

Parish Council

greathinton@gmail.com

Membership: Councillors S. Andrew (Chair), M. Winterburn (Vice-Chair), C. Saunders, K. Strickland, D. Norris.

You are duly summoned to attend Great Hinton Parish Council General Meeting on **Thursday 14th November 2024 at 7.00pm** to transact the following business at the location of the Great Hinton Memorial Hall, Great Hinton, Wiltshire.



T Hicks,
Parish Clerk & Responsible Financial Officer

AGENDA

1.	Apologies To receive and accept apologies for those unable to attend.
2.	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
3.	Minutes of the previous meeting (i) To approve as a correct record the minutes of the Parish Council meeting held on 12 th September 2024. (ii) To note any matters arising from the minutes of the meeting held on 12 th September 2024.
<i>Standing orders will be suspended to allow for public participation</i>	
4.	Public Participation (i) To enable members of the public to address the Council regarding an item on the agenda. (ii) To receive any petitions or deputations.
<i>Standing Orders will be reinstated following public participation</i>	
5.	Reports (i) To receive an update from the Unitary Councillor – J Seed. (ii) To receive Chair's report. (iii) To receive up to date external meetings schedule and to decide who will attend meetings.
6.	Matters arising from the previous meeting: (i) To receive update on the insurance implications and personal safety guidelines for users when installing temporary road signs. (ii) To receive update on damaged stile between GH11 and GH13. (iii) To receive update of speed reduction application.
7.	Planning Matters to discuss: (i) To receive any update on the planning schedule. (ii) To discuss any planning applications received prior to the meeting.

8.	Maintenance to include items as below:- (i) To discuss and agree Parish Steward jobs for next visit. (ii) Footpaths – to receive, note and consider as may be appropriate updates since the last meeting of the Council.																					
9.	Memorial Hall To receive any update on Memorial Hall matters.																					
10.	Finance (i) Payments for Approval: a) Clerk’s Salary September, October & November. b) Clerk’s PAYE September, October & November paid by direct debit. c) Community Heartbeat Trust Inv 23072 - £162.00 (ii) To approve invoices/requests for payment received prior to the meeting. (iii) Monthly Management Accounts Members to receive the monthly financial report and bank reconciliation. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.																					
11.	Budget and Precept 2025-26 Members to begin the process of budget setting for 2025-26. The Clerk has prepared a first draft and members should review the relevant lines. For discussion and approval. A second and final draft will be presented for the January meeting when baseline tax figures should be available and precept demand to Wiltshire Council can be made. Consideration to be given to future projects or expenditure.																					
12.	Governance (i) To discuss draft Standing Orders. (ii) To discuss draft Financial Regulations. (iii) To discuss draft Code of Conduct. (iv) To agree time scale for adopting further policies on master policy list. (v) To note the most up to date NALC Good Councillor’s Guide has been made available in the shared drive.																					
13.	Meetings Planner for 2025 Members to approve meeting dates and action plan as follows:- <table><tr><th>2025</th><th>Work Required</th><th>Bank Holidays</th></tr><tr><td>9th January</td><td><ul style="list-style-type: none">Approve final budget.Precept demand to Wiltshire Council.</td><td>1st January</td></tr><tr><td>13th March</td><td></td><td></td></tr><tr><td>8th May</td><td><ul style="list-style-type: none">Annual Parish Meeting for Great HintonAnnual Meeting of Great Hinton Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair.Sign off annual return which must take place before 1st July.Review and adopt updated policies.</td><td>5th May Early May BH 26th May Spring BH</td></tr><tr><td>1st July</td><td></td><td></td></tr><tr><td>2nd September</td><td><ul style="list-style-type: none">Clerk’s performance review.</td><td></td></tr><tr><td>4th November</td><td><ul style="list-style-type: none">Budget PrepClerk’s salary review</td><td></td></tr></table>	2025	Work Required	Bank Holidays	9 th January	<ul style="list-style-type: none">Approve final budget.Precept demand to Wiltshire Council.	1 st January	13 th March			8 th May	<ul style="list-style-type: none">Annual Parish Meeting for Great HintonAnnual Meeting of Great Hinton Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair.Sign off annual return which must take place before 1st July.Review and adopt updated policies.	5 th May Early May BH 26 th May Spring BH	1 st July			2 nd September	<ul style="list-style-type: none">Clerk’s performance review.		4 th November	<ul style="list-style-type: none">Budget PrepClerk’s salary review	
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14.	Clerk’s Salary The annual national pay award has now been announced and an increase in salary has taken place																					

	at £0.63 per hour. This is to be backdated to 1 st April 2024. The new salary will come into effect from 1 st December and the new salary will be £2,004.60 annually. Monthly gross £167.05. This is an additional monthly amount of £8.39 and the backdated payment amounts to £22.37. For noting.
15.	Correspondence previously sent to note: (i) Police & Crime Plan 2024-29 email. (ii) Town & Parish Council update 31/10/2024. (iii) Email from resident regarding grass cutting 12 th October 24.
16.	Confirmation of date of next meeting: Thursday 9 th January 2025 at 7.00pm

For supporting documents, please see here:

