

Cheverell Magna Parish Council

Parish Clerk: Jacqui Abbott

71 Damask Way

Warminster

BA12 9PP

Email: parishcouncil@greatcheverell.org

www.greatcheverell.org

Phone: 07766 319252

27th March 2023

**Agenda for the Meeting of
Cheverell Magna Parish Council
to be held at
The Pavilion, Witchcombe Lane, Great Cheverell SN10 5TJ
Monday 3rd April 2023
at 7-30pm**

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

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



Jacqui Abbott
Parish Clerk & RFO

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 Chairman's announcements

To Note any items announced by the Chairman.

5 Minutes

5.1 To approve as a correct record the minutes of the meeting held on 6th March 2023 previously circulated.

5.2 To Note any matters arising from the minutes of the meeting held on 6th March 2023.

6 Financial Information

6.1 Payments for approval

Chq 300114 Heather Parks February invoice £599.24
Chq 300115 HMRC February £140
Chq 300116 J. Abbott Training £24
Chq 300117 J. Abbott ILCA Training £114
Chq 300118 Parish Notice Board Company 50% deposit Notice Board £1,005
Chq 300119 J. Abbott Phone and stationery £169.96
Chq 300120 Heather Parks March invoice £276.00
Chq 300121 HMRC March £156.40
Chq 300122 J. Abbott Clerk & RFO salary March £374.60
Chq 300123 R Hayward £29.63 tree planting / play park
Chq 300124 The New Pavilion Trust Hire of Pavilion 04.03.23.
Chq 300125 J Abbott Printing ink for CMPC £48.88
Chq 300126 Blizhandel24 PDF document stacker software £79.40

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. Still awaiting final bank statements for the year end.

6.3 Asset Register

Members to approve the Asset Register up to 31st March 2023.

For decision.

7 Planning Applications

Full details of planning applications submitted, and decisions made on all applications since the last meeting, are attached for reference.

7.1 Members to comment on the following:

PL/2023/01574	<p>Proposal Demolition of existing modern conservatory (accommodating kitchen) to west side of house and construction of new single storey extension incorporating new kitchen, utility and lobby. Erection of 2 No. new detached single storey outbuildings (single garage and craft studio) within garden to west of house. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rB9nAAE/pl202301574</p>	30.3.23 Extension 4.4.23
PL/2023/01574	<p>Proposal: Erection of two-storey side extension and single-storey detached outbuilding 7 GREEN LANE, GREAT CHEVERELL, DEVIZES, SN10 5XT https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019rghB/pl202301897</p>	12.4.23

7.2 Members to ratify the comments made on the following applications dealt with by email:

None

8 Play Area

8.1 A quotation has been provided for fencing. The Clerk is providing the following:

Area 1

6 x Metres of 1m high post (100mm x 10mm) and rail (100mm x 50mm) + pales (150mm x 25mm x 1m) Treated

Area 2

3 x Missing Pales (150mm x 25mm x 1M)

Total materials - Post Crete Screws Timber Etc £310.00 + Vat

Labour inc travel etc £695.00

Square posts not round due to cost.

Total £1005.00 + Vat

For discussion and decision.

8.2 Kevin Holmes has been commissioned to begin the wet pour repairs to commence with improved weather.

For noting

9 Grounds maintenance.

A quotation has been received from Idverde for grounds maintenance. The Clerk has received the following:

Cost for the year: £5540.40 including VAT. To be paid in 12 equal instalments of: £461.70 including VAT. A copy of the quotation is attached.

For discussion and decision.

10 Notice Board

The Parish Notice Board Company has been commissioned to produce 2 notice boards as specified and a 50% deposit has been paid for £1005.00.

For noting.

11 Events 2023

Members to discuss the proposed events for the year.

Coronation Event – update from Councillors Stevens and Burgess.

Craft Fair – Booked for 16th September at The Pavilion. Update from Councillor Stevens.

Clean Up Day

The Clerk has booked the pavilion on Saturday 22nd April. The event will commence at 10am. The Clerk has produced a poster for the notice board.

12. Risk Assessment

Members to approve the Annual Risk Assessment dated 31s March 2023.

For decision.

13. Victoria Park Residents Association

Members to note the latest newsletter circulated. Copy attached for reference.

