

Cheverell Magna Parish Council

Locum Clerk: Heather Parks FSLCC

2(B) Prestbury Drive Warminster

BA12 9LB

Tel: 07970780424

Email: parishcouncil@greatcheverell.org

www.greatcheverell.org

15th August 2022

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 22nd August 2022
at 7-30pm**

Membership: Councillors A Alexander, S Burgess, R Hayward, L Jones, K Porter, P Stevens (Chair), S Thomson.

You are **summoned** to attend a meeting of Cheverell Magna Parish Council for the purpose of transacting the following business.



Heather Parks FSLCC

Locum Clerk

1 Apologies

To receive apologies for those unable to attend

Standing Orders will be suspended to allow for public participation

2 Public Participation

2.1 To enable members of the public to address the Council with an allowance of three minutes per person regarding any item on the agenda.

2.2 To receive any petitions or deputations

Standing Orders will be reinstated following public participation

3 Declarations of Interest

To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011

4 Chair's announcements

To Note any items announced by the Chair.

5 Minutes

5.1 To approve as a correct record the minutes of the meeting held on 6th July 2022, previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 6th July 2022

6 Financial Information

6.1 Payments for approval:

1/22 – Chq 300084 £243.32 WALC Annual Subscription

2/22 – Chq 300085 £216.00 Auditing Solutions -Internal Audit

6.2 Management Accounts

Members to note the management accounts prepared which reflect the budget figures approved for 2022-2023. No bank statements have been received since May and therefore a normal reconciliation cannot be prepared.

6.3 Bank Mandate

Following the co-option of Councillors, members may wish to consider additional signatures to the Council banking mandate.

For discussion and approval

6.4 Community Grant request

St Johns Ambulance have submitted a request for grant funding to support their project to buy a new Community Support vehicle. See attached information.

The budget for 2022-2023 outlines that there is budgeted £250 with £383 in reserves available. **For discussion and decision.**

7 Planning Applications

7.1 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>

7.2 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

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 order to retain unstable bank at the edge of road

<https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018aKxo>

No Objection

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

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

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

8 Play Area

Members to discuss the quotation received from idverde and consider what work is to be carried out. **For decision**

9 Annual Internal Audit Report

Members to receive and note the Annual Internal Audit Report, attached.

10 Annual Governance and Accountability Return 2021/2022 (AGAR)

10.1 Annual Governance Statement 2021/2022

Members to approve the annual statement as outlined in section 1 of the annual return and minute accordingly. Full statement attached.

10.2 Accounting Statements

Members to approve the accounting statements as outlined in section 2 of the annual return and minute accordingly. The Chair and Clerk are required to sign the annual governance statement and the accounting statements which will be dealt with at the same time.

10.3 Certificate of Exemption

Members to approve the signing of the Certificate by the Clerk and Chairman.

The Clerk has set the commencement date for the exercise of public rights as Tuesday 19th July and ending on August 30th. These fall outside the first 10 days of July, but in view of the extension granted by the external auditor, it gives an opportunity for review.

11 Election of Vice Chairman 2022-2023

The Chair will seek nominations for the position of Vice Chairman to the Parish Council and members will vote for their preferred candidate.

12 Committees and Working Groups

12.1 Committees

The Parish Council had a number committees within the previous council and members to discuss requirements for the remainder of the municipal year.

Human Resources Committee – Four members of the Parish Council

Members to approve the continuation of the group and seek nominations for membership.
For Decision.

Planning

Members to consider whether a committee for planning is required. **For Decision.**

12.2 Working Groups

Two working groups were set up to discuss data protection and pavilion landscaping. Are these to continue? **For Decision.**

Flood Working Group

The village has an issue with infrequent flooding and, as such, the Parish Council has been contacted by Wessex Water to review gullies and whether these could be attended to, and by a local resident requesting the set-up of a local group to tackle the issue. The Parish Council can be part of Wiltshire Council's flood working group with representation at quarterly meetings. In addition, the setting up of a resilience plan would be useful in putting

together suitable plans for flooding or emergency events. This can be supported by volunteers from the Parish.

For discussion and agreement.

13 Recycling receptacles

A request has been received from a member of the public for the provision of two receptacles to be placed within the village to enable the collection of plastic packaging which is not included within the normal local authority service. This would include blister packs and crabs packets as an example. These can be disposed of in Devizes which would be at a charity drop off point. The containers just need to be stackable and accessible. A rota would be set up to dispose of the contents by volunteers.

Members are asked to consider the request and whether a budget is available for the purchase of receptacles.

14 Correspondence Issued to members - For Noting.

14.07.22 Road Close Soap Box Derby

15.07.22 Stroke Friendship Group

15.07.22 WC Briefing 22-16 Streetscene Contract

20.07.22 Positive Conduct webinar & pledge

21.07.22 WALC drop in session notice

22.07.22 Community Matters

29.07.22 WALC Monthly Newsletter

In view of the confidential nature of the business about to be transacted, it is advisable that the public and press leave the meeting.

15 Staffing

15.1 Contract for Locum Clerk – Members to approve the Contract of Employment sent to members for approval. To be signed by the Chairman and Clerk.

15.2 Locum Clerk – invoices

Members to approve the Locum Clerk's invoices for June and July 2022 which have been circulated to Parish Councillors. **For Decision**

15.3 Parish Clerk Post

Members to discuss and approve the job description and pay grade for this post. Current rates would suggest that the pay scale is reviewed to consider increasing this to LC1(17).