

Little Cheverell Parish Council

www.littlecheverell-pc.gov.uk clerk@littlecheverell-pc.gov.uk

Chair: Mike Phillips **Parish Clerk: Tekla Hicks**

Membership: Councillors M. Phillips, C. Broe, N. Broe, B. Thompson, L. Thorne.

You are duly summoned to attend Little Cheverell Parish Council Annual Meeting on **Monday 18th May 2026 at 7.00pm** to transact the following business at the location of the Little Cheverell Village Hall, Westbury Road, Little Cheverell, Wiltshire, SN10 4JP.

T. Hicks, PSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

26-27/1 Election of Chair for the year 2026-27

Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk.

26-27/2 Election of Vice-Chair for the year 2026-27

Nominations will be sought for the position of vice-chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.

26-27/3 Recording and filming of the meeting

The chair will ask all those present if any member of the public is intending to record or film the meeting.

26-27/4 Apologies

To receive and consider apologies for those unable to attend.

26-27/5 Declarations of Interest

To receive any declarations of interest for items on the agenda under the parish council's Code of Conduct issued in accordance with the Localism Act 2011.

26-27/6 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 16th March 2026.

26-27/7 Reports

- (i)** **To note** any announcements by the chair.
- (ii)** **To receive** an update from the Wiltshire Councillor.

26-27/8 Planning Matters to discuss:

- (i)** **To note and discuss any other planning applications received before the meeting.**
- (ii)** **To note** the LCPC Planning Schedule.

26-27/9 Maintenance to include items as below:

- (i)** **To discuss and agree** parish steward schedule – consideration of jobs for next visits.
- (ii)** **To note** agreed works for clearing the dead Elm trees in the stream.
- (iii)** **To note** agreed works to hedge opposite Laundry cottage, Low Road.
- (iv)** **To note** that the stream adjacent to the village hall green has been cleared of Flag Iris to improve flow.

26-27/10 Finance

- (i)** **Payments for Approval:**

- (a) Clerk's expenses
- (b) TDS Invoice 30.04.2026 - £135.
- (c) PATAS Audit Invoice £165.
- (d) WALC/NALC subscription - £75.49.

(ii) **To approve** invoices/requests for payment received after the preparation of the agenda.

(iii) **Monthly Management Accounts**

Members to receive the monthly financial report and bank reconciliations. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.

(iv) **List of regular payments 2026/2027**

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.

(v) **To consider** any grant applications received.

26-27/11 Annual Accounts 2025-26

Members to approve the annual accounts for the period 1st April 2025 to 31st March 2026.

26-27/12 Asset Register 2026-27

Members to approve the Asset Register for 2026-27.

26-27/13 Annual Internal Audit 2025-26

Members to receive and note the Annual Internal Audit Report.

26-27/14 Annual Governance and Accountability Return 2025-26

(i) **Annual Governance Statement 2025-26**

Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

(ii) **Accounting Statements 2025-26**

Members to approve the accounting statements as outline 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.

(iii) **Exemption 2025-26**

To approve that the parish council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000.

(v) **Commencement of Period of Public Rights**

To note that the clerk is setting the commencement date for the exercise of public rights as Wednesday 3rd June and ending on Tuesday 14th July 2026.

26-27/15 Governance

(i) **To approve and adopt for 2026-27:-**

- (a) Appraisal policy
- (b) Biodiversity policy
- (c) Co-Option policy
- (d) Code of Conduct
- (e) Community Emergency Plan
- (f) Complaints policy
- (g) Data Protection policy
- (h) Dignity at Work policy
- (i) Disciplinary policy

- (j) Document Retention and Publication policy
- (k) Equality and Diversity policy
- (l) Financial Regulations
- (m) Freedom of Information policy
- (n) GDPR Consent
- (o) Grant Awarding policy and application form
- (p) Grievance policy
- (q) Health & Safety policy
- (r) IT Policy
- (s) Lone Working policy
- (t) Privacy Notice
- (u) Risk Assessment
- (v) Standing Orders

26-27/16 Confirmation of date of next meeting: Monday 20th July 2026 at 7.30pm.

For supporting documentation, please see www.littlecheverell-pc.gov.uk

* Little Cheverell Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes) on matters on the agenda. Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if council so wishes, items may be added to a future agenda for consideration.

11.05.2026