14. Correspondence Issued to members – for noting.

10.3.23	Wiltshire Council Our Community Matters
13.3.23	Wiltshire Council Briefing Note: 23-07 Government Energy Support Schemes-Update
14.3.23	Coronation event templates
17.3.23	Wiltshire Council Our Community Matters
20.3.23	Wiltshire Council Briefing Note: 23-08 Response to National Panning Policy Reforms
20.3.23	Ask the Leader event Tuesday 28 March
20.3.23	Minutes of Devizes 6.3.23 Area Board
22.03.23	Victoria Parks Residents Association Newsletter
23.03.23	Weekly planning lists ending 12 March
23.03.23	Weekly planning lists ending 19 March
24.03.23	Pre-surface dressing programme
24.03.23	Holy Trinity School PFA re: craft fair & notice board
27.03.23	Weekly planning lists ending 26 March

Please note that the Annual Parish meeting will take place on Monday 17th April at 7.30pm in the Pavilion.

09.01.23	SSE	Wayleave	Post	25.01.23	£	26.00	£	26.00	£ 27,719.12
11.01.23	P Fox	36 Hedge Maintenance	300107	09.02.23	-£	6.63	-£	6.63	£ 27,712.49
06.02.23	Pavilion Trust	37 Hire of Pavilion 09.01.23	300108		-£	16.00	-£	16.00	£ 27,696.49
06.02.23	Pavilion Trust	37 Hire of Pavilion 23.01.23	300108		-£	16.00	-£	16.00	£ 27,680.49
06.02.23	Pavilion Trust	37 Hire of Pavilion 06.02.23	300108		-£	16.00	-£	16.00	£ 27,664.49
06.02.23	Idverde Ltd	38 Grounds Maintenance & Play Inspec Jan	300109		-£	419.82	-£	419.82	£ 27,244.67
06.02.23	W Rogers	39 Storage unit cleaning	300110	13.02.23	-£	220.00	-£	220.00	£ 27,024.67
06.02.23	H Parks	40 Locum Clerk January	300111	09.02.23	-£	745.65	-£	745.65	£ 26,279.02
06.02.23	HMRC	41 HMRC January	300112	15.02.23	-£	176.80	-£	176.80	£ 26,102.22
09.01.23	C Hardwick	IT Support	S/O		-£	28.00	-£	28.00	£ 26,074.22
31.12.22	Interest						£	63.29	£ 26,137.51
09.02.23	C Hardwick	IT Support	S/O		-£	28.00	-£	28.00	£ 26,109.51
06.03.23	Pavilion Trust	42 Hire of Pavilion 06.03.23	300113		-£	16.00	-£	16.00	£ 26,093.51
06.03.23	H Parks	43 Locum Clerk February	300114			-£599.24	-£	599.24	£ 25,494.27
06.03.23	HMRC	44 HMRC February	300115		-£	140.00	-£	140.00	£ 25,354.27
06.03.23	J Abbott	45 Training	300116		-£	24.00	-£	24.00	£ 25,330.27
06.03.23	SLCC	46 ILCA training - Clerk	300117		-£	144.00	-£	144.00	£ 25,186.27
	Parish Notice								
15.03.23	Board Co.	47 50% deposit for Notice Board x 2	300118		-£	1,005.00	-£	1,005.00	£ 24,181.27
15.03.23	J Abbott	48 Phone and stationery	300119		-£	169.96	-£	169.96	£ 24,011.31
24.03.23	H Parks	49 Locum Clerk March	300120		-£	276.00	-£	276.00	£ 23,735.31
24.03.23	HMRC	50 HMRC March	300121		-£	156.40	-£	156.40	£ 23,578.91
24.03.23	J Abbott	51 Clerk and RFO salary March	300122		-£	374.60	-£	374.60	£ 23,204.31
24.03.23	R Hayward	52 Tree plant event / play park	300123		-£	29.63	-£	29.63	£ 23,174.68
22.03.23	Pavilion Trust	53 Pavilion Hire 3.4.23	300124		-£	16.00	-£	16.00	£ 23,158.68
24.03.23	J Abbott	54 Printer Ink for CMPC	300125		-£	48.88	-£	48.88	£ 23,109.80
24.03.23	Blitzhandel24	55 PDF & document stacker software	300126		-£	79.40	-£	79.40	£ 23,030.40

