

Little Cheverell Parish Council

Chair: Mr Mike Phillips

Clerk: Locum

www.littlecheverell-pc.gov.uk

clerk@littlecheverell-pc.gov.uk

Councillors: Mr M. Phillips (Chair), Mr C. Broe, Mrs N. Broe, Mr B. Thompson, Dr L. Thorne

You are duly summoned to attend the meeting of Little Cheverell Parish Council to transact the business set out below at the location of Little Cheverell Village Hall, Westbury Road, SN10 4JP

Monday 29th September at 7pm

All Parish Council Meetings are Open to the Public and Press

Locum Clerk

Parish Clerk and Responsible Financial Officer

Meeting Schedule

7:00 – 7:15pm

25/48 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 item relating to the village.

Council Meeting Agenda

25/49 Recording and Filming of the Meeting The Chair Mr Mike Phillips will ask all those present if any member of the public is intending to record or film the meeting and this will be noted.

25/50 Apologies To receive and consider apologies for those unable to attend.

25/51 Dispensations and Declarations of Interest To discuss any written requests for dispensation the Clerk may have received from Councillors. 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.

25/52 Minutes of the previous meeting To approve as a correct record the minutes of the Parish Council meeting held on 21st July 2025.

25/53 Chairman's Report To **note** any announcements from the Chair and correspondence received.

25/54 Unitary Councillor's Update To **receive** an update from Wiltshire Councillor *Dominic Muns/Mike Phillips*.

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25/55 Clerk: To agree that Mrs. Tekla Hicks act as Locum Clerk, discuss and agree hours of work/ Locum contract. Any other matters related to the clerk will be discussed and agreed at this time.

25/56 Accounts To receive and sign-off the Parish Council accounts

25/57 Ratification and Authorisation of Payments Councillors to **ratify** and **authorise** the payments listed below to be made by online banking:

Payments to Ratify:

Hugo Fox (August website)	£23.99
Hugo Fox (August email)	£2.99
Hugo Fox (September website)	£23.99
Hugo Fox (September email)	£2.99
TDS Garden Services (INV 05 July)	£150
TDS Garden Service (INV 06 August)	£150
TDS Garden Services (INV07 Sept)	£75
LC Village Hall Hire (July and Sept)	£40
BT VH Broadband	£87.60
Microsoft Office 365 (July)	£12.20
Microsoft Office 365 (August)	£12.20
Microsoft Office 365 (September)	£12.20
SSE Electricity Bill (September)	£159.53

Payments to Authorise:

Clerk's pay August	TBA
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25/58 Proposal to Approve Reimbursement of the July, August and September monthly fees for the Clerk's Microsoft subscription to Cllr. Mike Phillips and to add the monthly subscription of £12.10 to the pre-approved list.

25/59 Proposal to Approve a Unity Trust Charge Card To apply for a Unity Trust Bank multi-pay corporate charge card to use to pay for Microsoft services (Microsoft do not offer direct debit) and to make the payments easy to audit. This could be held by the Clerk and the use is completely controllable via the online banking portal.

<https://www.unity.co.uk/business-banking/unity-corporate-multipay-card/>

25/60 Proposal to Approve To allow the Clerk to claim expenses for consumables to print invoices, reports and other documents for circulation and archiving. (and to add these expenses to the pre-approved list subject to a maximum of £25)

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25/61 Clerks' Salary To note the increase in the NJC Salary Scales for 2025-26.

25/62 Clerks' Pay The Council is asked to **authorise** payment of 3 extra hours in August due to time taken for handover support and resolving issues with online banking and HMRC gateway access.

25/63 Council to Approve Quote received for renewal of the Parish Council notice board adjacent to the defibrillator.

25/64 Council to Approve To fund minor but important electrical work required at the village Hall in line with a quote received by Brightwire for £408 (installation of 4 no. double sockets including provision of power in the storeroom).

25/65 Planning applications for review (none received)

25/66 Westbury Road Metro Count Councillor Dr Lucy Thorne to report on the application to LHFIC for a Metro count on Westbury Road.

25/67 Report on Brian Mathew MP Visit Chair Mr Mike Phillips and Councillor Dr Lucy Thorne to report on the visit from Brian Mathew MP to discuss speeding with the Parish Council.

Exclusion of the Public and Press The Council to resolve that the Public and Press be excluded from the meeting citing the Public Bodies (admission to meetings) act 1960 due to the confidential nature of the business to be transacted.

25/68 Update on the proposal to report a privately owned property Chair Mike Phillips to provide an update on the proposal to report a privately owned property in the village due to its condition (item 25/16 on the July 21st meeting agenda).

25/69 Agreement of Meeting Date To agree the date of the next Parish Council meeting