

## CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council  
Held at The Pavilion, Witchcombe Close, Great Cheverell  
Monday 6<sup>th</sup> December 2021 at 7.30pm

Minute No.	Item	Action
116/21	<b>Councillors in Attendance:</b> Cllrs Burgess, Morillo-Hall, Porter (Chair) and Stevens	
117/21	<b>Public in Attendance:</b> 6 members of the public	
118/21	<b>Apologies for Absence:</b> None	
119/21	<b>Co-option</b> Jacqui Hart explained why she wanted to be a Councillor and that her links with the Prison could be particularly useful. Cllrs asked some questions. Agreed: That Jacqui Hart be co-opted to serve as a Councillor on Cheverell Magna Parish Council. <b>Acceptance of Office</b> Jacqui Hart signed the Acceptance of Office witnessed by the Clerk and took part as a Councillor in the remainder of the meeting.	
120/21	<b>Disclosure of Interest</b> None.	
121/21	<b>Standing Reports</b> <b>Victoria Park Residents Association</b> (This item was brought forward in the agenda) Mr Read reported to the Council on recent discussions the Residents Association has had with Danny Kruger MP and Cllr Dom Muns of Wiltshire Council about the urgent need for the planned works at Victoria Park to go ahead and for the Ministry of Justice to continue to work towards bringing the paths roads and lighting up to a standard to be adopted by Wiltshire Council. Danny Kruger to push MoJ for lighting to be in place by Christmas. The Residents Association may also explore the possibility of the whole estate being passed over to Wiltshire Council, MP, and Wiltshire Councillors to explore this further. Residents Association hope that the Parish Council will support these positive moves. Grit bins at Victoria Park not filled. Cllr Porter to contact Wiltshire Council. Funds held for Victoria Park mower will still be required and the Council is asked to continue to ringfence them. The Victoria Park newsletter will be sent to Cllr Porter for circulation.  At some point the Parish Council will need to be involved in the discussions about the Asset Transfer.	Cllr Porter  Des Read/ Cllr Porter  Council
122/21	<b>Open Forum:</b>	

	<p>A resident asked about the details of the Grounds Maintenance contract with Idverde. The Chair confirmed that the contract had been sought alongside the Witchcombe planting project because of a need to cover the aspects of playground inspection and bin servicing alongside the grounds maintenance and that it was with regret that the Council had not continued to use the previous team who had provided such good service at a very reasonable cost.</p> <p>The Council's mower needs a new home – Cllr Stevens to liaise. Idverde Contract – Clerk to confirm when started. Chair was handed a bill for ground maintenance for summer 2021.</p> <p><b>Planning Townsend Wood</b> The applicants explained the works that the planning permission related to the location and size of buildings and the operations that are to take place on site. Cllrs asked questions about the ages of people being brought in for education purposes and the likely hood of noisy games taking place and if the sawmill would process wood from outside. Cllrs also asked questions about security on site. The offer of grant aid from the Parish Council of £250 for gates for the permissive path to link Victoria Park with the village will be ringfenced.</p>	<p>Cllr Stevens Cllr Porter</p>
123/21	<p><b>Planning</b> (This item was brought forward in the agenda) <b>PL/2021/09319 Townsend Wood, Great Cheverell, Devizes, Wilts, SN10 5TW Change of use of Woodland to F1 Learning and non-residential institution.</b> Councillors discussed the application which they decided to support. Agreed; That the Parish Council support the planning application PL/2021/09319.</p> <p><b>PL/2021/10326 Land adj St Peter's Church, Church Road Great Cheverell SN10 5YA Ash (T1) - fell, due to ash dieback</b> The Parish Council raised no objection to this application.</p>	<p>Clerk</p>
124/21	<p><b>Minutes of the Meetings held on 1<sup>st</sup> November and 17<sup>th</sup> November 2021</b> Agreed: That the Minutes of the meeting on 1<sup>st</sup> November 2021 and the minutes of the Extraordinary Meeting on 17<sup>th</sup> November 2021 be approved and signed by the Chair as a correct record.</p>	
125/21	<p><b>Wiltshire Council:</b> Report No report received.</p>	
126/21	<p><b>Clerk's Report</b> <b>Playground</b> The Clerk reported that the new equipment for the playground has been ordered with a 10 to 12 week delivery. <b>Dog Warden</b></p>	

Cllr Morillo-Hall reported that the Dog warden had put up more signs and encouraged residents to report anyone seen not picking up after their dog to the Warden who could then act.

