

# **LITTLE CHEVERELL PARISH COUNCIL**

## **Minutes of the Meeting of Little Cheverell Parish Council Held at Little Cheverell Village Hall on Thursday 15th May 2025 at 7 p.m.**

### **Present: Councillors**

Mike Phillips (Chairman), Clive Broe (Vice Chairman), Nicola Broe, Lucy Thorne, Benjamin Thompson

**In attendance:** Rebecca Hathaway-White (Clerk) and two members of the public

### **Public Participation 7.00pm**

Cllr Mike Phillips introduced Lisa Harding who is interested in taking over the role of Parish Clerk and RFO, all Cllrs welcomed her and hope that she will consider taking on the role.

Resident came regarding planning application PL/2025/03175. They have recently brought the house to make it into their family home but in order to do so it needs bringing up to date. They would like to get rid of the 1960's extension, level all the floors within the residence. The new extension will essentially maintain the same footprint and they aim to build it in a sympathetic way so it matches the original house. Hoping that the original windows can be reused but if not similar ones will be purchased in wood. The plan is to do the building work next summer, hoping to have it all finished by September. We do have an open door policy so would welcome anyone who would like to discuss the application and our plans further to knock on the door.

### **Meeting of the Council Commenced at 7.20pm**

#### **25/1 Election of Chairman**

**Resolved:** Cllr Phillips put his name forward, Cllr N Thompson proposed Cllr Phillips, seconded Cllr Thorne, voting unanimous in favour.

#### **25/2 Election of Vice Chairman**

**Resolved:** Cllr C Broe put his name forward, Cllr Thorne proposed Cllr C Broe, seconded Cllr Phillips, voting unanimous in favour.

#### **25/3 The Chairman and Vice Chairman signed their Declarations of Acceptance of Office.**

#### **25/4 Acceptance of apologies for absence. Resolved: None**

**25/5 Minutes.** The minutes of the Council meeting held on the 10<sup>th</sup> March 2025 were approved as a true record and signed by the Chairman.

#### **25/6 Dispensations and Declarations of interest. Resolved: None**

#### **25/7 Internal Audit Report 2024/25. Resolved:** Council resolved to accept the internal audit report.

#### **25/8 The Annual Governance and Accountability Return (AGAR) 2024/25 Form 2**

**Certificate of Exemption.** Previously circulated. Members approved that the authority meets the qualifying criteria, as per page 3 of the return and wish to certify themselves exempt from a limited assurance review and for the Clerk to submit to PKF Littlejohn LLP.

**Council noted** the commencement for the exercise of public rights will commence on Tuesday 3<sup>rd</sup> June 2025 and will continue for a 30-day working period until Monday 14<sup>th</sup> 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.

**Resolved:** Cllrs resolved to approve the Certification of Exemption, exercise of public rights and publication requirements. The RFO and Chairman signed the Certificate of Exemption.

**25/9 The Annual Governance and Accountability Return 2024/25 Part 2. Section 1 – Annual Governance Statement 2024/25.** Previously circulated.

**Resolved:** Council agreed to answer Yes to questions 1 to 8, with 9 not applicable and authorise the Chairman and Clerk to sign it. Cllrs resolved to accept the Governance statement. The Clerk and Chairman signed the statement.

**25/10 The Annual Governance and Accountability Return 2024/25 Part 2. Section 2 – Accounting Statements 2024/25.** Previously circulated.

**Resolved:** Council resolved to approve the Accounting Statement and authorised the Chairman to sign. The Clerk and Chairman signed the statement.

**25/11 Chairmans Report.** The Chairman reported that there have been negative comments regarding removing the noticeboards from residents. Clerk to add to the next agenda.

**25/12 Clerk's Pay. Resolved:** Cllrs resolved to authorise payment to the Clerk for 4 extra hours worked in April due to preparing the audit paperwork and the Annual Meeting of the Electorate totalling £53.12

**25/13 Banking Signatories. Resolved:** Cllrs resolved to add Cllr Thorne as a full signatory and Cllr Thompson as view only. Clerk to add Lisa Harding as an administrator on the account.

**25/14 Internet Banking. Resolved:** Cllrs resolved to authorise the continuation of internet banking as per the Financial Regulations 6.10, 6.15, 6.16 and 6.17.

**25/15 List of Regular Payments 2025/2026. Resolved:** Cllrs resolved to approve 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.

**25/16 Standing Orders and Financial Regulations. Resolved:** The Clerk informed Cllrs that there are new standing orders, but she has not had the time to review them so recommended adopting the current standing orders and financial regulations and reviewing the new ones at the next meeting. Cllrs resolved to adopt the current standing orders and financial regulations.

**25/17 Code of Conduct. Resolved:** Cllrs resolved to adopt the Code of Conduct based on the LGA's template circulated prior to the meeting for members perusal.

**25/18 Appointment of Internal and External Auditors.**

**Internal Auditor:** The Clerk advised Cllrs to employ a professional Internal Auditor, options are Heelis and Lodge or PATAS. **Resolved:** Cllrs resolved to ask a local resident to do the internal audit.

**External Auditor: Resolved:** Cllrs resolved to approve that the external auditors will be PFK Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Council to note that PFK Littlejohn have been allocated as external auditors to all Wiltshire Local Councils under the audit regulations.

**25/19 Asset Register. Resolved:** Council resolved to approve the asset register.

**25/20 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.

**25/21 Council to note** the minimum value of assets to be recorded on the inventory of assets Register is £50.00.

**25/22 Business Risk Management Register.** Circulated prior to the meeting for members perusal. The document will be taken as read. **Resolved:** Cllrs resolved to adopt the Business Risk Management Register.

**25/23 Payment Authorisation.**

**Resolved:** Members resolved to ratify and authorise the payments listed below. Two signatories signed the invoices.

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

**25/24 Approval and signing off of the parish accounts.**

The Clerk presented the parish accounts for the month ending 30<sup>th</sup> April 2025. **Resolved:** Cllrs resolved to approve the accounts. The Clerk and Chairman signed the bank reconciliation. Cllr N Broe checked all payments against the bank statements and confirmed all was in order.

<b>Business Savings Account</b>	£8463.13
<b>Current Account</b>	<u>£5507.13</u>
<b>Total</b>	£13,970.29

**25/25 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)**

**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>

**Resolved:** Cllrs resolved to support the application.

**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:** 23<sup>rd</sup> April 2025

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

**25/26 Grounds Maintenance. Resolved:** Cllrs discussed, and all were happy to move the grounds maintenance to TDS Gardening at a cost of £30 per hour.

**25/27 Cheverell Magna Neighbourhood Plan. Resolved:** Cllrs will try to attend the meeting on the 27<sup>th</sup> May at the New Pavillion to learn more.

**25/28 Wessex Water Funding for Environmental Projects. Resolved:** Cllr Phillips will explore the grant and apply if appropriate.

**25/29 Updates and items outstanding from previous meetings, to include:-**

- i) Village Hall – No update
- ii) Parking on Low Road - No update
- iii) Recruitment of a new clerk – New clerk recruited.
- iv) Privet Hedge at the South end of Low Road – No update
- v) Boundary – No update

**25/30 Date of the next meeting.**

The next meeting of the Council will be on 21<sup>st</sup> July 2025, 7pm at Little Cheverell Village Hall.

Approved by the Council as a true record.

Signed .....

Dated .....

The minutes of this meeting will be available to all members of the public from the village website or by contacting the Parish Clerk.

DRAFT