

CHEVERELL MAGNA PARISH COUNCIL

MINUTES OF THE MEETING OF CHEVERELL MAGNA PARISH COUNCIL HELD ON Monday 12th April 2021 Online Meeting

Minute No.	Item	Action
01/21	Councillors in Attendance A.Alexander; K. Porter; P Cadwgan; P. Fox	
02/21	Public in Attendance: 8	
03/21	Apologies for Absence: R.Hayward; S. Pearce; B. Morillo-Hall	
04/21	Open Forum: A Parishioner outlined the problems with a Parish Council Overage Deed (drawn up in 2007) which covered a number of properties in Witchcombe Close. It was stated that the unclear terminology of the Deed, was influencing conveyancing solicitors to advise clients against buying properties in the Close. This was leading to a very difficult situation for those affected parishioners in the Close with properties which seemed to be problematic to sell. Council was asked to consider redrafting the Deed.	Clerk
05/21	Disclosures of Interest Councillor Fox (<i>item 09/21 8</i>)	
06/21	Minutes of the Meeting held on 8th March 2021 Council <i>unanimously agreed</i> the Minutes	
07/21	Wiltshire Council Cllr. Gamble advised Council that Wiltshire Council (WC) had published its Highways Strategy. Black Dog crossroads had been allocated £50k to solve the current problems there. It was thought traffic lights might be sited there although this was not yet a definite plan. It was, however, a 'top of list' item for WC. He also advised that WC had changed its' system for notification of highways works from active alerts sent to Councils to one where there was a link to check the system - WC would no longer send out alerts. The roads in Victoria Park were in the process of being adopted but there was no current information about what that meant in practice. In response to a question from Councillor Fox, Councillor Gamble again reiterated the importance of a Neighbourhood Plan to help to defend against unwanted development in the village. Council <i>noted</i> Cllr. Gambles' report.	
08/21	Wiltshire Police The Clerk explained that, as had been experienced now for some time, Wiltshire Police were not able to provide a representative to attend Parish Council meetings and no report had been received. Council <i>noted</i> this information.	

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	<p>Councillor Fox reported that there had been a significant number of anti-social behaviour incidents around The Pavilion in recent weeks. One person had been assaulted using guttering from the Pavilion building itself. This behaviour could go on until after midnight on occasion. It was also suspected that there was drug dealing going on during these incidents. Police had been called but to ensure that the Police were able to give this a higher priority. Councillor Fox encouraged Parishioners to call the Police so that they could get a greater trend analysis and therefore have more of a presence to deter this behaviour. It was suggested that, possibly, a CCTV camera might be a deterrent. Dominic Muns of West Lavington Parish Council suggested that there may be the opportunity for information sharing on how this could be achieved.</p>	Clerk
09/21	<p>1. Standing Orders - Clerk</p> <p>i. Delegation of Urgent and Routine matters during 'emergency events': Proposed clause into Standing Orders re: delegated decisions</p> <p>Council resolved that the Proposed Clause to be inserted into the Standing Orders.</p> <p>ii. Proposed adoption of updated NALC Model Standing Orders.</p> <p>Council resolved to adopt the updated NALC Model Standing Orders</p> <p>2. Risk Register Review: Full Council review of Risk Register - Clerk Pandemic and other 'emergency' events</p> <p>Council resolved to adopt the updated Risk Register.</p> <p>3. Full Council Meeting Dates - Clerk</p> <p>i. Updated schedule of Meetings</p> <p>Council noted the updated Schedule of Meetings</p> <p>ii. Update on ability to hold online meetings</p> <p>Council noted the current unclear situation with regards to holding online meetings and agreed to wait for the outcome of the legal challenge to the Government stance by Hertfordshire County Council and the Local Government Officers Association which was due in Court later this month.</p> <p>iii. Preparing for the possible return of face-to-face meetings - Clerk</p> <p>Following on from item 09/21 3 ii and the lack of clarity surrounding ongoing online Council meetings, Council determined that its' overriding duty was to keep the Public, Councillors' and Council Officers safe from undue risk. Therefore, Council resolved to hold the APM (19/4) and the AGM (24/5) online and reassess the situation following those meetings in the light of the outcome of the legal challenge.</p> <p>4. Strategic Plan:</p> <p>Discussion of draft paper - Councillor Cadwgan briefly outlined the contents of his report which he believed would cover the next 5 to 10 years. This would give direction and consistency of action to the Council and would give a benchmark of targets and activities achieved.</p> <p>Council resolved that there would be a Working Party to create the detail of the plan which it would then place before Council at a Full Council meeting. It was intended that the community would also be canvassed for their opinions about the plan and be offered the opportunity to comment and influence the document before it was finalised. Council also resolved that all Councillors would be Members of that Working Party.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk & Council</p> <p>Clerk & Council</p>

