

# Little Cheverell Parish Council

Minutes of the Annual Meeting of Little Cheverell Parish Council (LCPC) held on Monday 18<sup>th</sup> May 2026 at 7.00pm at the Little Cheverell Village Hall, Westbury Road, Little Cheverell, Wiltshire, SN10 4JP.

**Present:** Councillors M. Phillips (Chair), B. Thompson, C. Broe (Vice-Chair), N. Broe and L. Thorne.

**In attendance:** T. Hicks (Clerk), Wiltshire Cllr. D. Muns.

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

Cllr. Phillips nominated himself as Chair. This was seconded by Cllr. N. Broe. The Council voted UNANIMOUSLY in favour. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

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

Cllr. C. Broe was nominated as Vice-Chair. This was seconded by Cllr. Thorne. The Council voted UNANIMOUSLY in favour. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

**26-27/3**      **Recording and filming of the meeting**

No members of the public in attendance. The Council also confirmed they would not be recording the meeting.

**26-27/4**      **Apologies**

No apologies were received.

**26-27/5**      **Declarations of Interest**

No declarations of pecuniary interest were received.

**26-27/6**      **Minutes of the previous meeting**

The minutes of the Parish Council meeting held on 16<sup>th</sup> March 2026 were UNANIMOUSLY APPROVED and the Chair signed them as such.

**26-27/7**      **Reports**

**26-27/7.1**      The Chair updated the meeting with a short version of the Annual Report.

**26-27/7.2**      Wiltshire Cllr. Muns updated the meeting regarding planning and highways matters and the Wiltshire Council Local Plan.

**26-27/8**      **Planning Matters to discuss:**

**26-27/8.1**      No planning applications had been received.

**26-27/8.2**      The Council noted the updated LCPC Planning Schedule.

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

The Council noted that Parish Steward would be returning to the village on 23<sup>rd</sup> June. Councillors were asked to contact the Clerk to add outstanding matters to the priorities schedule.

**26-27/10**      **Finance**

**26-27/10.1**      Payments UNANIMOUSLY APPROVED :

**26-27/10.1a**      Clerk's expenses

**26-27/10.1b**      TDS Invoice 30.04.2026- £135.

**26-27/10.1c**      PATAS Audit Invoice £165.

**26-27/10.1d**      WALC/NALC subscription- £75.49.

**26-27/10.2**      The Council noted there were no further requests for payment received after the preparation of the agenda.

**26-27/10.3**      **Monthly Management Accounts**

Members received and UNANIMOUSLY APPROVED the monthly financial report and bank reconciliations. Cllr. Thompson signed the report and bank reconciliations.

**26-27/10.4 List of regular payments 2026/2027**

The Council UNANIMOUSLY APPROVED the list of regular payments. These may be made prior to meetings and included in the next meeting agenda for ratification.

**26-27/10.5** The Council confirmed there were no grant applications received.

**26-27/11 Annual Accounts 2025-26**

The Council UNANIMOUSLY APPROVED the annual accounts for the period 1st April 2025 to 31st March 2026.

**26-27/12 Asset Register 2026-27**

The Council UNANIMOUSLY APPROVED the Asset Register for 2026-27.

**26-27/13 Annual Internal Audit 2025-26**

The Council noted the Annual Internal Audit Report.

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

**26-27/14.1 Annual Governance Statement 2025-26**

The Council UNANIMOUSLY APPROVED the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

**26-27/14.2 Accounting Statements 2025-26**

The Council UNANIMOUSLY APPROVED the accounting statements as outlined in Section 2 of the Annual Return. The Chair and Clerk signed the Annual Governance Statement and the Accounting Statements.

**26-27/14.3 Exemption 2025-26**

The Council UNANIMOUSLY APPROVED 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.

**26-27/14.4 Commencement of Period of Public Rights**

The Council noted 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**

The Council UNANIMOUSLY RESOLVED to adopt for 2026-27:-

- 26-27/15a** Appraisal policy
- 26-27/15b** Biodiversity policy
- 26-27/15c** Co-Option policy
- 26-27/15d** Code of Conduct
- 26-27/15e** Community Emergency Plan
- 26-27/15f** Complaints policy
- 26-27/15g** Data Protection policy
- 26-27/15h** Dignity at Work policy
- 26-27/15i** Disciplinary policy
- 26-27/15j** Document Retention and Publication policy
- 26-27/15k** Equality and Diversity policy
- 26-27/15l** Financial Regulations
- 26-27/15m** Freedom of Information policy
- 26-27/15n** GDPR Consent
- 26-27/15o** Grant Awarding policy and application form
- 26-27/15p** Grievance policy
- 26-27/15q** Health & Safety policy
- 26-27/15r** IT Policy
- 26-27/15s** Lone Working policy
- 26-27/15t** Privacy Notice

26-27/15u Risk Assessment

26-27/15v Standing Orders

**26-27/16 Confirmation of date of next meeting:** Monday 20<sup>th</sup> July 2026 at 7.00pm. There being no further business, the meeting closed at 7.30pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the clerk.  
20.05.2026

[www.littlecheverell-pc.gov.uk](http://www.littlecheverell-pc.gov.uk)

Signed:  .....