**Maintenance Contract**

The Clerk confirmed this should have commenced and will check with Idverde.

**Flooding**

Cllr Morillo -Hall updated the Council on recent contact with Wessex Water who are conducting a larger survey which may take 3 to 6 months to complete, and findings will be actioned. The local landowner at the Green has confirmed that ditch maintenance should be completed this week.

**Council Vacancy**

The Clerk reported that the vacancy left by Chris Hall is to be filled by co-option. Cllrs were happy that they had the ability to recruit to the two vacancies.

**Council Privacy Notice.**

Clerk to chase the Community Speed Watch Team for confirmation that all data from the camera has been deleted.

The updated Privacy notice removed all reference to data from cameras as the Council no longer has any.

Agreed: That the draft Privacy Notice be agreed and displayed on the Council website.

**Responsibilities**

The Council considered and reallocated responsibilities as set out below.

Agreed: That the following allocation of Committee membership and responsibilities be approved.

**Human Resources Committee**

Cllrs Burgess, Morillo-Hall, Porter and Stevens

**Witchcombe Close Planting Project** – Cllr Burgess

**Budget Working Group** – membership to be considered in September 2022.

Bank Account Signatories	Cllrs. Porter, Morillo-Hall, Stevens
Data Protection / CCTV	<i>Cllr. Burgess</i>
Emergency Planning	<i>Cllr. Porter</i>
Financial Oversight (Financial Regulation 2.2)	<i>Cllr. Hart</i>
Footpaths	<i>Cllr. Morillo-Hall</i>
Grounds Maintenance team	Cllr. Burgess
Litter	Cllr Morillo-Hall
Parish Steward liaison	<i>Cllr. Porter</i>
Pavilion Trust ( <i>ex officio</i> )	<i>Cllrs. Burgess, Stevens</i>
Planning	<i>Cllr. Stevens</i>
Playground (Health & Safety)	Cllr. Morillo-Hall

Clerk

Cllrs

Clerk

	Soapbox Derby Committee	Cllr. Porter																															
	Traffic (incl. CATG membership)	Vacant																															
127/21	<p><b>Finance Report</b></p> <p>The Clerk reported the Council's balance as £27507.38.</p> <p>Agreed:</p> <p>That the following cheque payments be approved:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Goods or service</th> </tr> </thead> <tbody> <tr> <td>£144.00</td> <td>Wessex Tree Care</td> <td>Stump grinding</td> </tr> <tr> <td>£247.20</td> <td>WALC</td> <td>Councillor Training</td> </tr> <tr> <td>£18.76</td> <td>Kimi Porter</td> <td>Refreshments for Tree Planting Day</td> </tr> <tr> <td>£54.00</td> <td>Sarah Glen</td> <td>Mileage November to 17<sup>th</sup> December 2021</td> </tr> <tr> <td>£226.56</td> <td>Sarah Glen</td> <td>Clerks final pay plus back pay for increment from CiLCA</td> </tr> <tr> <td>£160</td> <td>New Pavilion Trust</td> <td>Hall hire for meetings and events July to Nov 2021.</td> </tr> </tbody> </table> <p>(Note: the cheque for Kimi Porter could not be completed until the Bank approves a third signatory.)</p> <p>Agreed: That the following payments be noted:</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>Payee</th> <th>Goods or service</th> </tr> </thead> <tbody> <tr> <td>£267.20</td> <td>Sarah Glen</td> <td>Salary November 2021</td> </tr> <tr> <td>£28.00</td> <td>Ringstones Media</td> <td>Website management November (note this has been paid at the time of the current account balance)</td> </tr> </tbody> </table> <p>Variances to the budget were noted.</p> <p><b>Budget for 2022/23 and Precept request</b></p> <p>Cllrs considered the draft budget options presented and chose Option B with a larger budget for training to cover the requirements of new Councillors and the possibility of the new Clerk. The budget included increased funding for the Ground Maintenance contract, including weekly playground inspections and bin emptying. Costs of Playground maintenance and further works for the Witchcombe Planting project to be funded from reserves if approved.</p> <p>Budget option B totalled a Precept request of £13348.00 a 20.64% rise and a cost of £53.95 for a Band D property (an increase of £9.23 from £44.72 in 2021/22).</p> <p>Agreed: That a precept request for 2022/23 of £13,348.00 be submitted to Wiltshire Council for approval. Council gave approval for the Clerk to submit the request by email.</p>		Amount	Payee	Goods or service	£144.00	Wessex Tree Care	Stump grinding	£247.20	WALC	Councillor Training	£18.76	Kimi Porter	Refreshments for Tree Planting Day	£54.00	Sarah Glen	Mileage November to 17 <sup>th</sup> December 2021	£226.56	Sarah Glen	Clerks final pay plus back pay for increment from CiLCA	£160	New Pavilion Trust	Hall hire for meetings and events July to Nov 2021.	Amount	Payee	Goods or service	£267.20	Sarah Glen	Salary November 2021	£28.00	Ringstones Media	Website management November (note this has been paid at the time of the current account balance)	Clerk
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128/21	<p><b>Risk Schedule</b></p> <p>The Clerk asked if the Chair had received any applications for the position of Clerk and who would take responsibility for the Councils</p>																																