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			-£ 109.59	-£ 109.59		
Other income			-£ 1,100.00	-£ 1,100.00		
SSE Sub station			-£ 26.00	-£ 26.00		£ 26.00
VAT Refunded			-£ 1,297.46	-£ 1,297.46		
Total Receipts	-£	13,322.00	-£ 15,881.05	-£ 2,559.05		£ 13,348.00
Payments						
VAT paid			-£ 957.55	£957.55		
Salary	-£	5,000.00	-£ 5,471.90	£471.90		£ 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			-£ 102.60	£102.60		
Administration	-£	200.00	-£ 472.49	£272.49		£ 200.00
Bank charges	-£	72.00	-£ 54.00	-£18.00		£ 72.00
Pavilion Hire	-£	170.00	-£ 308.00	£138.00		£ 170.00
Annual Parish meeting	-£	60.00	£ -	-£60.00		£ 60.00
Website maintenance	-£	336.00	-£ 308.00	-£28.00		£ 336.00
Green space maintenance	-£	4,200.00	-£ 5,074.10	£874.10		£ 4,200.00
Playground	-£	300.00	-£ 109.20	-£190.80		£ 300.00
Maintenance			-£ 220.00	£220.00		
Trees				£0.00		£ -
S.137 Community Grants	-£	250.00	-£ 50.00	-£200.00		£ 250.00
Contingency/Prof. fees			-£ 35.00	£35.00		£ -
New assets			-£ 1,005.00	£1,005.00		
CLL Allowances & Expenses	-£	100.00	-£ 33.99	-£66.01		£ 100.00
Training	-£	1,600.00	-£ 168.00	-£1,432.00		£ 1,600.00
Unknowns			-£ 690.30	£690.30		
	£ -	-£ 13,348.00	-£ 15,985.00	£2,637.00		£ 13,348.00
Surplus/(Defecit)	£ 22,706.33	£ 26.00	£ 103.95			£ -
Opening reserves			£ 23,338.97			
Closing Reserves	£ 22,706.33		£ 23,442.92			
Reserves:						
Community	£ 382.67		£ 1,150.00			£ 1,150.00
Rereational Area	£ 11,210.74		£ 11,410.74			£ 11,410.74
Total earmarked reserves	£ 11,593.41		£ 12,560.74			£ 12,560.74
General reserve	£ 11,112.92		£ 10,882.18			£ 6,500.00
Total Reserves	£ 22,706.33		£ 23,442.92			£ 19,060.74

