

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 22nd August 2022 at 7.30pm

Minute No.	Item	Action
	Membership: A Alexander (AA), S Burgess (SB), R Hayward (RH), L Jones (LJ), K Porter (KP), P Stevens (Chairman)(PS), S Thomson (Vice Chairman) (ST)	
	Councillors in Attendance: Cllrs S Burgess, L Jones, P Stevens (Chairman) & S Thomson	
	Officers: Locum Clerk Heather Parks FSLCC (HP) Public in Attendance: 1 Press: None	
93/22	Apologies Apologies were received from Councillors Alexander, Hayward and Porter.	
94/22	Public Participation None	
94.1/22	To receive any petitions or deputations None	
95/22	Declarations of Interest None	
96/22	Chair's Announcements None	
97/22	Minutes	
97.1/22	The minutes of the meetings held on 6 th July 2022 were approved and signed by the Chair.	
97.2/22	Matters Arising It was noted that planning application PL/2022/02285 had been withdrawn.	
98/22	Financial Information	
98.1/22	Payments for approval Chq 300084 £243.32 WALC Annual Subscription Chq 300085 £216.00 Auditing Solutions Councillor Jones proposed approval of the payments. Seconded Councillor Thomson. Voting unanimous in favour.	
98.2/22	Management Accounts Members noted the management accounts. The Clerk was able to answer queries. An up to date copy of the budget would be sent to all members.	HP to arrange

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<p>98.3/22</p>	<p>Bank Mandate It was proposed by Councillor Burgess and Seconded by Councillor Stevens to add Lucienne Jones and Sarah Thomson to the banking mandate as signatories. Voting unanimous in favour. In addition, it was also resolved to set up a standing order to idverde for a monthly payment of £419.82 to cover the regular contract payment.</p>	<p>PS to arrange paperwork HP to prepare info to PS for set up</p>
<p>98.4/22</p>	<p>Community Grant request The request for funding was discussed and whilst St Johns Ambulance was a worthy cause, it was noted that a policy was not set up for general grant giving and this should be rectified before consideration of providing finance. It was resolved that the Clerk would prepare a policy and application form, to present at the next meeting for members consideration.</p>	<p>HP to prepare new policy and app form</p>
<p>99/22 99.1/22</p>	<p>Planning Members to comment on the following applications and instruct the Clerk to submit responses to Wiltshire Council: PL/2022/05110 Householder planning permission Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018aYQT No Objection</p>	<p>HP to input Comment</p>
<p>99.2/22</p>	<p>Members to ratify comments agreed by email which have been submitted to Wiltshire Council : PL/2022/03491 Removal or Variation of a Condition Address: H M Prison Erlestoke, B3098 High Street Erlestoke, SN10 5TU Proposal: Variation of Condition 2 of planning application 20/11600/FUL (Approved plans list to be updated to reflect proposed change to PV Generation Layout - Alternative layout). https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z0000185eVj No Objection</p> <p>PL/2022/05032 Address: 27, High Street, Great Cheverell, SN10 5TH Proposal: Removal of a section of degraded stone retaining wall and erection of new section of stone retaining wall around the corner of the property and road, in</p>	

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	<p>order to retain unstable bank at the edge of road https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018aKxo No Objection</p> <p>PL/2022/05605 Notification of proposed works to trees in a conservation area 9 & 11 Church Road , Great Cheverell SN10 5YA A - Fell Holly Tree B - Fell Poplar https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018c06y No Objection</p> <p>PL/2022/05740 Notification of proposed works to trees in a conservation area 15 High Street, Great Cheverell T1 - Cypress tree - fell T2 - Hawthorn tree - fell https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cFf6 No Objection</p> <p>PL/202205730 Notification of proposed works to trees in a conservation area ROSEMARY COTTAGE, 24 HIGH STREET, GREAT CHEVERELL T1 - Ash tree – fell https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018cFZL No Objection It was proposed by Councillor Jones and Seconded Councillor Burgess to ratify all comments made by email. Voting unanimous in favour.</p>	
100/22	<p>Play Area Councillors Alexander, Jones, Thomson and Burgess along with the Clerk met at the play area to review the inspections reports and prepare a plan of actions in respect of repairs. The Zip Wire has been reported to Playdale and they have asked the PC to measure the bottom of the seat to the ground and report this back, so that they can assess what is required. The bark needs re-setting in this area and weeded. Volunteers are sought for this job. The PC will set a date for this work to be carried out.</p>	<p>HP to send measurements to Playdale</p> <p>SB to lead</p>

