

# CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council  
held at  
The Pavilion, Witchcombe Close, Great Cheverell  
Monday 3<sup>rd</sup> February, 2025 at 7.30pm

Minute No.	Item	Action
	<b>Membership:</b> S Burgess (SB) R Gray (RG) R Hayward (RH), L Jones (LJ), P Stevens (Chairman) (PS) <b>2 Vacancies</b>	
	<b>Councillors in Attendance:</b> Cllr Stevens (Chairman), Cllr Hayward (Vice- Chairman), Cllr Burgess, Cllr Gray, Cllr Jones.	
	<b>Officers:</b> Jacqui Abbott Parish Clerk & RFO (JA)  <b>Public:</b> Members of the public in attendance: 2 <b>Press:</b> None	
24-25/78	<b>Apologies:</b> None received	
24-25/79	<b>Declarations of Interest</b> None	
24-25/80	<b>Chairman's Announcements</b> None	
24-25/81 24-25/81.1	<b>Minutes</b> The minutes of the Parish Council meeting held on 2 <sup>nd</sup> December were approved and signed by the Chairman.  Proposed by Cllr Burgess, seconded Cllr Hayward, voting unanimous in favour.	
24-25/81.2	<b>Matters Arising</b> None	
24-25/82	<b><i>Standing Orders were suspended at 7.36 to allow for public participation.</i></b>  <b>Public Participation</b>  DR spoke to the Council regarding the issues at Victoria Park (VP). The Parish Council has written to the Secretary of State to support the residents of Victoria Park. The Rt. Hon. Brian Mathew, MP has visited the park and is very supportive regarding the issues that the residents are facing. He is keeping in touch with the Residents' Association and the Ministry of Justice (MOJ).  DR discussed the monies that had been put aside for VP from Wiltshire Council. He suggested that as it was a long time ago, it would be good to sit down with the Parish Council and re-look at the priorities and what will be required in terms of grounds improvements.  DR has worked with the Area Manager of the MOJ extensively. There are dangerous trees on the estate and a couple of them have fallen. DR is impressing upon the MOJ that they are liable for any damage to property or people. The manager is keen to get a budget for the works.  <b><i>Standing Orders were reinstated at 7.58 PM following public participation.</i></b>	

Signed.....

24-25/82.1	<b>To receive any petitions or deputations</b> None																															
24-25/83	<b>Victoria Park Residents Association</b>  Covered in Public Participation above.																															
24-25/84	<b>Financial Information</b>	JA																														
24-25/84.1	<b>Payments for Approval</b> – all payments require two signatories. <table border="1"><tr><td>Parish Council Wreath refund S Stevens</td><td>20.00</td></tr><tr><td>Clerk and RFO Salary December</td><td>466.90</td></tr><tr><td>HMRC PAYE December</td><td>113.20</td></tr><tr><td>Wiltshire Assn Local Councils Elections training</td><td>48.00</td></tr><tr><td>JJO Fencing – 2<sup>nd</sup> tranche park new fence</td><td>3,6774.84</td></tr><tr><td>Bank Charges November</td><td>6.00</td></tr><tr><td>Pavilion bookings April to December</td><td>96.00</td></tr><tr><td>Devizes and district link scheme grant</td><td>100.00</td></tr><tr><td>Clerk and RFO Salary January</td><td>474.42</td></tr><tr><td>HMRC January</td><td>115.20</td></tr><tr><td>Microsoft Office annual subscription</td><td>59.99</td></tr><tr><td>Chris Hardwick website December</td><td>25.00</td></tr><tr><td>Chris Hardwick website January</td><td>25.00</td></tr><tr><td>Bank Charges December</td><td>6.00</td></tr><tr><td>Bank Charges January</td><td>6.00</td></tr></table> Bank charges are now monthly at £6.00 per month rather than quarterly. Charges have been made up to 31 <sup>st</sup> January.  Proposed by Cllr Jones, Seconded Cllr Stevens, voting unanimous in favour, all payments approved.		Parish Council Wreath refund S Stevens	20.00	Clerk and RFO Salary December	466.90	HMRC PAYE December	113.20	Wiltshire Assn Local Councils Elections training	48.00	JJO Fencing – 2 <sup>nd</sup> tranche park new fence	3,6774.84	Bank Charges November	6.00	Pavilion bookings April to December	96.00	Devizes and district link scheme grant	100.00	Clerk and RFO Salary January	474.42	HMRC January	115.20	Microsoft Office annual subscription	59.99	Chris Hardwick website December	25.00	Chris Hardwick website January	25.00	Bank Charges December	6.00	Bank Charges January	6.00
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24-25/84.2	<b>Members noted the following receipts:</b>  Bank interest £103.23  SSE £26.00																															
24-25/84.3	<b>Management Accounts:</b> Members reviewed the expenditure against the budget for 9 months from 1 April to 31 <sup>st</sup> December 2024.  Members noted that expenditure against the budget was in line with predictions. There were no overspends.  The Chairman signed the bank statements and bank reconciliation up to 31 <sup>st</sup> December.																															
24-25/84.4	<b>Clerks Salary NJC Pay Award from April 2024</b> Members noted the underpayment in the November and December payments due to the pay increase agreement from April and the new spinal point agreed in September. Members had checked the calculations.																															

