,570.64 in the bank @ November 2023
Less Ear Marked Reserves:

Community
Rec Area -£ 5,094.34
Pre School Area -£ 5,000.00
3 mths running -£ 3,642.00
Balance £ 9,834.30

Less expected expenditure -£ 5,204.13
Balance £ 4,630.17

Options		Tax Base	Band D	% Inc on prev year	
Precept last year	13,699	247.71	55.54	0.70%	
Precept 2024	16,308	244.18	66.79	20.2%	£ 11.25 increase

NALC Pay Award 2023-24

Scale 21 was £15.02 per hour or £28,898 per annum up to 31 March 2023

Scale 21 now £16.02 per hour or £30,825 per annum from 1 April 2024

Pro Rata:

April, May, June 90 hours x £1 = £90

July, August, September, October 136 hours x £1 = £136

Total backdated pay = £226

Cheverell Magna PC – Planning 14

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
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	No Objection 25.10.23
PL/2023/09159	<p>Hazelbarn, 22 High Street, Great Cheverell</p> <p>Notification of proposed works to trees in a conservation area – golden conifer, bring in line with the hedge.</p> <p>https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001BtEz4</p>	17.11.23		Beverley Griffin	

Agenda for the next meeting will be issued on **29.1.24**