

# Little Cheverell Parish Council

Minutes of the General Meeting of Little Cheverell Parish Council (LCPC) held on Monday 17<sup>th</sup> November 2025 at 7.00pm at the Little Cheverell Village Hall, Westbury Road, Little Cheverell, Wiltshire, SN10 4JP.

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

**In attendance:** Tekla Hicks (Locum Clerk), 6 members of the public.

The meeting was opened at 7.00pm.

**25-26/70**      **Recording and filming of the meeting**

Members of the public confirmed they were not recording the meeting.

**25-26/71**      **Public Forum**

The members of the public present addressed the meeting on:

**25-26/71.1a**    the matter of the removal of the noticeboards.

**25-26/71.1b**    the matter of a pre-planning notification.

**25-26/71.2**    The council received no petitions or deputations.

**25-26/72**      **Apologies**

No apologies were received prior to the meeting.

**25-26/73**      **Declarations of Interest**

No declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011 were received.

**25-26/74**      **Minutes of the previous meeting**

The minutes of the parish council meeting held on 29<sup>th</sup> September 2025 were UNANIMOUSLY APPROVED.

**25-26/75**      **Reports**

**25-26/75.1**    The chair updated the meeting that the SID had been in place in the village for approximately three weeks. Cllr. Thorne confirmed she had requested the traffic data from Wiltshire Council and was yet to receive an answer.

**25-26/75.2**    No report had been received from Cllr. Muns.

**25-26/75.3**    No report received from the clerk as all matters were to be addressed within the meeting.

**25-26/76**      **Planning Matters to discuss:**

**25-26/76.1**    To ratify comments on the following applications:

**25-26/76.1a**    [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 UNANIMOUSLY RESOLVED to ratify comment – no objection.

**25-26/76.1b**    [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 UNANIMOUSLY RESOLVED to ratify comment – no objection.

**25-26/76.2**    No other planning applications were received before the meeting.

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

The Parish Steward's jobs for the next visit were considered. It was UNANIMOUSLY AGREED to

ACTION: Cllr. Phillips to request the parish steward attend to the blocked drains by the village hall and Bridge House. If necessary, to request the road sweeper be deployed. Residents are reminded to report any matters on MyWilts to be attended to by Wiltshire Council.

**25-26/78      Finance**

**25-26/78.1      Payments UNANIMOUSLY APPROVED:**

**25-26/78.1a** Clerk's Salary & Expenses.

**25-26/78.1b** Clerk's PAYE paid via Direct Debit.

**25-26/78.1c** Superior Plants INV100006- £258.00.

**25-26/78.1d** Chair's expenses – Microsoft subscription 29.10.2025- £12.10.

**25-26/78.2** The council UNANIMOUSLY RESOLVED to ratify the previous decision to pay:

**25-26/78.2a** TDS Garden Services INV9 - £75.00.

**25-26/78.3** It was noted that the BT invoices for the Village Hall Broadband were to be paid by direct debit (a fixed amount each month) and therefore UNANIMOUSLY APPROVED for this financial year.

**25-26/78.4      Monthly Management Accounts**

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

**25-26/78.5      Budget and Precept**

Members received and after discussion, UNANIMOUSLY APPROVED the proposed budget for 2026-27. ACTION: Clerk to prepare the precept demand for 2026-27 to Wiltshire Council in the sum of £10,740.

**25-26/79      Governance**

**25-26/79.1** The council UNANIMOUSLY RESOLVED to adopt the IT Policy as required in the SAPPP assertion 10 of the Practitioners Guide 2025.