Signed.....

24-25/84.5	<p>A back-payment is due to the Clerk of £85.68 (gross) to be paid in February.</p> <p>Proposed Cllr Burges, Seconded Cllr Jones, voting unanimous in favour.</p> <p><b>Internal Audit:</b> Members noted that the internal audit for 2024-2025 would take place on Wednesday 16<sup>th</sup> April 2025.</p>	
24-25/85 24-25/85.1	<p><b>Planning applications:</b> Members commented on the following application:</p> <p><b>PL/2024/04957</b> Erection of 1. No. self-build dwelling with associated works</p> <p>The Parish Council has noted that the field has been under water this week and there are consistent issues with this area. The drainage cannot cope and flood signs are regularly required. The field water will not run off without issue as the flood risk assessment suggests.</p> <p>New housing is planned to replace Kytes Garage and these 2 new houses will put further pressure on the sewage system of The Green.</p> <p>The green field site is not the correct place for housing in the village, particularly given the flood risk. The mitigation suggestions are inadequate.</p> <p>The Council would like to recommend that Wiltshire Council make sure that its own civil engineers examine the developer's Flood Risk assessment in detail, to check its veracity.</p> <p><b>Voting unanimously to OBJECT to this application.</b> The Parish Council instructed the Clerk to submit the response to Wiltshire Council.</p>	JA
24-25/86	<p><b>Neighbourhood Planning:</b> Members discussed the Neighbourhood Planning Information session for parishioners booked for Tuesday 18<sup>th</sup> February.</p> <p>The Clerk will forward the poster to Des Read for Victoria Park and a piece will also go into the VP newsletter.</p> <p>The Clerk will send a new flyer to PS for printing and circulating to all houses in the village.</p>	JA
24-25/87	<p><b>Parish Steward</b></p> <p>Members noted that a spreadsheet had been forwarded to the Council to log priority jobs.</p> <p>Cllr Burgess has liaised with the Parish Steward accordingly and key gulleys have been emptied. Road edges by the Bell have been improved and some small potholes have been filled. Small potholes further up the High Street from the Bell to the school will be cleared next. Overhanging branches and shrubbery at Witchcombe lane from the entrance to the wood all the way down to Witchcombe farm have been cleared by Wiltshire Council.</p> <p>Wiltshire Council has agreed that the growth on the pavement on the High Street will be cut back. This will be done in stages.</p> <p>Members noted that good progress is being made through liaising with Wiltshire Council on grounds issues in the village.</p>	
24-25/88	<p><b>Grounds Maintenance</b></p> <p>Sean Baily had agreed to liaise with Cllr Burgess regarding hedge trimming and any strimming for early in the year. Sean Bailey will trim the hedges before bird nesting season. The Clerk will check whether the tractor is required. Opposite the garage and into Bartletts requires trimming.</p> <p>The Council agreed that volunteer PF will take out the dead fruit tree and move one from the periphery to replace it.</p>	JA PF

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24-25/89	<b>Play Area</b> The Clerk had received the monthly inspection from Cllr Gray. New fencing has been installed which is looking really good. The Clerk will check with Wiltshire Council regarding moving current bins. The bin will be removed from inside the playground as a trial as much of the waste was dog faeces and it was not being used as intended. In addition, this was being emptied by Cllr Burgess and was not a Wiltshire Council bin.	JA  SB
24-25/90	<b>Review of Policies</b> Members reviewed and adopted the following policies:  Standing Orders February 2026 Financial Regulations February 2026 Asset Register 2024-2025 updated  It was proposed by RH; Seconded LJ that all the policy documents submitted be adopted. Voting unanimous in favour The Council instructed the clerk to place these documents onto the website.	       JA
24-25/91	<b>Elections</b> Members noted the online training available by Wiltshire Council for current and prospective councillors on February 11 <sup>th</sup> at 6pm. The clerk would prepare a flyer for all houses with information about standing as a local councillor on May 1 <sup>st</sup> .	All  JA
	The meeting closed at 8.46pm.	

#### **Future Parish Council Meeting dates:**

Monday April 7<sup>th</sup> 2025  
Monday May 12<sup>th</sup> 2025

Parish Council Meeting  
Annual Parish Meeting, Annual Council Meeting

**For more information, please see the Council's website at**  
[WWW.GREATCHEVERELL.ORG](http://WWW.GREATCHEVERELL.ORG)

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