CHEVERELL MAGNA PARISH COUNCIL
ASSET REGISTER AS AT 31st March 2023

Description	Purchase date	at 31 Mar 2021		at 31 Mar 2022		at 31 Mar 2023		Notes
		Value (Cost)	Value (Cost)	Value (Cost)	Value (Cost)	Value (Cost)	Value (Cost)	
New Pavilion, Witchcombe Lane	2009	£ 350,000	£ 350,000	£ 350,000	£ 350,000	£ 350,000	£ 350,000	Managed and insured by Pavilion Trust
Play Area:								
Playing Field	Pre 1/4/2009	£ 400	£ 400	£ 400	£ 400	£ 400	£ 400	Listed at 2019/20 Rateable Value
Outdoor Table Tennis Table	2012	£ 598	£ 598	£ 598	£ 598	£ 598	£ 598	Purchased via Wiltshire Council grant
Play Equipment	2009	£ 12,361	£ 12,361	£ 12,361	£ 12,361	£ 12,361	£ 12,361	
Safety Surface	2009	£ 2,048	£ 2,048	£ 2,048	£ 2,048	£ 2,048	£ 2,048	
Teen Shelter	2009	£ 5,150	£ 5,150	£ 5,150	£ 5,150	£ 5,150	£ 5,150	
2 x Benches	05/02/2018	£ 718	£ 718	£ 718	£ 718	£ 718	£ 718	
2 x Picnic Tables (1 for Wheelchairs)	12/03/2018	£ 1,048	£ 1,048	£ 1,048	£ 1,048	£ 1,048	£ 1,048	
Zip Line Repair				£ 2,396	£ 2,396	£ 2,396	£ 2,396	
Street Furniture:								
2 x Bus Shelters, 3 x Public Seats	Pre-1/4/2016	£ 9,704	£ 9,704	£ 9,704	£ 9,704	£ 9,704	£ 9,704	
Street Light near C40 / B3098	2012	£ 4,820	£ 4,820	£ 4,820	£ 4,820	£ 4,820	£ 4,820	
Parish Notice Board	04/11/2015	£ 862	£ 862	£ 862	£ 862	£ 862	£ 862	
A1 Footpath Map	03/06/2019	£ 103	£ 103	£ 103	£ 103	£ 103	£ 103	
6x A4 Signs - Speeding	03/06/2019	£ 184	£ 184	£ 184	£ 184	£ 184	£ 184	
Other Equipment:								
Ride-on Mower	19/11/2015	£ 11,500	£ 11,500	£ 11,500	£ 11,500	£ 11,500	£ 11,500	
Marquee	27/04/2016	£ 2,188	£ 2,188	£ 2,188	£ 2,188	£ 2,188	£ 2,188	
20 x Folding Tables	24/03/2015	£ 674	£ 674	£ 674	£ 674	£ 674	£ 674	
Barbeque	23/07/2014	£ 1,539	£ 1,539	£ 1,539	£ 1,539	£ 1,539	£ 1,539	
Footpath Map	03/09/2018	£ 350	£ 350	£ 350	£ 350	£ 350	£ 350	Stored by Artist with reproduction rights
Defibrillator	13/07/2019	£ 1,800	£ 1,800	£ 1,800	£ 1,800	£ 1,800	£ 1,800	4-year lease
Surveillance Camera (Dog Fouling)	03/10/2019	£ 30	£ 30	£ 30	£ 30	£ 30	£ 30	
Autospeedwatch Camera	04/11/2019	£ 319	£ 319	£ 319	£ 319	£ 319	£ 319	
Laptop - gifted	05/11/2022			£ 1	£ 1	£ 1	£ 1	
Mobile phone	15/03/2023					£ 162	£ 162	

Total	£	406,396	£	408,792	£	408,955
--------------	----------	----------------	----------	----------------	----------	----------------

NB. All property (excluding the Pavilion) is insured to a total sum of £100,000

Cheverell Magna PC – 8

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/plannin-g-application/a0i3z000018aYQT	01.09.22	Meeting No Objection	Meredith Baker	Approve with conditions
PL/2022/08988	Hedgerow removal notice GREAT CHEVERELL, DEVIZES, SN10 5TP Removal of hedge either side of field entrance (20m) to allow machinery access into field https://development.wiltshire.gov.uk/pr/s/plannin-g-application/a0i3z000019ACGn	13.12.22	Meeting No objection subject to the hedgerow being reinstated after completion	David Wyatt	
PL/2022/06632 Third Submission	Listed building consent (Alt/Ext) Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH https://development.wiltshire.gov.uk/pr/s/plannin-g-application/a0i3z000018dpvA	03.01.23 07.02.23	Meeting Extension to 10 th January No objection Meeting Feb No Objection	Meredith Baker	Approve with conditions
PL/2022/05110 Third Submission	Householder planning permission Replacement extensions, garage and alterations Belle Ville, 21 High Street, Great Cheverell, SN10 5TH https://development.wiltshire.gov.uk/pr/s/plannin-g-application/a0i3z000018aYQT	03.01.23 07.02.23	Meeting Extension to 10 th January No Objection Meeting Feb No objection	Meredith Baker	Approve with conditions

Planning No	Description	Date reply due back to Wilts Council	Decision	Case Officer	Wiltshire Council decision
PL/2022/09110	Full Planning Permission Address: Marshfield, 85 High Street, Great Cheverell, SN10 5XR Proposal: Demolition of existing bungalow and erection of 2 new bungalows https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019AMe3	16.02.23	Meeting Objection	Meredith Baker	
PL/2023/00668	Householder planning permission Extension to first floor bedroom 59 HIGH STREET, GREAT CHEVERELL, DEVIZES, SN10 5TH https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019peCb	03.03.23	Meeting Objection	Jane Sanger	
PL/2023/00965	Notification of proposed works to trees in a conservation area ORCHARD ACRE, LOW ROAD, LITTLE CHEVERELL, DEVIZES, SN10 4JU Common Beech (T1) - reduce crown by 3/4m to previous reduction points Common Beech (T2) - cut back limbs to suitable growth points to clear wires by 1/2m Ash (T3) - dead. Fell to ground level. https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z000019q7MG	09.03.23	Email No Objection	Beverley Griffin	No objection

