

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

28th October 2022

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

Membership: Councillors A Alexander, S Burgess, R Hayward, L Jones, P Stevens (Chairman), S Thomson (Vice Chairman). 1 Casual Vacancy

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 3rd October 2022, previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 3rd October 2022

6 Financial Information

6.1 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

6.2 Management Accounts

Members to note the management accounts to date. Attached is a copy of the current cash book and management account position.

6.3 Draft Budget 2023-2024

The second draft of a proposed budget is attached for discussion. Members should discuss plans for the next financial year and consider expenditure required to run the administration and manage all assets.

The EAR – ear marked reserves require updating.

For discussion.

7 Planning Applications – full details of planning applications submitted, and decisions made on all applications since the last meeting, are attached for reference.

There are no new applications for comment.

8 Play Area

- Members have received a copy of the ROSPA inspection report. Members to propose a list of works to be carried out and instruct the Clerk accordingly.
- Members to report back on work already carried out.

9 Highway issues

9.1 White Lining

The Clerk has been in touch with Wiltshire Council Highways regarding the faded road markings in the vicinity of the High Street. Regrettably, 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.

To Note

9.2 Heavy Traffic through village

The Clerk has attached a Highways Improvement Request Form to enable the Parish Council to determine if this item should be referred onto the Local Highways Footpaths Improvement Group (LHFIG). This is to request a traffic engineer visit the village and advise on any traffic measures that might be appropriate to improve the current situation. **For decision.**

10 Provision of a bench

Resident Hazel Simons 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. Progress with the provision has been slow, but members are asked to consider the request and check the position is within the parish and whether landowners' permission has been sought. In addition, sizing, style and installation will need to be considered. **For discussion and decision.**

11 Victoria Park

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.

The adoption of the foul sewers will be a matter for Wessex Water and may have a bearing on the ultimate adoption of the roads. Officers are trying to contact Wessex Water to establish their position.

To Note.

12 Pavilion Trust

The Clerk has tried to establish a working group to discuss insurance requirements for the pavilion outside space and also review the current lease. A suitable date has not yet been decided. **To Note.**

13 Storage Unit

The Clerk met Councillors Stevens and Burgess at the storage unit to establish whether this could be used for administration files. There are some repairs to be made to the guttering and these will also need clearing out. A quotation is being sought and a budget should be set aside for his work.

In addition, the installation of electric to the unit would be helpful for future use. A quotation should be sought for this work too.

Councillor Stevens will get in touch with the pantomime contact about removing items which are being stored and which are taking up valuable space. It is believed that most of the items are no longer required and have been in storage for a number of years.

Once these are cleared out, a clean up could take place and this will be perfectly suitable for office storage space.

The Clerk has also inspected the administration files held and the minutes can be prepared to be put into the archives at the Wiltshire & Swindon history centre. There are some boxes

where detailed inspection of the records needs to take place and a storage system set up. Once the storage unit is cleaned and cleared, documents could be stored in the filing cabinet which is in situ, and a new key obtained to secure the papers.

For decision.

14 Warm Spaces

The Clerk has circulated a toolkit should the Parish consider setting up a warm space during the winter months. **For discussion.**

15 Casual Vacancy

A notice for the Casual Vacancy in office of Councillor has been posted on the notice board and web site from 28th October. There is an opportunity for an election to be called by 10 electors who have until 17th November to submit a request. If a contested election is called, the full cost would be passed to the Parish Council. The Parish Council will need to consider whether polling cards are required. Should no election be called, an opportunity to co-opt will be available and the Parish Council. This would likely take place at the January meeting.

Members to make a decision on polling card provision.

16 Correspondence Issued to members - For Noting.

09.10.22 Play Area Inspection Report

10.10.22 WC Briefing 22-20 Highways Substantive scheme

12.10.22 Warm Spaces

14.10.22 Wiltshire News

16.10.22 Copy of idverde contract

17.10.22 Play Area Inspection Report

26.10.22 WALC October 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.

17 Staffing

17.1 Locum Clerk – invoices

Members to approve the Locum Clerk's invoice for October which has been circulated to Parish Councillors. **For Decision**

17.2 Parish Clerk and RFO Post

Members to approve the offer of the post to John Cap with a start date of 1st November 2022. Salary will be at LC17 pro rata FTE with monthly hours set at 30.