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	<p>5. Neighbourhood Plan:</p> <p>Update - Councillor Fox advised that the 2011 Development Plan was a good document. He suggested Council would need to decide on whether it wished to keep the document as it was; update it or create an entirely new document. A new document would take considerable time and effort at considerable cost and may only have a 'lifespan' of around 2 years before it was considered out of date by Wiltshire Council.</p> <p>Council noted Councillor Fox's update and agreed that he would contact the Planning Team at WC and seek their thoughts on this.</p> <p>6. WP: Pavilion Landscaping (WP:PL) - Chair WP: PL</p> <p>Update on progress - Cllr. Fox, Chair WP: PL</p> <p>Councillor Fox gave a short presentation to the meeting on the activity of the WP:PL. There had been a number of brief informal meetings where the members had walked the ground. They had also acquainted themselves with the Terms of Reference. The WP:PL will canvass opinions to find out what others want. Their next step was a formal meeting of the WP:PL.</p> <p>Councillor Fox had spoken with the Head of the School who was strongly interested in supporting the initiative. Wiltshire Council were also massively supportive of the initiative and have said they will give it their full support. He was also speaking with the Woodland Trust.</p> <p>Councillor Fox also spoke about the storage building at the Pavilion and said he was concerned by its state. Rats were living in and around it and it was often used as a public toilet by those congregating on the Pavilion land in the evenings.</p> <p>Council resolved that the WP:PL should develop an Action Plan framework along with a timeframe for activity and community engagement.</p> <p>7. Pavilion Benches: Placement of benches.</p> <p>Council resolved to include the placing of the benches in the Pavilion area within the Terms of Reference of the WP:PL to ensure that they formed part of a cohesive plan.</p> <p>8. Overage Deed - Witchcombe Close: Issues arising and implications for the Sale of Properties in relation to the Overage Deed. - Cllrs. Fox, Alexander and the Clerk.</p> <p>Councillor Fox explained the issue as he saw it but refrained from participating in the discussion as he declared an interest in the item as he lives in Witchcombe Close.</p> <p>Council discussed the issues that Parishioners had brought to their attention (item 04/2) regarding the Overage Deed. Council resolved to take legal advice on the operation of the Deed; what it was supposed to protect and why and then determine whether the document could be amended in a way as to still operate to protect Council and the Community as a whole without adversely impacting upon the ability of a number of those owning properties in Witchcombe Close.</p> <p><i>Councillor Alexander left the meeting at 9.10pm.</i></p>	<p>Cllr. Fox</p> <p>Cllr. Fox</p> <p>Cllr. Fox</p> <p>Cllr. Fox</p> <p>Clerk</p>
10/21	<p>Finance:</p> <p>1. Current Financial Position</p>	

	<p>i Council noted its' current financial position.</p> <p>ii Council noted and approved the following payments due:</p> <ol style="list-style-type: none"> a. Clerk's Salary (April 2021) b. £14.39 Mrs J Sargent - Refund of Expenses (Zoom video-conferencing provision) - March'21 c. £28.00 Ringstones Media (December) d. £8.40 HMRC - National Insurance payment (March 2021) e. £200.60 Great Cheverell Village Maintenance Group (R Hayward) f. £249.94 WALC - Subscription 2021/22 <p>iii Council noted the following receipts having been received:</p> <ul style="list-style-type: none"> • A receipt of £150 has been received into the bank account from Councillor Hayward as the payment of monies from the successful bidder of the wood from the felled trees via the Auction held in February. • A receipt of £26.00 has been received from SSE for the Wayleave payment. <p>iv Transfer of Balance:</p> <p>Council authorised a Transfer of £1,500 from the Instant Access Account to the Current Account to ensure ease of cashflow.</p> <p>v Clerk Salary - Standing Order</p> <p>Council approved the Clerks' salary being changed to a monthly standing order on 20th of every month to ensure continuity of regular payment.</p> <p>vi Variances to the 2020/21 approved Budget.</p> <p>Council noted the variance to the approved budgets shown in the BvA analysis.</p> <p>2. Wiltshire Search and Rescue - Request for a Grant to be made:</p> <p>The Clerk advised Council Wiltshire Search and Rescue had requested that a grant be made to them to support their vital work. Council resolved to grant them a sum of £50.</p> <p>3. Internal and External Audit.</p> <p>The Clerk advised Council of key dates for these Audits.</p> <p>Council noted this information.</p> <p>4 Personnel Committee:</p> <p>The Clerk proposed the formation of a Personnel Committee (as required in the new Standing Orders) to manage aspects of staffing and to provide a more obvious focus for any matters of employment that the Clerk may need to bring to it.</p> <p>i Council resolved to create a formal Personnel Committee.</p> <p>Council resolved that the 3 Councillors who currently informally carry out this role should continue as the members of the Committee until the AGM when the membership of the Committee would be reviewed.</p> <p>ii Personnel Committee - Terms of Reference.</p>	<p>Clerk</p> <p>Clerk</p>
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	<p>Council resolved to adopt the draft terms of Reference for the Personnel Committee.</p> <p>iii Clerk - Current Activity.</p> <p>The Clerk advised that this year was particularly busy with a number of events colliding that only happened in that format on a 30 year cycle. This would mean that it was likely that further Clerk hours would be needed to carry out those additional tasks. Council resolved that the Clerk would be granted those extra hours for payment at the normal hourly rate. Council further resolved that should those additional hours reach 20 hours the Clerk should discuss this matter further with the Personnel Committee.</p>	
11/21	<p>Standing Reports: Parish Steward: Councillor Porter advised Council that she reported an issue with a hedge to the Parish Steward.</p> <p>Council noted this information.</p>	
	The meeting closed at 9.44pm	

NEXT MEETINGS: Due to the current Coronavirus situation it is anticipated that Full Council meeting will be held **online** for some time to come. Joining information will be published in due course on the Agenda for each meeting, copies of which will be found on the Council noticeboard; the Great Cheverell Facebook community page and the Council website.

Meeting dates:

May	24 th	2021	Annual General Meeting
June	7 th	2021	Full Council
July	5 th	2021	Full Council

FOR MORE INFORMATION, PLEASE SEE THE COUNCIL'S WEBSITE AT www.greatcheverell.org