

LITTLE CHEVERELL PARISH COUNCIL

Clerk: Rebecca Hathaway-White

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**Annual Meeting of Little Cheverell Parish Council to be held at Little Cheverell Village Hall
on Tuesday 7th May 2023 at 5.30 pm**

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

30th April 2024

To All Members of Little Cheverell Parish Council

Dear Councillor

You are summoned to attend the Annual Meeting of Little Cheverell Parish Council on Tuesday 7th May 2024 at Little Cheverell Village Hall to transact the business set out below.

Rebecca Hathaway-White

Parish Clerk

MEETING SCHEDULE

5.30 – 5.45 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 21st March 2024
- 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. Chairman's Report**
- 8. Parish Councillor Vacancy, Council is asked** to note that there are currently two vacancies for co-option.

9. Council is requested to ratify and authorise payments listed, to be made via online banking.

Payments to Ratify

Hugo Fox £23.99

Payments to Authorise

R Hathaway-White Salary £106.40

HMRC £26.40

WALC £70.66

OASIS Grounds Care £150.00

10. Approval and signing-off of parish accounts.

The Clerk will present the parish accounts for the month ending 30th April 2023 for approval.

11. List of Regular Payments. Council to consider approval of a 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.

12. Financial Checks. Council to nominate a Councillor (not the Chairman or a Signatory) to complete quarterly checks to verify bank reconciliations produced by the RFO. This activity, shall on conclusion be reported, including any exceptions, to and noted by the council and minuted, as per Financial Regulation 2.2.

13. Roles and Responsibilities. Members to make decision on roles and responsibilities for the next 12 months.

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

15. Risk Register. Circulated prior to the meeting for members perusal. The document will be taken as read. **Members to approve and adopt the Risk Register.**

16. Internet Banking. Members to consider adding the incoming clerk, Rebecca Hathaway-White as a non-signatory to bank account and delegate user for online banking, giving access to view accounts and input third party payments to be authorised by two full signatories.

17. Council to confirm the terms of employment of the Parish Clerk/Responsible Financial Officer and sign the employment contract circulated prior to the meeting for members perusal. The document will be taken as read.

18. Appointment of Internal Auditors

Council to discuss appointing an internal auditor for 2024-25.

19. Asset register. Members to consider and approve the inventory of assets as attached.

20. Annual Meeting of the Electorate Costs. Council to agree to the provision of refreshments at the Annual Meeting of the Electorate. Costs will be in the region of £200.

21. Village Gates. Council to decide on a budget for the building of the village gates.

22. Annual Inspection of Assets. Volunteer(s) required to carry out annual inspection of assets.

23. Members 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.

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

Planning Decisions. Council to note the following planning decisions.

Application Ref PL/2024/00437

Householder Application Address: 2 Ivy Cottage, Low Road, Little Cheverell, Devizes, SN10 4JX

Proposal: New off-street parking and reconfigured steps up to existing cottage

Applicant Name: Mr Benjamin Thompson **Case Officer:** Jane Sanger

Decision Date: 09-04-2024 **Decision:** Refuse

Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CGT2b>

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

- a) The Village Hall
- b) HMRC
- c) Privet Hedge at the South End of Low Road
- d) Potholes near Myrtle Cottage

26. Correspondence – Clerk to advise.

27. Partnership Meetings to consider attending: -

28. 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.