

**MINUTES OF THE CHEVERELL MAGNA PARISH COUNCIL MEETING  
HELD MONDAY 3rd OCTOBER 2016 AT 7.30 PM  
IN THE PAVILION, WITCHCOMBE CLOSE, GREAT CHEVERELL**

Agenda Number	Item	Action
1	<p><b>Open Forum</b> No matters raised.</p>	
2	<p><b>Councillors in Attendance</b> Cllr S.Davies (in the Chair), Cllr R.Hayward (Vice-Chair), Cllr J.Andrew, Cllr A.Lumb, Cllr H.Simons, Cllr T.Alexander, Cllr S.Pearce, Cllr S.Scothern (Wiltshire Council)</p>	
3	<p><b>Public in Attendance</b> Mr &amp; Mrs Brown - 1 Witchcombe</p>	
163/16	<p><b>Apologies for Absence</b> None</p>	
164/16	<p><b>Disclosure of Interest</b> None</p>	
165/16	<p><b>Minutes of Meeting held on 5<sup>th</sup> September 2016</b> Approved <i>Cllr J Andrew proposed                      Cllr A.Lumb 2<sup>nd</sup>                      All in favour</i></p>	
166/16	<p><b>Planning</b> <b>16/16642/CLE -</b> To NOTE approval of The Stables, Downswood - Certificate of lawfulness for the retention of a mobile home as a permanent dwelling. <b>Resolution:    Noted</b></p>	
167/16	<p><b>Flooding at Witchcombe Close and surrounding area</b> Cllr Steve Scothern discussed flooding issues, in particular at Witchcombe Close. He believes the problem to be ground water after having looked at the area and geology. Cllr Scothern has arranged to meet with the residents to gain a better understanding of what is happening. Resident Mr Brown commented that a local farmer has remarked that he has never seen water collecting in this area like it before. Cllr Scothen mentioned recent storms have been more severe than previously, and that the ground may well be overcompacted therefore the field is unable to soak away. Cllr Hayward mentioned culverts have been dug into the field to encourage drainage from the track. Cllr Davies reiterated that the properties in the location have ownership &amp; right of way, and also that the Esso petrol pipe line runs under the track. There is an issue with parents</p>	

	parking on the grass causing ruts which are collecting water, and Cllr Hayward is to position large timbers to the edge of the track to prevent car parking on the field. Mr & Mrs Brown (residents) were happy that things were moving on.	<b>Cllr Hayward</b>
<b>168/16</b>	<p><b>Pavilion</b></p> <p>Cllr Hayward attended the recent Pavilion Management meeting and reports that Martyn Webster has now been written to, inviting him to join the Committee. In addition, another resident near the shop has also accepted an invite to join. It was approved for the Contractor to commence works to the water heater in the showers and they will be put right, as per quote.</p>	<b>Cllr Hayward</b>
<b>169/16</b>	<p><b>Personnel Sub-Committee</b></p> <p>Councillors volunteering to form the Personnel Sub-Committee are Cllr S.Davies, Cllr A.Lumb &amp; Cllr H.Simons. The applications for the new Clerk are to be received by 21<sup>st</sup> October, and Cllr Lumb proposed the sub-committee meet to discuss interview strategy, role, etc. In addition Cllr Lumb felt there is a need to modify the previous Clerk's contract.</p>	<b>Cllrs Davies, Lumb &amp; Simons</b>
<b>170/16</b>	<p><b>Finance</b></p> <p><b>1. Current financial position</b></p> <p>Cllrs Lumb, Hayward and Davies visited HSBC and amended the signatories and de-registered the online banking. The postal address for the bank statements will need to be remedied on appointment of the new Clerk.</p> <p>There has been an expense of £350 for postal redirection from the former Clerks residence, which will expire in December 2016, and will require the new Clerk to ensure all correspondence addresses are fully updated.</p> <p>Up-to-date Bank Statement have been received from the three separate accounts and it was felt the accounts should be consolidated to one single account.</p> <p><i>Note: Item for further discussion</i></p> <p><b>2. Audit Report</b></p> <p>Following the sudden resignation of the previous Clerk, an independent external review has found some shortcomings in the Finance Reports, and these will become a priority for the new Clerk.</p> <p><b>3. Accounts for payment</b></p> <p>Cheques authorised for payment are as follows:</p> <ul style="list-style-type: none"> <li>● Sharon Newton - Minute Secretary - £70 - cheque 100608</li> <li>● Playsafety Ltd - Annual RoSPA Playground Inspection - £113.40 - cheque 100609</li> </ul>	<b>Cllr Davies</b>