	<p>administration and banking and HMRC returns after 17<sup>th</sup> December in the absence of a Clerk.</p> <p>Agreed: That Cllr Porter's name and address to be used for all contacts and for the banking and Cllr Stevens to take on the HMRC reporting.</p> <p>Clerk agreed to try and assist Cllr Stevens set up the HMRC reporting before leaving.</p> <p>Cllrs considered the Risk Schedule as presented and removed Cllr Morillo-Hall as risk owner for the playground to be replaced by Idverde and added Wessex Water as a risk owner to flooding.</p> <p>Agreed: That the Risk Schedule with the amendments detailed above be approved.</p>	<p>Cllr Porter</p> <p>Cllr Stevens</p>
129/21	<p><b>Human Resources Committee Report</b></p> <p>Policy updates – deferred.</p>	
130/21	<p><b>Playground</b></p> <p>Cllr Morillo-Hall to chase quote for wetpour and bark chippings and report back.</p> <p>Agreed: That the Council approve the use of Idverde for any emergency works to make safe the playground and its equipment in the event of damage being reported. Clerk to contact Idverde for an emergency number to call.</p>	<p>Cllr Morillo-Hall</p>
131/21	<p><b>Grant for Devizes and District Link</b></p> <p>Cllrs considered the request from Devizes and District Link for funding and agreed to continue to support the charity</p> <p>Agreed: A grant of £50.00 for the Devizes and District Link was approved.</p> <p>Power: Transport Act 1985 ss22,23,106A</p> <p>Budget: General Reserve</p> <p>(Note cheque to be approved at January meeting)</p>	<p>Cllr Porter</p>
132/21	<p><b>Witchcombe Planting Project</b></p> <p>Cllr Burgess reported on the successful tree planting day during which 10 oaks and 3 heritage apple trees were planted and he thanked all those that helped with the planting and refreshments. A Facebook post to go out to promote the Hedge Planting Day on Saturday 11<sup>th</sup> December.</p> <p>Two bollards have been donated by Wessex Tree Care to mark the gap in the hedging to the school and they are also kindly donating a large Oak which will replace the one lost to disease.</p> <p>The Village Map will be relocated to the edge of the playground to allow space for the new hedges and invoices to be given to the Chair for the Hammerite bought to refurbish the bench.</p>	<p>Cllr Burgess</p>
133/21	<p><b>Standing Reports</b></p> <p>Green Space</p> <p>Cllr Porter to check on progress about a new bench for School Lane (Open Forum 6<sup>th</sup> September 2021) and report back.</p>	<p>Cllr Porter</p>

	The meeting closed at: 9.15pm	
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Future Meeting dates

January	10 <sup>th</sup> 2022	Full Council
February	7 <sup>th</sup> 2022	Full Council
March	7 <sup>th</sup> 2022	Full Council

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