

LITTLE CHEVERELL PARISH COUNCIL

Clerk: Rebecca Hathaway-White

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**Meeting of Little Cheverell Parish Council to be held at Little Cheverell Village Hall
Thursday 15th May 2025 at 7 pm**

All Parish Council Meetings are open to the Public and Press.

12th May 2025

To All Members of Little Cheverell Parish Council

Dear Councillor

You are summoned to attend the Meeting of Little Cheverell Parish Council on Thursday 15th May 2025 at Little Cheverell Village Hall to transact the business set out below.

Rebecca Hathaway-White

Parish Clerk

MEETING SCHEDULE

7.00 – 7.15 pm

Public Participation

To enable members of the public to address the Council, with an allowance of three minutes per person, regarding items on the agenda in the first instance and if time permits any matter relating to the village.

COUNCIL MEETING AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Chairman and Vice Chairman to sign their Declaration of Acceptance of Office.**
- 4. Acceptance of apologies for absence**
- 5. To approve** as a correct record, the minutes of the Council meeting held on the 10th March 2025, copies of these minutes have been circulated.
- 6. Dispensations and declarations of interest**
Council is asked to discuss any written requests for dispensation the Clerk may have received from councillors. Members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities.
- 7. Internal Audit Report 2024/25. Council to consider,** adopt and approve the Internal Audit report.
- 8. The Annual Governance and Accountability Return (AGAR) 2024/25 Form 2**
Council to note the commencement for the exercise of public rights will commence on Tuesday 3rd June 2025 and will continue for a 30-day working period until Monday 14th July 2025.

Publication Requirements - The Clerk will publish the following documents on the Council's website as best practice.

- Certificate of Exemption, page 3
- Annual Internal Audit Report 2024/25, page 4
- Section 1 – Annual Governance Statement 2024/25, page 5
- Section 2 – Accounting Statements 2024/25, page 6
- Analysis of variances
- Bank reconciliation
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

9. The Annual Governance and Accountability Return 2024/25 Form 2. Section 1 – Annual Governance Statement 2024/25

Council is requested to consider, approve and to authorise the Chairman of the meeting and the Clerk to sign the Annual Governance Statement 2024/25 as circulated.

10. The Annual Governance and Accountability Return 2024/25 Form 2. Section 2 – Accounting Statements 2024/25.

Council is requested to consider, approve and to authorise the Chairman of the meeting to sign the Accounting Statement 2024/25, as circulated.

11. Chairmans Report

12. Clerks Pay. Council is asked to authorise payment for 4 extra hours of in April due to preparing audit paperwork and the Annual Meeting of the Electorate.

13. Banking Signatories. Council to confirm the addition of new signatories.

14. Internet Banking. Council to authorise the continuation of internet banking as per Financial Regulations 6.10, 6.15, 6.16 and 6.17.

15. List of regular payments 2025/2026.

Council to consider approval of the list of regular payments. These may be made prior to meetings and included in the next meeting agenda for ratification, as per Financial Regulation 5.6.

16. Standing Orders and Financial Regulations. Based on NALC model regulations circulated prior to meeting for members perusal. The documents will be taken as read.

Council to approve and adopt the Standing Orders and Financial Regulations.

17. Code of Conduct. Based on the LGA's templated circulated prior to meeting for members perusal. The document will be taken as read.

Council to approve and adopt the Code of Conduct.

18. Appointment of Internal and External Auditors.

Council is advised by the Clerk to appoint an internal auditor. Options are Heelis and Lodge www.heelisandlodge.co.uk whose fees would be £130 or PATAS www.patasc.co.uk whose fees are to be confirmed.

Council to approve that the external auditors will be PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. Council to note PKF Littlejohn have been allocated as external auditors to all Wiltshire local Councils under the audit regulations.

19. Asset register. Council to consider and approve the inventory of assets as forwarded.

20. Council to note when assets are disposed of the reason and method of disposal is to be approved and minuted at a meeting of the Council. Any monies received from the disposal to be noted on the asset register.

21. Council to note the minimum value of assets to be recorded on the inventory of assets Register is £50.00.

22. Business Risk Management Register. Circulated prior to meeting for members perusal. The document will be taken as read.

Council to approve and adopt the Business Risk Management Register

23. Members are asked to ratify and authorise payments listed, to be made via online banking.

Payments to Ratify

R Hathaway-White (April)	£90.79
HMRC (April)	£22.60
R Hathaway-White (March)	£48.27
HMRC (March)	£12.00
Hugo Fox (March)	£23.99
Hugo Fox (April)	£23.99

Payments to Authorise

Drinks from Village Hall	£43.50
TDS Gardening	£75.00

24. Approval and signing off of parish accounts

The Clerk will present the end of year parish accounts up to 31st March 2025 and accounts up to the month ending 30th April 2025 for approval.

25. Consultations on planning applications. Council to discuss and make decision on responses:
(Please note: in planning matters the Parish Council acts as a consultee of the Principal Authority, the Principal Authority being the deciding body)

Planning Applications

Application Ref: PL/2025/03175 - Householder Application

Address: Dinas Cottage, Low Road, Little Cheverell, Devizes, SN10 4JS

Proposal: Demolition of existing single storey extension to principal elevation and erection of two storey extension, together with external alterations including insertion of new window openings, with associated works.

Respond By: 14 May 2025

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning/application/a0iQ300000DXGUj>

Planning Applications to note – no comment, no meeting held

Application Ref: PL/2025/00892 Householder Planning Permission

Address: Ediths Marsh, Low Road, Little Cheverell, Devizes, SN10 4JZ

Proposal: Conservatory to rear of property with a flat roof and glazed lantern roof

Respond By: 23rd April 2025

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0iQ300000CIN45>

26. Grounds Maintenance. Council is asked to discuss our current grounds maintenance contract and moving to another contractor as well as discussing maintenance requirements for areas not currently covered by the contract.

27. Cheverell Magna Neighbourhood Plan. Council is asked to note that Cheverell Magna are currently developing a neighbourhood plan for the area and have asked if Little Cheverell would like to consider being a part of the process.

28. Wessex Water Funding for Environmental Projects. Council is asked to consider if they would like to apply for a grant. Town and parish councils are eligible to apply, provided the project has a community benefit. Registered charities, voluntary or community groups with charitable aims, not-for-profit or Community Interest Companies, and schools (provided the project has a community benefit), are also eligible to apply for the programme. Applicants must be based and working in the area served by Wessex Water.

29. Updates and items outstanding from previous meetings, to include:-

- i) Village Hall
- ii) Parking on Low Road
- iii) Recruitment of a new clerk
- iv) Privet Hedge at the South end of Low Road
- v) Boundary

30. Date of next meeting

The minutes of this meeting will be available to all members of the public from the village website www.littlecheverellparishcouncil.org.uk the Parish Notice board or by contacting the Parish Clerk.