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	<p>Questions to idverde about the need to install a new AE Evans structure Fencing will be carried out by the Parish Council 2 stumps to be removed from the activity trail frame</p> <p>In view of the risks scored it was felt that with the ROSPA inspection due in September, the PC would await this report before making any final decisions on work required. Proposed Councillor Jones, Seconded Councillor Burgess. Voting unanimous in favour.</p> <p>The budget process will start in October and the contract for idverde to be discussed, level of inspections and consideration for grass cutting to be brought in house with the use of the PC's own equipment.</p>	<p>HP</p> <p>SB to lead ST to lead and arrange by end of Sept.</p> <p>HP for agenda</p>
101/22	<p>Annual Internal Audit Report Members received and noted the Annual Internal Audit Report.</p>	
102/22	<p>Annual Governance and Accountability Return 2021/2022 (AGAR)</p>	<p>HP to upload all relevant documentation to PC website</p>
102.1/22	<p>Annual Governance Statement Members approved the annual statement as outlined in section 1 of the annual return. Proposed Councillor Stevens, Seconded Councillor Jones. Voting unanimous in favour.</p>	
102.2/22	<p>Accounting Statements Members approved the accounting statements as outlined in section 2 of the annual return. The Chairman and Clerk signed the annual governance statement and the accounting statements. Proposed Councillor Thomson, Seconded Councillor Burgess. Voting unanimous in favour.</p>	
102.3/22	<p>Certificate of exemption Members approved the signing of the Certificate of exemption and the Clerk and Chairman signed. Proposed Councillor Thomson, Seconded Councillor Burgess. Voting unanimous in favour.</p>	<p>HP to issue to external auditor</p>
103/22	<p>Election of Vice Chairman It was proposed that Sarah Thomson be appointed Vice Chairman by Councillor Jones, Seconded Councillor Burgess. Voting unanimous in favour.</p>	
104/22	<p>Committees and Working Groups A review of the Committees and working groups was discussed and it was proposed that the following will form the structure of the Parish Council.</p>	

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104.1/22	<p>Committees</p> <p>HR Committee Three members would make up the committee for HR issues. New Terms of Reference to be set up which would set out clear guidelines for members. Membership Councillors Jones, Hayward and Burgess.</p> <p>Planning Committee No longer required.</p>	HP to prepare TOR's
104.2/22	<p>Working Groups</p> <p>Budget – no longer required.</p> <p>Data protection – no group required the Clerk will prepare suitable documentation for the PC to consider.</p> <p>Pavilion Landscaping – to continue with Two Councillors, Burgess and Jones + volunteers who will be approached.</p> <p>Strategic Plan – no longer required.</p> <p>Village Resilience Group – To be set up to deal with emergencies, including any likely flood issues, members proposed Councillor Alexander. Volunteers to be invited and a resilience plan to be prepared for the village. The Clerk was able to report that she had met with Wessex Water at The Green to discuss the work required to clear ditches which is the responsibility of riparian landowners. However, Wiltshire Highways will assist with one off clear of the area on the side of the pumping station, up to the junction. The Clerk will attend the Southern Flood Working Group to report progress and feed back to members at the next meeting.</p> <p>Neighbourhood Plan – potentially consider in the future and share more information with members. Parish and settlement boundary maps to be circulated to all members. Proposed both Committees and Working Groups, Councillor Stevens. Seconded Councillor Jones. Voting unanimous in favour.</p>	<p>HP to prepare documents</p> <p>AA</p> <p>HP to attend and report back to PC</p> <p>HP to source</p>
105/22	<p>Recycling receptacles</p> <p>Members discussed the request for additional boxes to be purchased and sited within the village for plastic packaging which fell outside the normal waste collection. It was felt that the list of plastic would need to be specific and other rubbish would be deposited.</p> <p>It was resolved that the Parish Council could not support the purchase of receptacles nor support this initiative.</p>	
106/22	<p>Correspondence issued to members</p> <p>Noted</p>	

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	<i>In view of the confidential nature of the business about to be transacted, it was advisable that the public and press leave the meeting at 8.55pm</i>	
107/22 107.1/22	Staffing Contract for Locum Clerk It was proposed by Councillor Burgess and Seconded by Councillor Thomson that the contract be approved and signed by the Chairman and Locum Clerk	
107.2/22	Locum Clerk – Invoices Members approved the Locum Clerk’s invoices for June and July. Proposed Councillor Jones, Seconded Councillor Burgess. Voting unanimous in favour.	
107.3/22	Parish Clerk Post Members approved the job description circulated to all members and proposed that the pay scale for the new Clerk would be set at LC1(17). Proposed Councillor Jones, Seconded Councillor Thomson. Voting unanimous in favour. The closing date for applications would be the end of August.	
	The meeting closed at: 9.10pm	

Future Meeting dates

October	3 rd 2022	Parish Council
November	7 th 2022	Parish Council
December	5 th 2022	Parish Council
January	9 th 2023	Parish Council
February	6 th 2023	Parish Council
March	6 th 2023	Parish Council

at The Pavilion, Witchcombe Close

**For more information, please see the Council’s website at
WWW.GRETCHEVERELL.ORG**

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