

CHEVERELL MAGNA PARISH COUNCIL

Minutes of the Meeting of Cheverell Magna Parish Council
held at
The Pavilion, Witchcombe Close, Great Cheverell
Monday 7th November 2022 at 7.30pm

Minute No.	Item	Action
	Membership: A Alexander (AA), S Burgess (SB), R Hayward (RH), L Jones (LJ), P Stevens (Chairman)(PS), S Thomson (Vice Chairman) (ST) 1 Casual Vacancy	
	Councillors in Attendance: Cllrs A Alexander, R Hayward, L Jones, & S Thomson (in the Chair)	
	Officers: Locum Clerk Heather Parks FSLCC (HP) Public in Attendance: 2 Press: None	
122/22	Apologies -Councillors Burgess & Stephens. Councillor Muns Wiltshire Council.	
123/22	Public Participation None	
123.1/22	To receive any petitions or deputations None	
124/22	Declarations of Interest None	
125/22	Chair's Announcements None	
126/22	Minutes	
126.1/22	The minutes of the meeting held on 3 rd October 2022 were approved and signed by the Chair.	
126.2/22	Matters Arising None	
127/22	Financial Information	
127.1/22	Payments for approval: 15/22 Auto £18.00 Bank Charges 16/22 Chq 300095 296.51 H Parks September Invoice 17/22 Chq 300094 73.74 HMRC Tax & NI September 18/22 Chq 300096 covers 19/22 idverde £839.64 September & October contract payments. It was proposed by Councillor Jones, Seconded Councillor Alexander that all payments be approved. Voting unanimous in favour.	

Signed.....

127.2/22	<p>Management Accounts Noted</p>	
127.3/22	<p>Draft Budget 2023-2024 The members reviewed each line of the proposed budget and reserves and instructed the clerk to make a couple of adjustments.</p> <ul style="list-style-type: none"> • The Clerk to check whether council tax was due on the playing field. Members thought that this had been a cost in the past. • Chair's allowance to be increased to £100 • Staff costs to be increased to £5500 • The largest item for consideration was the idverde contract and an updated quotation was needed which reflected current requirements. This current version would expire in December 2022. • There is no tree survey required in 2023 but the sum of £200 would be put aside in readiness for future work. • There is still a desire for some training for members and the locum clerk was asked if general councillor training could be delivered by herself. <p>It was resolved to make these adjustments and bring back to the December meeting for final sign off. At the same time, the ear marked reserves would be reviewed.</p>	HP to prepare
128/22	<p>Planning There were no applications outstanding.</p>	
129/22	<p>Play Area The Clerk provided a full list of repairs and attention required on the whole play area and each item was discussed. It was resolved to:</p> <ul style="list-style-type: none"> • Fence – obtain quotations for repairs • Gates – new buffers to be purchased and fitted • Chin Up bars – Rake and fork over ground and top up as required • Cableway – need chippings • Goal Posts – repair worn ground areas • Step Up Logs – repair • Table Tennis Table – repair edge frame at one corner • Wet Pour in various areas – quotations to be sourced 	<p>HP RH RH RH RH HP</p>

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130/22 130.1/22	<p>Highway Issues</p> <p>White Lining</p> <p>The Clerk has reported the faded white lining in the High Street, to Wiltshire Council Highways. The season for lining works has now ceased and the Parish Council is assured that this work will be prioritised and carried out in the new season to start in Spring 2023.</p> <p>Noted.</p>	
130.2/22	<p>Heavy Traffic through village</p> <p>It was resolved that a Highways Improvement Request Form be referred onto the Local Highways Footpaths Improvement Group (LHFIG). This is to request a traffic engineer to visit the village and advise on any traffic measures that might be appropriate to improve the current situation.</p>	HP
131/22	<p>Provision of a Bench</p> <p>A local resident has offered to have a seat placed at the top of the hill above Garston which could offer a resting place for walkers, and riders providing them with a beautiful view of Roundway Hill. As the land was not in the ownership of the Parish Council, the landowners would need to be approached to seek permission. The resident would need to make this approach. No further action from the Parish Council.</p>	
132/22	<p>Victoria Park</p> <p>Initial enquiries have been made to Wiltshire Council and it has been established that things still seem to be moving forward, albeit slowly. On the technical side the civils drawings for the roads are approved subject to some relatively minor issue relating to street lighting. It is unknown the timescale/programme the MoJ have for the remedial works to take place on site to which Wiltshire Council have no control.</p> <p>Wessex Water have responded to the Victoria Park Residents Association and outlined that the foul sewer project is higher up their list of priorities.</p> <p>Noted.</p>	
133/22	<p>Pavilion Trust</p> <p>It was resolved to arrange a working group meeting to discuss the lease, in the new year.</p>	HP

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134/22	<p>Storage Unit</p> <p>The Clerk met Councillors Stevens and Burgess at the storage unit to establish whether this could be used for administration files. A full discussion took place on the merits of the work requested.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> • Obtain a quote for the guttering to be repaired. • The provision of installing an electricity supply was discounted and would not be moved forward as this would be too expensive. • It was a desire that the pantomime material be kept in the hope that this could be resurrected in the future. • A clean up to take place to remove and tidy up the unit. The administration area would be defined and used to store the council's files. • Files to be prepared to take to the Wiltshire & Swindon History Centre. 	<p>HP</p> <p>Members</p> <p>HP</p>
135/22	<p>Warm Spaces</p> <p>Members felt that setting up a warm space in the village would not be the best solution to helping those vulnerable or in need during the winter period. As the Covid group was so successful during lockdown, it was felt that the village could run a campaign of "looking after your neighbours". A poster will be prepared to advertise and use RH's mobile number for contact who could then pass details on to relevant volunteers to assist.</p> <p>It was resolved to resurrect the volunteer group " Looking after your neighbours" and advertise a contact number for those that might need assistance.</p>	<p>HP & RH</p>
136/22	<p>Casual Vacancy</p> <p>It was resolved that no polling cards would be required should an election be called.</p> <p>Members felt that co-option would be available and this would likely take place in January to enable advertising of the application process.</p>	<p>HP</p>
137/22	<p>Correspondence issued to members</p> <p>Noted</p>	
	<p><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 8.50pm</i></p>	

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138/22 138.1/22	<p>Staffing</p> <p>Locum Clerk – Invoices</p> <p>Members approved the Locum Clerk’s invoice for October. Proposed Councillor Hayward, Seconded Councillor Jones. Voting unanimous in favour.</p>	L J
138.2/22	<p>Parish Clerk Post</p> <p>An offer has been made at level SCP17 at 30 hours per month £4662 annually and £388.50 per month. However, this was turned down as too low from the candidate. Following research into pay for other Clerks within the area, it has been established that SCP21 is a more realistic salary level and members discussed what the new offer should be. It was proposed by Councillor Jones and seconded Councillor Hayward that the following should be offered.</p> <p>30 hours per month at SCP 21</p> <p>Any additional hours required would need to be approved by the Council first.</p> <p>No mileage to be paid.</p> <p>Pro rata working from home allowance.</p> <p>Three months’ probation period.</p> <p>This offer would be put to the candidate and if not taken up the post would be advertised again.</p> <p>Voting unanimous in favour.</p>	
The meeting closed at: 9.00pm		

Future Meeting dates

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.GREATCHEVERELL.ORG**

Signed.....