

**Cheverell Magna Parish Council**

Parish Clerk: Jacqui Abbott

71 Damask Way

Warminster

BA12 9PP

Email: [parishcouncil@greatcheverell.org](mailto:parishcouncil@greatcheverell.org)

[www.greatcheverell.org](http://www.greatcheverell.org)

Phone: 07709 005545

**3rd May 2025**

**Agenda  
Annual Council Meeting  
Cheverell Magna Parish Council  
to be held at  
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ  
Monday 12<sup>th</sup> May, 2025  
at 8pm or following completion of the Annual Parish Meeting**

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



Jacqui Abbott  
Parish Clerk & RFO

---

**1. Election of the Chair for the year 2025-26**

Nominations will be sought for the position of Chairman. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring Chair will make way for the newly elected Chair and take up the Chair's seat. The newly elected Chair will sign the declaration of acceptance of office and deliver it to the Clerk.

**2. Election of Vice Chair for the year 2025-26**

Nominations will be sought for Vice Chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

**3. Apologies**

**To receive** apologies for those unable to attend

**4. Co-option**

Applications for vacancies not filled at the election to be considered and voted on.

One application has been received from Michael Sayner and this is attached for your reference.

**For Discussion and voting.**

*Standing Orders will be suspended to allow for public participation*

**5. Public Participation**

**5.1 To enable** members of the public to address the Council with an allowance of **three minutes** per person regarding any item on the agenda

**5.2 To receive** any petitions or deputations

*Standing Orders will be reinstated following public participation*

## 6. 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

## 7. Chairman's announcements

To Note any items announced by the Chairman.

## 8. Minutes

**8.1 To approve** as a correct record the minutes of the meeting held on 7th April 2025 previously circulated.

**8.2 To Note** any matters arising from the minutes of the meeting held on 7<sup>th</sup> April 2025.

## 9 Financial Information

### 9.1 Payments for approval and two Members to sign each payment

WALC and NALC subscription	£	276.94
Aubergine new website build	£	598.80
Audit 24-25	£	210.00
Clerk's Salary April	£	474.62
PAYE April	£	115.00
Stationary and printing	£	103.94
Chris Hardwick website	£	25.00
Audit 24-25 second payment	£	42.00

### 9.2 Reserves

Members to note and approve the following reserves:

#### Earmarked:

Under 5's Playpark	£6,000
Recreation Area	£1,000
Defibrillator	£ 1300
Elections	£ 1100
Victoria Park	£ 250
Legal Costs	£1350
<b>General Reserves</b>	<b>£7,000</b>

(3-12 months recommended for general reserves)

**Total Reserves           £18,000**

#### For noting and approval

**9.3 Members to note** the receipt of the first tranche of the precept £8,699.50

## 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

## **11. Annual Internal Audit Report**

**11.1** Members to receive and Note the Annual Internal Audit Report circulated in advance of the meeting. A copy will be available at the meeting.

There are no issues to report.

## **11.2 Annual Governance and Accountability Return 2024-25**

### **11.3 Annual Governance Statement 2024-25**

Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full Statement attached.

### **11.4 Accounting Statements 2024-25**

Members to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly.

The Chair and Clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.

### **11.5 Exemption 2024-25**

The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25000.

**For approval.**

## **11.6 The Clerk is setting the commencement date for the exercise of public rights as Monday 2nd June and ending on Friday 11th July.**

## **12 Play Area**

Members to discuss and agree any works required to the play area.

**For discussion and decision**

**Future meeting dates:**

Parish Council Meeting Monday 7<sup>th</sup> July

Parish Council Meeting Monday 1<sup>st</sup> September

Cheverell Magna PC – Planning 25-26 01

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
PL/2024/04957	<p>Application for Permission in Principle for 1 self-build dwelling and associated works</p> <p>Members to note further information: Technical note Wiltshire Council's drainage response</p> <p>Land at the Green, Great Cheverell <a href="https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006ZikH">https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006ZikH</a></p>	08.04.25	10.04.25	Lucy Rutter-Dowd	Approve with conditions
PL/2025/09776	<p>Kytes Garage <a href="#">Planning Application: PL/2024/09776</a> Application to build 2 dwellings with parking, new garage to Hillcrest and associated parking</p>	07.11.2024	25.04.25	David Millinship	Approve with conditions
PL/2025/00892	<p>Conservatory to rear of property with a flat roof and glazed lantern roof Edith Marsh, Low Road, Little Cheverell, SN10 4JZ <a href="#">Planning Application: PL/2025/00892</a></p>	23.04.25		Kate Clements	
PL/2025/02639	<p>Regularisation of on site changes to landscape, building details and drive/parking 1 Church Road, Great Cheverell, SN10 5TH <a href="#">Planning Application: PL/2025/02639</a></p>	01.05.25		Adrian Smith	

Agenda for the next meeting will be issued on **30<sup>th</sup> June 2025**



# Annual Internal Audit Report 2024/25

Cheverell Magna Parish Council

www.greatcheverell.org

OR PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓ N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15/04/2025

DD/MM/YYYY

DD/MM/YYYY

Chris Hackett for Auditing Solutions Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

15/04/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### Cheverell Magna Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.		

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No

www.greatcheverell.org

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2024/25 for

### Cheverell Magna Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	22,509	19,396	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	13,699	16,308	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,374	1,908	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,512	7,028	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	11,674	13,693	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	19,396	16,891	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	19,396	16,891	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	410,632	418,494	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being**

SIGNATURE REQUIRED

Date

12/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



## Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

### Cheverell Magna Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25: **£18,216** R AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25: **£20,721** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2025.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

12/05/2025

I confirm that this Certificate of Exemption was approved by this authority on this date:

12/05/2025

Signed by Chair

Date

SIGNATURE REQUIRED

12/05/2025

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

parishcouncil@greatcheverell.org

GENERIC EMAIL ADDRESS

Telephone number

07709005545

NUMBER

\*Published web address

www.greatcheverell.org

PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.**