Salary is to be at LC1 SCP (Spinal Column Point) 17. Salary for FTE hours would be £24,920 £12.95 per hour. This was increased from the original advert and minuted on 22.08.22 to increase to this level.

For 30 hours per month the annual salary will be £4662 and £388.50 per month.

Cheverell Magna Parish Council

Management Accounts for period ending 31 March 2023

	Year to 31/03/2022	Budget to 31/03/2023	Actual to 31/03/2023	Variance to Bud	Explanation	Budget 2022/23
Receipts						
Precept	-£	13,322.00	-£ 13,348.00	-£ 26.00		£ 13,322.00
Interest			£ -	£ -		
Other income			-£ 1,100.00	-£ 1,100.00		
SSE Sub station			£ -	£ -		£ 26.00
VAT Refunded			£ -	£ -		
Total Receipts	-£	13,322.00	-£ 14,448.00	-£ 1,126.00		£ 13,348.00
Payments						
VAT paid			-£ 474.02	£474.02		
Salary	-£	5,000.00	-£ 1,837.05	-£3,162.95		£ 5,000.00
Audit fees	-£	160.00	-£ 216.00	£56.00		£ 160.00
Council tax			£ -	£0.00		£ -
Insurance	-£	500.00	-£ 465.62	-£34.38		£ 500.00
WALC & subscriptions	-£	400.00	-£ 243.25	-£156.75		£ 400.00
Mileage			-£ 43.20	£43.20		
Administration	-£	200.00	-£ 25.69	-£174.31		£ 200.00
Bank charges	-£	72.00	-£ 18.00	-£54.00		£ 72.00
Pavilion Hire	-£	170.00	-£ 32.00	-£138.00		£ 170.00
Annual Parish meeting	-£	60.00	£ -	-£60.00		£ 60.00
Website maintenance	-£	336.00	-£ 168.00	-£168.00		£ 336.00
Green space maintenance	-£	4,200.00	-£ 3,358.56	-£841.44		£ 4,200.00
Playground	-£	300.00	-£ 109.20	-£190.80		£ 300.00
Maintenance			£ -	£0.00		
Trees				£0.00		£ -
S.137 Community Grants	-£	250.00	£ -	-£250.00		£ 250.00
Contingency/Prof. fees			£ -	£0.00		£ -
New assets			£ -	£0.00		
Clr Allowances & Expenses	-£	100.00	-£ 33.99	-£66.01		£ 100.00
Training	-£	1,600.00	£ -	-£1,600.00		£ 1,600.00
Unknowns			-£ 690.30	£690.30		
	£ -	-£ 13,348.00	-£ 7,714.88	-£5,633.12		£ 13,348.00
Surplus/(Defecit)	£ 22,706.33	£ 26.00	-£ 6,733.12			£ -
Opening reserves			£ 23,338.97			
Closing Reserves	£ 22,706.33		£ 16,605.85			
Reserves:						
Victoria Park Mower	£	4,500.00	£ 4,500.00			£ 4,500.00
Environmental Enhancements			£ 3,000.00			£ 3,000.00
Commuity	£	382.67	£ 383.00			£ 383.00
Playpark	£	11,210.74	£ 8,410.74			£ 8,323.00
Total earmarked reserves	£ 16,093.41		£ 16,293.74			£ 16,206.00
General reserve	£	6,612.92	£ 312.11			£ 6,500.00
Total Reserves	£ 22,706.33		£ 16,605.85			£ 22,706.00