	<ul style="list-style-type: none"> <li>● Rob Andrew - Lowering of Manhole - £50 - cheque 100610</li> </ul> <p>There is a need to produce a draft budget in time for the December meeting, for final approval and Precept setting at the January 2017 meeting, and Councillors are asked to <b>urgently</b> submit their bids to the Chair for inclusion into the budget for next year.</p> <p><i><b>Resolution:</b> Councillors were asked to note the Finance Report and to agree the recommendations made.</i></p> <p style="text-align: right;"><b>All councillors noted and agreed.</b></p>	
171/16	<p><b>Councillor Training</b></p> <p>Cllr Davies has discussed with Katie Fielding of WALC, and Liz Read, relevant training for Councillors. Bratton Parish Council are due to have training provided by WALC on 23<sup>rd</sup> November 2016 and have suggested Cheverell join them. It will be a 2 hour session and will cost a total of £210 in total for all Councillors. The alternative full day option with Liz Read will cost £ 90 per Councillor. There is £200 budgeted for training.</p> <p><i><b>Proposal :</b> Decision NOT to use Liz Read for the training.</i></p> <p><b>Cllr J.Andrew proposed      Cllr S.Davies 2nd      All agreed</b></p> <p><i><b>Resolution:</b> To link up with Bratton Parish Council for the collective training.</i></p> <p><b>Cllr S.Davies proposed      Cllr S.Haward 2<sup>nd</sup>      All in favour</b></p>	
172/16	<p><b>Outstanding Issues Log</b></p> <p>Cllr S.Hayward reported that the <b>broken street light</b> on Victoria Park has now been repaired.</p> <p><b>Hedge along School Lane</b> - Ray has been asked to cut this back Cllr J.Andrew has asked if some of the other hedge overgrowth can be cut back also.</p> <p><b>Emergency Planning</b> - Cllr T.Alexander explained Andy Alexander has attended a brief and established a good contact at Wiltshire Council. Work continues on the Emergency Plan. It is suggested that A.Alexander will email the Councillors the draft plan for review, and a meeting is then to be held to discuss allocating names to tasks, etc.</p> <p>The <b>First Aid</b> trainer known to Cllr T &amp; Mr A Alexander is prepared to attend Cheverell Community to deliver Health &amp; Safety training to the residents free of charge.</p> <p><b>Play Area Yearly Inspection</b> has been carried out by Playsafe Ltd. Cllr R.Hayward has commented that there is work that will need attending to in</p>	<p><b>Cllr Andrew</b></p> <p><b>Cllr Alexander</b></p> <p><b>Cllr Alexander</b></p> <p><b>Cllr Hayward</b></p>

	<p>the near future, and will produce a list to increase the play equipment maintenance on the budget.</p> <p><b>Traffic &amp; Highways Issues</b> - Cllr S.Hayward reported that the pot holes near Colemans and the bottom road have now been repaired.</p> <p>In regard to <b>Speed Indicator Device</b>: Erlestoke Parish Council have written about the scheme to share a Speed Indicator Device between a number of parishes. Councillors agreed that Great Cheverell is still interested in the scheme, but would need more information.</p> <p>Wessex Water have now located the <b>leak</b> which is coming from a box valve on the side of the road, and has been seeping up from there.</p> <p><b>Other issues:</b></p> <p>Cllr T.Alexander is prepared to establish and maintain a facebook page for Cheverell Parish Council for regular updates on events to be posted and publicised by both Residents and Councillors.</p>	<p>Cllr Alexander</p>

Meeting closed at 8.47 pm.

**Next Meetings**

Monday 7<sup>th</sup> November 2016 and Monday 5<sup>th</sup> December 2016

**Annual Parish Meeting**

The Annual Parish Meeting will take place on Thursday 20<sup>th</sup> April 2017

[www.greatcheverell.org](http://www.greatcheverell.org)