<p>PL/2023/01574</p>	<p>Proposal: Demolition of existing modern conservatory (accommodating kitchen) to west side of house and construction of new single storey extension incorporating new kitchen, utility and lobby. Erection of 2 No. new detached single storey outbuildings (single garage and craft studio) within garden to west of house. https://development.wiltshire.gov.uk/pr/s/planning-application/a013z000019rB9nAAE/pl/202301574</p>	<p>30.3.23 Extension 4.4.23</p>		<p>Joe Leesam</p>	
<p>PL/2023/01897</p>	<p>Proposal: Erection of two-storey side extension and single-storey detached outbuilding 7 GREEN LANE, GREAT CHEVERELL, DEVIZES, SN10 5XT https://development.wiltshire.gov.uk/pr/s/planning-application/a013z000019rghB/pl/202301897</p>	<p>12.4.23</p>		<p>Joe Leesam</p>	

Agenda for the next meeting will be issued on 27.03.2023

idverde
Unit 3 Headquarters Road
West Wilts Trading Estate
Westbury
Wiltshire
BA13 4JR

Tel: 01373 865 617

Customer Care Line: 0800 917 6263

Email: kevin.bowler@idverde.co.uk

Website: www.idverde.co.uk

Ms Jacqui Abbott
Parish Clerk
Cheverell Magna
71 Damask Way
Warminster
Wiltshire
BA12 9PP

13th March, 2023

Dear Jacqui,

Thank you for asking idverde for a quotation to carry out the following works and please find attached the quotation.

Open Spaces, Play Area, Hedges, Shrubs

- | | |
|-----------------------------------|------------------|
| 1. Carry out mowing | Approx. 20 times |
| 2. Carry out strimming | Approx. 20 times |
| 3. Carry out litter picking | Every visit |
| 4. Maintain hedges/shrubs | Twice |
| 5. Play area inspections | Once a month |
| 6. Flail the boundary field hedge | Once a year |

Registered Office:

Octavia House,

Westwood Business Park,

Westwood Way,

Coventry, England, CV4 8JP

Registered in England No. 03542918

7. Barge back hedges/brambles etc. Bartletts Estate

Once

I hope this meets with all the requirements and should you have questions please do not hesitate to contact me.

For and on behalf of idverde

Yours sincerely,



Kevin Bowler
Contracts Manager

Quotation Prepared By :

Kevin Bowler

Quotation No :

CM1303

Client Name - Address

Cheverell Magna
71 Damask Way
Warminster
Wiltshire
BA12 9PP



Westbury Depot
Unit 3 Headquarters Road
West Wilts Trading Estate
Westbury, Wiltshire
BA13 4JR

Tel: 01373 865617

Date :13th March, 2023

Detail of Quotation	Value
<p>Location: Chervell Magna Description of works : Grounds Maintenance</p> <p>Cost for Grounds Minatence - 1 year from 1st April, 2023</p> <p>These costs will be invoiced in 12 equal payments of £384.81</p> <p><u>Please note these prices do not include VAT</u></p> <p><i>This quotation is open to acceptance for and will remain firm for 28 days from the above date. After this time it may be subject to any changes in the cost of materials, etc, which may occur prior to completion</i></p>	<p>£4,617.00</p>

I trust I have interpreted your requirements and you find this quote of interest, I look forward to your instructions in due course, Should you require any further information or clarification please do not hesitate to contact me.