Cheverell Magna Draft Budget 2023/24

	Budget	Potential Year end spend	Suggested Budget	Comments
	2022/2023	2022/2023	2023/24	
Income				
Precept	£13,348.00	£13,348.00	£13,306.00	
Bank Interest	£0.00		£0.00	
VAT reclaim		£1,297.00	£840.00	To be claimed for 2021/22
Micellaneous	£0.00		£0.00	
SSE - Sub Station Witchcombe Lane		£26.00	£26.00	
TOTAL	£13,348.00	£14,671.00	£14,172.00	
Exenditure				
Audit Fees	£150.00		£220.00	
Council Tax	£0.00		£0.00	
Insurance	£449.00		£550.00	
Subscriptions	£375.00		£400.00	WALC. ICO and SLCC
Administration	£141.14		£200.00	Mileage expenses
Bank Charges	£36.00		£72.00	£6 monthly admin charge
Pavilion Hire	£120.00		£170.00	
Annual Parish Meeting	£0.00		£60.00	
IT Equipment			£200.00	printer, software required
Website Maintenance	£196.00		£300.00	25 per month
Grounds maintenance				
Green space maintena	£482.80		£4,200.00	Ideverde contract approved 1/11/2021
Playground	£295.59		£150.00	Annual inspection
Trees	£0.00		£0.00	
Community Activity				
Defib			£1,800.00	Renewal 4 year term VAT to be added. This is a min fee
Community Grants	£50.00		£250.00	Additional £383 from reserves available
Contingency	£1,519.00		£0.00	Use general reserve £3554
Staffing				
Chair's Allowance	£12.96		£50.00	
Councillor expenses	£0.00		£50.00	
Clerks salary	£1,706.90		£5,000.00	
Training	£50.00		£500.00	
TOTAL			£14,172.00	
Precept calculation				
Amount to be requested 2023/24			£13,352.00	
Precept 2022/23			£13,322.00	
Increase 2022/23 to 2023/24				
% increase				
Band D cost 2022/23			£53.83	Tax base 247.43
Band D cost 2023/24			£53.96	
Increase				

Cheverell Magna Parish Council

Reserves			
Total Reserves	£22,706.00	Reported in AGAR 2021/22	
Earmarked Reserves			
Victoria Park Mower	£4,500.00	This includes £2500 grant from Area Board which should be repaid if not used.	
Community	£382.67	This is the amount remaining from the Community Plan exercise in 2011. this should now go back into general reserves.	
Playpark Maintenance	£11,210.74	£2800 to come from this to pay for play equipment ordered.	
Total earmarked Reserves	£16,093.41		
General Reserve	£6,612.59	Total reserves minus earmarked reserves	
Budget 2022/23			
Suggested Earmarked Reserves			
Playpark Maintenance and Refurbishment	£8,323.00		
Victoria Park Mower	£4,500.00	£2500 to be repaid to Area Board and £2000 to move to Playpark maintenance reserve if transfer of assets from MoJ to Parish Council does not go ahead.	
Environmental Enhancements	£3,000.00	Ring fenced for the Witchcombe planting project and other environmental enhancements in the Parish.	
Community Fund	£383.00		
General	£6,500.00	This will increase or decrease dependent on budget underspend or overspend at 31/3/2022	

Cheverell Magna PC - 3

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
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	01.09.22	Meeting No Objection	Meredith Baker	
PL/2022/06632	- Works to a Listed Building Belle Ville, 21 High Street, Great Cheverell, SN10 5TH Replacement extensions, garage and alterations https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000018dpvA	29.09.22	Emailed No Objection	Meredith Baker	

Agenda for the next meeting will be issued on 27.10.22

Highways Improvement Request Form

Contact Details

Name:	Heather Parks	Date:	07/11/2022
Address:	2(B) Prestbury Drive Warminster BA12 9LB		
Telephone No:	07970780424		
Email Address:	parishcouncil@greatccheverell.org		

Issue Details

Location of Issue:	High Street Cheverell Magna
Community Area:	Devizes
Parish or Town Council:	Great Cheverell Parish Council
Nature of Issue:	
Damage to road side properties caused by traffic (LGV'S) attempting to travel through the narrow roads of the village.	
How long has it been an issue?	Ongoing for a number of years
What would you like done to resolve this issue?	
A traffic engineer to visit the village and assess the possibilities that are available. Edge of carriageway road markings have been laid for a number of years in an attempt to highlight the problem, but the damage still persists, and lining has now eroded. It is hoped that these will be refreshed at the start of the new lining season in spring. This has been brought to the attention of the local Highways area engineer.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only)