

Cheverell Magna Parish Council

Parish Clerk: Jacqui Abbott

71 Damask Way

Warminster

BA12 9PP

Email: parishcouncil@greatcheverell.org

www.greatcheverell.org

Phone: 07709005545

1st April, 2025

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at**

The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ

Monday 7th April, 2025

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 hear from Wiltshire Council, Cllr Dominic Munns

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 3rd February 2025 previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held 3rd February 2025.

6 Victoria Park Residents Association

Members **to receive** an update from Victoria Park Residents Association.

7 Financial Information

7.1 Payments for approval

Item	Amount	Cash book Ref
Stationary refund	£ 51.04	57/24-25BACS24
Website Feb	£ 25.00	58/24-25SO11
Service charge Jan	£ 6.00	
Wilts ALC	£ 24.00	59/24-25BACS25
Clerk Salary February	£ 543.10	60/24-25BACS26
HMRC February	£ 132.20	61/24-25BACS27
Service Charge Feb	£ 6.00	
SLCC CANVA training	£ 36.00	62/24-25BACS28
Post election and core documents training	£ 96.00	63/24-25BACS29
Agenda and minutes development	£ 72.00	64/24-25BACS30
Spring grounds maintenance	£ 325.00	65/24-25BACS31
Clerk Salary March	£ 466.90	66/24-25BACS32
HMRC March	£ 113.20	67/24-25BACS33
Website March	£ 25.00	68/24-25SO12
Pavilion room hire x 3	£ 48.00	69/24-25BACS34
Service Charge March	£ 6.00	
Clerk's mileage (Not PC mtgs)	£ 90.00	70/24-25BACS35

SLCC Membership 25-26	£ 205.00	1/25-26BACS1
Pavilion Hire PC mtgs 2025-26 x 7	£140	2/25-26BACS2

7.2 Members to note a minus £9.52 adjustment to salary (gross) for 24-25.

7.3 Payments received

A payment of Credit Interest has been received for £97.82 on March 31 2025
A payment for compensation has been received from the bank for £25 on March 26 2025

To note

7.4 Bank Reconciliation

Members to approve and sign the end of year bank reconciliation, provided with bank statements up to 31.3.25

7.5 Annual Accounts 2024-2025

Management Accounts 2024-2025

Members to adopt the annual accounts for the period 1st April 2024 – 31st March 2025. Copy attached.

For adoption

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:

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

For decision

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

None

9. Members to note the Take Action on School Journeys Report from Wiltshire Council

9.1 Members to discuss the request from Holy Trinity to create extra parking at the pavilion

For decision

10. Members to receive an update regarding the Neighbourhood Plan

To note

11. New website and domain name

The clerk has provided 3 detailed quotations from suppliers. The clerk is recommending **supplier A** – see matrix attached to agenda.

For decision

Members to ratify the domain name and email address agreed via email:
cheverellmagnaparishcouncil.gov.uk

12. Pavilion Lease

Members **to receive** an update and **discuss** the draft pavilion lease previously circulated.

Members **to note** the increase in hire cost of £10 per hour.

13. Risk Register

Members to adopt the reviewed Risk Register previously circulated and a copy will be available at the meeting.

For adoption

14. Storage Hut

Members to discuss progress on the storage hut and storage solutions

For discussion

Future meeting dates:

Annual Council Meeting Monday 12th May

Annual Parish Meeting Monday 12th May

Parish Council Meeting Monday 7th July

Parish Council Meeting Monday 1st September

Clerk's Salary 2024-2025 Reconciliation (21.03.25)

April to August inclusive SP 21 @ £16.65 x 34 = £566.10 x 5 = £2,830.50

Sep to March inclusive SP22 @16.93 x 34 = £575.62 x 7 = £4,029.34

Total: £6,859.84

£14 home office allowance x 12 = £168

Total £7,027.84

Cash book, HMRC and Salary paid all reconciled

Name authority:
Bank Reconciliation

Cheverell Magna Parish Council
End of Year 2024-2025 Bank Reconciliation

Prepared by (Name and Role):

Jacqui Abbott Clerk and RFO

Date prepared:

01.04.25

£

£

Current Account T1	CMPC	31.03.25			£ 1,251.04
Instant Access Account		31.03.25			£ 15,640.29
					£ 16,891.33

Less: outstanding items @31.03.25

None

			Total		-
Add: unbanked income @ 31.01.25		None			
Net					£ 16,891.33

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Jacqueline Abbott
71 Damask Way
WARMINSTER
Wilts
BA12 9PP

Date: 31/03/2025

Account Name: Cheverell Magna Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20400622

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
28/02/2025		Balance brought forward	£0.00	£0.00	£2,504.14
10/03/2025	Standing Order	S/O to: MR C.J HARDWICK R	£25.00	£0.00	£2,479.14
19/03/2025	Transfer	B/P to: SLCC Enterprises	£72.00	£0.00	£2,407.14
19/03/2025	Transfer	B/P to: SLCC enterprises	£36.00	£0.00	£2,371.14

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Statement number 102

**For Businesses.
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For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
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Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
19/03/2025	Faster Payment Debit	B/P to: WALC	£96.00	£0.00	£2,275.14
19/03/2025	Faster Payment Debit	B/P to: Sean Bailey Grds	£325.00	£0.00	£1,950.14
25/03/2025	Faster Payment Debit	B/P to: Jacqueline Abbott	£466.90	£0.00	£1,483.24
25/03/2025	Faster Payment Debit	B/P to: Jacqueline Abbott	£90.00	£0.00	£1,393.24
25/03/2025	Faster Payment Debit	B/P to: HMRC Cumbernauld	£113.20	£0.00	£1,280.04
25/03/2025	Faster Payment Debit	B/P to: Pavilion Trust	£48.00	£0.00	£1,232.04
26/03/2025	Credit	Complaint compensation	£0.00	£25.00	£1,257.04
31/03/2025	Fee	Service Charge	£6.00	£0.00	£1,251.04

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Jacqueline Abbott
71 Damask Way
WARMINSTER
Wilts
BA12 9PP

Date: 15/03/2025

Account Name: Cheverell Magna Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20400635

The credit interest rate is 2.50% AER as of your statement date.