SUB TOTAL	£4,617.00
VAT	£923.40
TOTAL INC VAT	£5,540.40

Description of Risk	Risk Owner	Current Risk Assessment			Assurance Activities	
		Likelihood	Impact	Overall Rating		
RISKS WITHIN THE COUNCIL'S CONTROL						
Data Protection: Council's changing and increasing activity exposing the Council to increased risk of non-compliance with GDPR and other relevant legislation/Codes.	Chairman	3	4	12	High	(1) Regular Review of DPIA (2) Regular Audit & Monitoring of Processes by ClIrs (3) Regular Review of Policies, Procedures & Processes (4) Appropriate training and updates (WALC, SLCC) (5) Schedule of compliance activity
Reliance on Clerk: the Clerk is the only employee of the Council, and has sole operational control of Financial records (bank, cheque book, VAT, HMRC) and Statutory records (Minutes, Contracts). Sole point of contact with Auditors, Government Agencies, Insurers, and first point of contact for Parishioners and other interested parties.	Chairman	2	5	10	High	(1) Insurance (2) Data Protection Impact Assessment/s (DPIA) (3) Compliance Checklists (4) Preparation of Policies, Procedures & Processes Documentation. (1) FR 2.2 – monitoring of Bank Reconciliations by Independent Councillor. (2) Signed Contract and Policy documentation. (3) Preparation of 'Clerk's Handbook' detailing procedures and controls (when succession planning required). (1) Regular monitoring and appraisal by Chair. (2) Feedback by Councillors to Chair. (3) Appropriate training (WALC, SLCC). (4) Statutory Audit (Internal and External) to provide independent assurance.

Description of Risk	Risk Owner	Current Risk Assessment			Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood	Impact	Overall		
Playground: Health & Safety, variety of equipment available.		3	3	9	(1) Insurance (2) Monthly inspections. (3) Standing Item on Council agendas. (4) Ongoing maintenance.	(1) Monthly safety review by Councillor. (2) Annual RoSPA review. (3) RoSPA Training
Grounds Maintenance: Safe use of mower, protection of public during operation.		2	3	6	(1) Insurance (2) Proper and updated training (3) Proper equipment (4) Each operative to have a mobile phone and a First Aid kit.	(1) Regular safety inspections. (2) Clearly timetabled activity.
Meeting the needs of Parishioners and Village users.	Chairman	2	3	6	(1) Open Meetings, allowing Parishioners to raise issues. (2) Periodic surveys, asking for issues of concern to be raised.	General satisfaction with the Council by Parishioners, especially at the Annual Parish Meeting.
Public Liability: public events organised by Council.	Chairman	2	3	6	(1) Public liability insurance. (2) Extra insurance for public events	H&S checks during planning of public events.
Trees: Liability for damage/ injury caused by trees owned by Council.	Cllr. Hayward	2	3	6	(1) Public liability insurance. (2) Tree risk assessment every 3-5 years.	Periodic checks on trees, especially after gales. Tree surgeon employed as necessary.

Description of Risk	Risk Owner	Current Risk Assessment			Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood	Impact	Overall Rating		
Bringing the Parish Council into disrepute: inappropriate comments to Press / Public, not taking Parishioner concerns seriously enough.	Chairman	1	3	3	(1) Adherence to Standing Orders, Code of Conduct, NALC Good Councillors Guide, and other appropriate Policies. (2) Prompt response to issues raised, with feedback as appropriate.	General satisfaction with the Council by Parishioners, especially at the Annual Parish Meeting.
Bus shelters, hedges, benches etc.: Health and Safety, village image.	Cllr. Hayward	1	2	2	Contract in place for hedge trimming around Pavilion / Witchcombe Close.	(1) Feedback from Parishioners. (2) Ongoing visual inspection by all Councillors.
Asset Control	Chair	1	2	2	(1) Identification of Assets. (2) Insurance of Assets. (3) Maintenance of Asset Register.	(1) Periodic review of Asset Register by Council. (2) Annual consideration of Insurance requirements. (3) External Audit.