**25-26/79.2** The council UNANIMOUSLY RESOLVED to adopt the NALC Civility and Respect Pledge.

**25-26/79.3** The council UNANIMOUSLY RESOLVED to adopt the following policies for 2025-26:

**25-26/79.3a** Appraisal Policy

**25-26/79.3b** Biodiversity Policy

**25-26/79.3c** Co-Option Policy

**25-26/79.3d** Code of Conduct

**25-26/79.3e** Complaints Policy

**25-26/79.3f** Data Protection Policy

**25-26/79.3g** Dignity at Work Policy

**25-26/79.3h** Disciplinary Policy

**25-26/79.3i** Document Retention and Publication Policy

**25-26/79.3j** Equality and Diversity Policy

**25-26/79.3k** Financial Regulations

**25-26/79.3l** Freedom of Information Policy

**25-26/79.3m** GDPR Consent Form

**25-26/79.3n** Grant Awarding Policy & Application Form

**25-26/79.3o** Grievance Policy

**25-26/79.3p** Health and Safety Policy

**25-26/79.3q** Lone Working Policy

**25-26/79.3r** Privacy Notice

**25-26/79.3s** Risk Assessment

**25-26/79.3t** Standing Orders

- 25-26/80      **The Village Noticeboards**  
After considering feedback from residents, it was UNANIMOUSLY AGREED to retain the notice board in Low Road (North End) as an asset of the parish council, but under condition that it is repaired and maintained by residents, and then inspected by a qualified contractor, as per the Conditions for Retention and Continued Use (appendix 1). The members of the public present requested to refer this to a wider group of residents and therefore to carry this matter forward. The council supported this request and will await further correspondence.
- 25-26/81      **Exclusion of Public and Press**  
As the members of the public were no longer present, the clerk advised that 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 was not necessary.
- 25-26/82      **Parish Clerk Vacancy**  
25-26/82.1      It was UNANIMOUSLY RESOLVED to agree the advertisement to advertise the vacancy on the WALC website.  
25-26/82.2      It was UNANIMOUSLY RESOLVED to agree the contract for a new clerk.
- 25-26/83      **Correspondence to note:**  
The council noted the SAR received.
- 25-26/84      **To agree the date of next meeting**  
The council UNANIMOUSLY RESOLVED that the meeting dates for 2026 would be as follows: (subject to the village hall availability)-  
19.01.2026, 16.03.2026, 18.05.2026, 20.07.2026, 21.09.2026, 16.11.2026.
- There being no further business, the meeting closed at 8.35pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the clerk.  
18.11.2025

NOTICE BOARD LOW ROAD NORTH END  
CONDITIONS FOR RETENTION & CONTINUED USE

17<sup>th</sup> November 2025 – Little Cheverell Parish Council (Resolution number.....)

Notice Board Specification

Original specifications to be retained (Size, colour, materials) Except the following:

Safety glass must be installed in the doors

Doors be lockable and kept locked

The notice board must be reinstalled in the same position as it was originally placed.

Notice Board Utilisation

The following conditions of use shall apply to the notice board once reinstated and unless there is agreement to these conditions the board may not be reinstated

**Little Cheverell Parish Council retains full ownership and control of the board which will remain on the Little Cheverell Parish Council asset register.**

The notice board will not have any statutory notice displayed and a permanent note to that effect must be posted to this effect directing users to the notice board on Low Road adjacent to the Defibrillator opposite The Owl.

The Parish Council shall be provided with a key to the notice board.

Notices must be directly relevant to the parish of Little Cheverell.

Nothing which in the opinion of the Council can be regarded as defamatory, offensive or discriminatory can be displayed within the board. The Parish council retains the right to remove any notices which it considers inappropriate. The Parish Council's decision is final.

Notices must be displayed for a maximum of one month.

Maintenance

The notice board must be maintained in good serviceable condition without cost to the Parish Council and the board must be regularly inspected for safety reasons and any faults rectified.

General

The above conditions are necessary for the Parish Council to meet its public liability obligations and must be agreed to before re-instatement of the notice board can begin.

Failure to meet the above conditions will result in the permanent removal of the board. The operation of this agreement will be reviewed annually by the Parish Council.

Signed..... Parish Clerk    Date.....

Signed.....Resident responsible    Date.....