

Minutes for Little Cheverell Parish Council 16th January 2024 at 7pm

In attendance – Cllr M Philips, Cllr B Thompson, Cllr D Spearey, Louise Brebner (clerk)

Attending - 1 member of public and Village Hall Chair

24/1 Approval of the minutes of the Council meeting from 25th October 2023 – **Signed.**

24/2 Apologies – Clive Broe and Nicky Broe send apologies.

24/3 Declaration of Interest – Nil

24/4 Vote for Chair and Vice-chair – Councillors Agreed Mike Philips – Chair, Clive Broe – Vice chair

24/5 Village Hall Report – Barbara Phillips has taken over as Village Hall Chair. Finance: £6575 current account balance in December 2023. Works done to the village hall to rectify hot water and plumbing leak. Plans in place for more events. Currently investigating the possibility of free internet access and looking for access to any grants to improve the building. Gaiger bros have been invited to survey the building. Built in 1948, storeroom needs to be painted, roof needs cleaning, grounds work needed. Thanks to member of public who has cut back the bamboo, some trees need work to make them safe. A Defibrillator training session by South West Ambulance is booked in for 19th March 2024 and a Jazz afternoon is planned for 25th February **Louise Brebner to forward email re radio for publicity.** *Village Hall Chair left the meeting.*

24/6 Welcome to the public and Public Forum – moved down as member of public running late, *1 extra member of the public joined here*

- a. School lane – mud/manure leaking from the top of low road – **Cllrs suggest ringing the Environment agency or Wessex Water to complain re leaking onto the road, if speaking to the landowner is unsuccessful , this is not within Little Cheverell parish boundary.**
- b. 3 dead trees and potholes – Cllr. M Philips inspected School Lane last year with Matt Perrott Highways engineer who said there are few options due to the topography and the lane is currently acceptable. **Louise Brebner will ask the parish steward to have a look next time he is in the village.**

24/7 Clarification of council roles – Clerk/RFO – Clerk – Louise Brebner. Nicola Broe – continues in role as RFO **to be co-opted at the next meeting – Louise Brebner to send paperwork**

24/8 Agreement to NALC contract of employment for the Parish Clerk – **All Cllrs agree, Cllr M Phillips to write**

24/9 Finance

- a. Current Bank Balance - £4530.78, (RFO not present) South West Ambulance have not yet presented the cheque for the rental of the defibrillator for last year: **VH Chair to chase /Louise Brebner to email WALC re cheque not being cashed.**
 - b. Budget – Cllr M Phillips has created a budget - **Louise Brebner to upload onto the website , Mike proposes the budget – All councillors agree.**
 - c. Precept setting – All council agreed. **Louise Brebner to apply for £6370 precept.**
 - d. Online banking – **Move to online banking, all councillors agreed**
 - e. Financial policies – agreed to NALC financial policy, **Louise Brebner to also disseminate to RFO**
- 24/10 Update for managing speed on B3098 –
- a. Village gates – Member of the public offering to make them, **Cllr M Philips will meet and discuss, project aiming to complete by Spring 2024.**
 - b. Repeat metro count, **Louise Brebner to email Cllr Dominic Munns who has previously agreed to assist.**

- 24/11 Co-opting a parish councillor – Wiltshire council confirm there have been no applicants and we may continue with Co-opting - **Louise Brebner to send forms to Nicola Broe.**
- 24/12 Responding to emails/contact – all council agree, **Louise Brebner to make clear which emails need a response.**
- 24/13 Strawberry Hill – ongoing, Cllr M Philips has spoken to Wiltshire Council , who agree Gulley work is required to prevent excess water run-off entering the village via the B3098.
- 24/14 Update on Lottery Rules – Village hall events will not require a gambling licence. Village Hall Committee to continue with short term alcohol licenses for various events.
- 24/15 4G update – Vodafone are turning off 3G to the village in order to use the bandwidth to improve 4G coverage. Cllr. M Philips spoke to MP Danny Kruger over the loss of internet over 3 weeks in 2023; Who has written to the CEO of Openreach for an explanation for the delays.
- 24/16 Asset List – Clerk needs help to list asset's of the village:
- a. Millenium green – **Louise Brebner to check ownership.**
 - b. Laptop
 - c. Bench on Low Road
 - d. 3 notice boards
 - e. Phone box
- 24/17 New Laptop – **Acknowledged.**
- 24/18 Invoice for Laptop – **Signed and acknowledged.**
- 24/19 Invoice for Microsoft 365 – **Signed and acknowledged.**
- 24/20 Meeting with Great Cheverell/Emergency policy - Saturday 20th January at 11am until 2pm resilience event – **Cllr M Philips and Louise Brebner to attend.**
- 24/21 Operational Flood Working Group Meeting North - The Operational Flood Working Group south will be held 21st February 2024
- 24/22 Wiltshire Council Emergency Contacts – **Louise Brebner to add Cllr M Philips/Cllr B Thompson and herself to the contact list**
- 24/23 New policies –
- Accessibility Statement – to create
 - **Code of Conduct – adopted 16.01.2024**
 - **Financial Policy – adopted 16.01.2024**
 - Grant Application Form - to create
 - Grants Policy – to create
 - Health and Safety Policy – to create
 - Model Publication Scheme – to create
 - **Standing Orders – adopted 16.01.2024**
 - Tree Management Policy – to create
 - Website Policy/ Data protection- to create
 - Grievance Policy – to create
 - Disciplinary Policy – to create
 - Risk Management Policy – to create

24/24 Village maintenance

- a. Grounds Maintenance - ongoing
- b. Footpaths – ongoing re discussion setting up a village hub
- c. Floral displays – reduce by 25% (village hall hanging basket to go)
 - i. Contract with superior plants – **Council agree to continue**
- d. Removing privet on south end of low road – Privet opposite Old School House/Springfields cottage on Low Road – **Cllr D Spearey to look at finding a contractor for this work**
- e. Telephone box repaint – **to be started summer 2024**

24/25 Creating a village hub – **Louise Brebner to discuss with the village hall committee.**

24/26 Planning Applications

- a. Determined –

Little Cheverell CP Application Ref PL/2023/10378 - Proposed Works to Trees in a Conservation Area Address: MARLEN, LOW ROAD, LITTLE CHEVERELL, DEVIZES, SN10 4JZ Proposal: 2 x Holly trees - pollard to 4m-5m
Applicant Name: Mr Hoskins Case Officer: Sue Morgan Decision Date: 02-01-2024 Decision: **No Objection**
Application Link: <https://development.wiltshire.gov.uk/pr/s/planning-application/a0i3z00001CFCs3>

Please note the council can only include planning applications that have been received before this meeting.

24/27 Agreement of yearly meeting dates – *these dates may change*

- a. 18.03.24
- b. 14.05.24 – annual meeting / village meeting
- c. 16.06.24
- d. 24.09.24
- e. 19.11.24 – budget

24/28 Village and Parish Council website update from the clerk – **Nil change.**

24/29 Date of next meeting – 18.03.24