

Cheverell Magna Parish Council

Parish Clerk: Jacqui Abbott

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28th October, 2024

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 4th November 2024
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.

2.3 To receive an update from Wiltshire Council, Cllr Dominic Muns.

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 2nd September previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 2nd September 2024.

6 Victoria Park Residents Association

Members to receive an update from Victoria Park Residents Association.

For discussion

7 Highways Issues

Members to discuss outstanding highways issues

For discussion

8 Financial Information

8.1 Payments approved to note. All payments require 2 signatories.

Details	Reference	Amount
Clerk and RFO Salary August	27/24-25BACS11	£ 449.68
HMRC PAYE August	28/24-25BACS12	£ 109.00
R. Hayward Grounds equipment	29/24-25300200	£ 206.62
Chris Hardwick website September	30/24-25SO6	£ 25.00
ROSPA play inspection	31/24-25300201	£ 122.40
JJO Fencing and Gardening	32/24-25300202	£ 3,674.84
Clerk and RFO Salary September	33/24-25300203	£ 457.40
HMRC September	34/24-25300204	£ 110.80
Sean Bailey Grounds work	35/24-25BACS13	£ 625.00
Bank service charge		£18.00
Chris Hardwick website October	36/24-25SO7	£25.00
Planning training	37/24-25BACS14	£36.00
Refund Door Cllr Stevens	38/24-25BACS15	£123.94
Clerk and RFO Salary October	39/24-25BACS16	£457.40
HMRC PAYE October	40/24-25BACS17	£110.80

8.2 Receipts

Members to note the following receipts:

£8154.00 representing the second tranche of the precept for 2024/25.

£26 SSE wayleave

£124.06 Bank interest to 30.09.24

£1381.74 VAT refund for 2023/24

8.3 Management accounts

Members to review the expenditure against the budget for 6 months from 1 April to 30 September.

A member to sign the bank reconciliation up to 30 September and initial the bank statements.

See budget review document. Reports attached to agenda.

9 Budget 2025-26

Members to discuss the budget for 2025-26, to be finalised at the December meeting. A first draft is attached to the agenda.

10 Planning Applications

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

10.1 Members to comment on the following:

None

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

None

11 Play Area

The annual play inspection report has been circulated by the Clerk. Members to discuss any outstanding works identified.

For discussion and decision

JJO Fencing will be installing the new fencing and gates to the play area at the beginning of December. 50% deposit has been paid and the balance will be paid on completion.

To note

12 Parish Steward

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

For discussion and decision

13 Storage hut

Members to discuss refurbishment of the storage hut

For discussion

14 Adoption of Policies and Procedures

Members to adopt the **Internal Controls Procedure** previously circulated. Copies will be available at the meeting.

The Clerk to post the policy onto the website after adoption.

For adoption

Date of future meetings:

Monday December 2nd

Parish Council Meeting

Monday February 3rd 2025

Parish Council Meeting