Contact Us



Call us: **0345 140 1000**



Email us: **us@unity.co.uk**



Visit us: **unity.co.uk**

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Your Instant Access account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
15/02/2025		Balance brought forward	£0.00	£0.00	£15,542.47

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Statement number 078

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Cheverell Magna Parish Council

Instant Access

60-83-01 • 20400635

Gross interest rate

2.50 % 

Balance

£ **15,640.29**

Available

£ **15,640.29**

Balances are correct as of 10:37 on 01 Apr 2025.

↓ Date	Description	Paid in	Paid out	Balance
31/03/25	Credit Interest	97.82		15,640.29
17/01/25	Credit • 2	26.00		15,542.47

Management Accounts to 31/03/25

31/03/205

End of Year comments

		BUDGET	YEAR TO DATE	Variance	
RECEIPTS					
Precept	PRE	16308.00	16308.00	0.00	
Bank Interest	INT	200.00	449.65	249.65	Over
VAT Reclaim	VAT	890.00	1,381.74	491.74	Over
Misc	MISC	0.00	25.00	25.00	
SSE Sub Station	SSE	26.00	52.00	26.00	2 yrs
		17424.00	18,216.39	792.39	

PAYMENTS		Year to Date		Remaining	
Admin / Misc	ADM	200.00	111.03	88.97	Under
Audits	AUD	260.00	240.00	20.00	
Bank Charges	BANK	84.00	71.40	12.60	
Chair's Allowance	EXP	100.00	20.00	80.00	Under
Clerks salary	SAL	6920.00	7,027.84	-107.84	Spinal pt/pay award/home office.
Clerks Training	TRA	500.00	312.00	188.00	Under
Community grants	GRNT	250.00	100.00	150.00	Under
De-fib reserve	DEF	650.00	0.00	650.00	To reserves

Elections reserve	ELEC	500.00	0.00	500.00	To reserves
Events & APM	APD	150.00	39.32	110.68	Under
Green space maintenance	GMT	3000.00	3,121.56	-121.56	Over due to trees
Insurance	INS	600.00	592.29	7.71	
IT equipment	IT	600.00	616.55	-16.55	
Legal costs	LEGL	850.00	0.00	850.00	To reserves
Member expenses	MEXP	50.00	0.00	50.00	Under
Member Training	MTRA	400.00	0.00	400.00	Under
Mileage	MILE	140.00	90.00	50.00	Under
Pavilion hire	VEN	170.00	144.00	26.00	Under
Playground	PLAY	1130.00	122.40	1007.60	To reserves, used for fencing
Printing/Stationery/postage	STAT	170.00	165.22	4.78	
Subscriptions	SUB	400.00	297.58	102.42	Under
Web site maintenance	WEB	300.00	300.00	0.00	
			13,371.19		Expenditure minus fencing
Earmarked Reserves	RES		7,349.68	4052.81	Fencing paid from reserves
Total budget		£ 17,424.00	£ 20,720.87 Total Spent	-£ 3,296.87	From Rec Area Reserves

	Ear Marked Reserves		
	Budget	Expenditure	31.03.2025
	£	£	-£
Recreational Area	7,000.00	7,349.68	349.68
	£		£
Young children's play Area	6,000.00		6,000.00
	£		£
Elections	500.00		500.00
	£		£
Legal Costs (pavilion)	850.00		850.00
	£		£
De-fibrillator	650.00		650.00
	£		£
Total Ear Marked Reserves	15,000.00		7,650.32
	£		£
General Reserve	7,700.00		7,400.00 -£349.68 for fencing
	£		£
Grand Total	22,700.00		15,050.32

Clerk's End of Year Summary

There has been no significant variation in expenditure over the budget. Grounds Maintenance is slightly over, due to the works required on trees. A separate budget line has been created for trees in the 25/26 budget. The Clerk's salary is slightly over, but this includes 12 x £14 home office allowance – see separate note. Significant expenditure has been in the form of new fencing for the playground, which was planned and taken from the Recreation reserves, put aside for this purpose.

Many of the budget lines have expenditure slightly under the amount budgeted.

Overall expenditure is £20,720.87 and this includes £7,349.68 planned expenditure for fencing.

Income has been £792.39 more than expected largely due to bank interest and VAT reclaimed.

Overall, the 24-25 budget has been an accurate prediction with carefully planned and monitored expenditure throughout the year.

Cheverell Magna PC – Planning 24-25 08

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 https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ3000006ZikH</p>	08.04.25		Lucy Rutter-Dowd	
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 Planning Application: PL/2025/00892</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 Planning Application: PL/2025/02639</p>	01.05.25		Adrian Smith	

Agenda for the next meeting will be issued on **02.05.25**

Item no. 11 New Website quotations x 3**New website quotations – detailed quotes have been forwarded to members**

Supplier	Cost yr1	Cost yr2	Training	Responsiveness	Other
A	£659 Pos an extra £49 for upgraded email	£419	Yes, plenty online plus monthly web	High, good. Phone no. Quick response via email too. V. Professional	SLCC's preferred supplier. Scribe no.1 Govt. approved.
B	£929.99	£279.99	Online	Good. Phone no. Email.	Govt. approved
C	£480	£480	Online	Not so good – no phone no. Takes a full day to get a response	Govt. approved