

Little Cheverell Parish Council

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

Chair: Mike Phillips Parish Clerk: Tekla Hicks (Locum)

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

You are duly summoned to attend Little Cheverell Parish Council General Meeting on **Monday 17th November 2025 at 7.00pm** to transact the following business at the location of the Little Cheverell Village Hall, Westbury Road, Little Cheverell, Wiltshire, SN10 4JP.

Tekla Hicks

T Hicks, StSLCC

(Locum) Parish Clerk & Responsible Financial Officer

AGENDA

25-26/70 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.

25-26/71 Public Forum

- (i) **To enable** members of the public to address the council regarding any item on the agenda*.
- (ii) **To receive** any petitions or deputations.

25-26/72 Apologies

To receive and consider apologies for those unable to attend.

25-26/73 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.

25-26/74 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 29th September 2025.

25-26/75 Reports

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

25-26/76 Planning Matters to discuss:

- (i) **To discuss/ratify and comment** on the following application:
[PL/2025/08149](#) **Myrtle Cottage, Low Road, Little Cheverell, SN10 4JY.** Notification of proposed works in a conservation area. T1 - Copper Beech tree - remove lowest large limb over road and reduce 2 limbs over road to match remaining canopy. G1 - Group of Yew, Holly and small Beech trees - crown raise over road by 2m-3m. **Comments agreed via email – to ratify.**
[PL/2025/08134](#) **Glebe Farmhouse, Westbury Road, Little Cheverell, SN10 4JP.** Notification of proposed works in a conservation area. T1 Cherry - Reduce crown by 3m. Crown raise by 3m. **Comments agreed via email – to ratify.**
- (ii) **To note and discuss** any other planning applications received before the meeting.

25-26/77 Maintenance to include items as below:

To discuss and agree parish steward schedule – consideration of jobs for next visits.

25-26/78 Finance

- (i) Payments for Approval:**
 - (a) Clerk's Salary & Expenses.
 - (b) Clerk's PAYE paid via Direct Debit.
 - (c) Superior Plants INV10006 - £258.00.
 - (d) Chair's expenses – Microsoft subscription 29.10.2025 £12.10
- (ii) To ratify** invoices already paid prior to meeting:
 - (a)** TDS Garden Services INV9 - £75.00.
- (iii) To approve** invoices/requests for payment received after the preparation of the agenda.
- (iv) 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.
- (v) Budget and Precept 2026-27**
Members to review, discuss and approve first draft of the proposed budget for 2026-27.

25-26/79 Governance

- (i) To discuss and adopt** the IT Policy as required in the SAPPP assertion 10 of the Practitioners Guide 2025.
- (ii) To discuss** the adoption of the NALC Civility and Respect Pledge.
- (iii) To adopt** the following policies for 2025-26:
 - (a) Appraisal Policy
 - (b) Biodiversity Policy
 - (c) Co-Option Policy
 - (d) Code of Conduct
 - (e) Complaints Policy
 - (f) Data Protection Policy
 - (g) Dignity at Work Policy
 - (h) Disciplinary Policy
 - (i) Document Retention and Publication Policy
 - (j) Equality and Diversity Policy
 - (k) Financial Regulations
 - (l) Freedom of Information Policy
 - (m) GDPR Consent Form
 - (n) Grant Awarding Policy & Application Form
 - (o) Grievance Policy
 - (p) Health and Safety Policy
 - (q) Lone Working Policy
 - (r) Privacy Notice
 - (s) Risk Assessment
 - (t) Standing Orders

25-26/80 The Village Noticeboards

To receive any update regarding the noticeboards.

25-26/81 Exclusion of Public and Press

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.

25-26/82 Parish Clerk Vacancy

- (i) **To agree** the advertisement and where to advertise the vacancy.
- (ii) **To agree** the draft contract for a new clerk.

25-26/83 Correspondence to note:

- (i) SAR received.

25-26/84 To agree the date of next meeting

For supporting documentation, please see [here](#) or scan the QR code:



* 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.

10.11.2025