Description of Risk	Risk Owner	Current Risk Assessment			Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood	Impact	Overall Rating		
RISKS OUTSIDE THE COUNCIL'S CONTROL						
Continuing use of Great Cheverell as an approved HGV diversion route: danger to pedestrians, damage to Listed Buildings	Wiltshire Council	2	5	10	High	Ongoing discussions with Wiltshire Council re. breaches of Conservation Area status and Core Strategies. (1) Emergency Plan. (2) Raising this issue at Parish Council meetings when the Wiltshire Ward Councillor is present.
Increasing use of Great Cheverell as a through road: volume and speed of vehicles. Danger to pedestrians, damage to Listed Buildings.	Wiltshire Council	2	5	10	High	Ongoing discussions with Wiltshire Council re. breaches of Conservation Area status and Core Strategies. (1) Emergency Plan. (2) Raising this issue at Parish Council meetings when the Wiltshire Ward Councillor is present.
Victoria Park – ground conditions, street lights	Ministry of Justice (MoJ)	3	3	9	High	Ongoing discussions between Parish Council, MoJ, Wiltshire Council, local MP and local Residents Standing Item at Parish Council meetings.
Illegal Raves on Salisbury Plain	Wiltshire Council / Police	3	3	9	High	Ongoing discussions with Police re. Deterrence / mitigating action. Regular contact with Wiltshire Council and Police. Emergency Plan.
Flooding – Witchcombe Close, The Green, Weavers Mead	Wiltshire Council / local homeowners	2	3	6	Medium	Identifying legal ownership of issue.

Description of Risk	Risk Owner	Current Risk Assessment			Current and Proposed Mitigating Actions	Assurance Activities
		Likelihood	Impact	Overall		
Traffic accident blocking C40 (High Street)	Wiltshire Council / Police	2	3	6	Medium	Enforcement of 20mph speed limit. (1) Regular contact with Wiltshire Council and Police. (2) Maintenance of Community Speedwatch team. Emergency Plan.
HM Forces activity – stray shells, noise etc.	HM Forces	1	5	5	Medium	Publish HM Forces communications on Parish website. Emergency Plan.
Oil pipeline – fracture.	Esso	1	5	5	Medium	Early contact with Esso (contact telephone number on signs along pipeline route). Emergency Plan.
Train accident – effect on residents of The Green.	Network Rail	1	2	2	Low	Early contact with Emergency Services (999). Emergency Plan.

VPRA Newsletter. March 2023.

Many thanks to those who attended the on -site meeting with our MP on Friday 24th Feb, it's been extremely busy in the aftermath since then hence the delay, my apologies.

A press release by Danny Kruger MP instigated by your committee is now available on <https://www.dannykruger.org.uk/news/danny-kruger-mp-calls-government-agencies-take-action-community-neglected-three-decades-16>. Letters to MoJ/Wiltshire Council/Environment Agency and Wessex Water, calling on these agencies to meet together, act in unison to resolve and complete the pre-adoption works and the adoption of the sewage system will follow.

Many thanks to Danny, Rebecca his chief of staff for this work and to Cllr Dominic Munns and Paul Stevens Parish Council chair for their support.

We asked several residents from different areas of the estate and lengths of residency to contribute to the press release. Many thanks to those who put their own words into the mix..

A resident had informed us that when drains were being cleared under the arrangement with the prison maintenance team that asbestos was mentioned in conversation. We reported this to the prison resulting in them seeking H&S advice followed by arrangements being made for sampling the reported site for analysis to determine the facts in this case.

We have continued to investigate the progress of the pre-adoption permits from ISG, the contractor, currently lodged with the EA. We are told by the agent that the EA has raised concerns about contaminants from road surfaces entering the aquafer which is deemed as potable water via the proposed bore holes. ISG are reviewing the designs to mitigate the risk and therefore be acceptable to the EA. ISG are progressing this and hope to re-submit in the coming weeks. The decision will be back in the hands of the EA, although the agent/ISG are hopeful this will be a swifter exercise than previously. This development and resulting delay is being followed up directly with the MoJ.

I requested a meeting with the CEO of Wessex Water to clarify the position of ownership, contested between WW and the MoJ, to confirm background to the non-adoption of VP sewage/water system and that we pay water rates without a full service to us the customers. He initially declined to meet although a swift rejoinder has convinced him to offer his Head of Developer Services to attend a meeting with us to discuss the situation in more detail.

I appreciate that this newsletter will cause concerns and frustration, not least that these issues continue to drag on with little apparent resolution however your committee think it's important that we keep up the pressure despite all the setbacks.

With this in mind it is essential that we have your continued support, the Association exists to represent you and seek to improve the quality of life of us all at Victoria Park.

As always I welcome your feedback by email/ text. Des Read. Chair. VPRA.

des742@live.co.uk/ 07816394367.