

# GREAT HINTON PARISH COUNCIL

Parish Clerk – Mrs. Tekla Hicks  
1 Little Court Lane, Edington,  
Wiltshire, BA13 4PW  
07427 406943  
[greathinton@gmail.com](mailto:greathinton@gmail.com)

## Minutes of the general meeting held on Thursday 14<sup>th</sup> November 2024, in the Village Hall, Great Hinton at 7.00pm

**Membership:** Cllr S Andrews (Chair), Cllr M Winterburn (Vice-Chair), Cllr C Saunders, Cllr K Strickland, Cllr D Norris.

**In attendance:** Cllr S Andrews (Chair), Cllr M Winterburn (Vice-Chair), Cllr C Saunders, Cllr K Strickland, Cllr D Norris.

**Proper Officer:** T. Hicks.

**Public & Press:** Unitary Cllr J Seed, no public or press.

Minute No.	Item	Action
24-25/42 24-25/42.1 24-25/42.2	<b>Apologies</b> – to receive and accept apologies. <b>Apologies received</b> - None. <b>Absent</b> – None.	
24-25/43	<b>Declarations of Interest:</b> <b>To receive</b> any declarations of interest under the Parish Council's Code of Conduct issues in accordance with the Localism Act 2011. None.	
24-25/44	<b>Minutes:</b> - To consider and approve as a correct record, the minutes of the meeting held on 12 <sup>th</sup> September 2024. The Parish Council considered and approved (without amendment) the minutes of the Great Hinton Parish Council meeting held on 12 <sup>th</sup> September 2024 which were approved and signed by the Chair of the meeting.	
<b>Standing Orders will be suspended to allow for public participation if required.</b>		
24-25/45 24-25/45.1 24-25/45.2	<b>Public participation:</b> <b>To enable</b> members of the public to address the Council regarding any item on the agenda. None. <b>To receive</b> any petitions or deputations. None.	
<b>Standing Orders will be reinstated following public participation, if any.</b>		
24-25/46 24-25/46.1	<b>Reports</b> <b>Wiltshire Council Update</b> <b>To receive</b> an update from Unitary Councillor, Jonathon Seed. Cllr Seed updated the meeting regarding his appeal to LHFIC on behalf of the council, to reduce their fees for the cost of the speed limit reduction process. If this reduction is not agreed, he will propose to take the matter to Wiltshire Councillor's Full Council meeting. He will keep the council updated with the outcome. Cllr Seed also urged any local groups to apply to the Wiltshire Council Area	Cllr Seed

Signed: .....

24-25/46.2	Board group as there is funding available in the form of grants to local community groups. Please see here: <a href="#">Wiltshire Council Area Board Grants</a> . Cllr Norris asked if Cllr Seed had any information about the encouraged upgrade to defibrillators locally and if there was any funding available. Cllr Seed said he would investigate. The clerk to investigate also. <b>To receive</b> Chair's report.	Cllr Seed Clerk
24-25/46.3	The council expressed their gratitude to Adrian Kwasnicki for his work repairing the finger-post signs that were damaged recently. The clerk to write formally to him. <b>To receive</b> up to date external meeting schedule and to decide who will attend meetings. It was agreed this was a good idea and the clerk to arrange this schedule in the new year when meeting dates were published. Agreed that Cllr Winterburn would attend LHFIFG meetings and wellbeing meetings.	Clerk Clerk
24-25/47 24-25/47.1  24-25/47.2 24-25/47.3	<b>Matters arising from the previous meeting</b> <b>To receive</b> and update on the insurance implications and personal safety guideline for users when installing temporary road signs. The clerk to continue investigations and bring to next meeting. <b>To receive</b> update on damaged stile between GH11 and GH13. As above. <b>To receive</b> update on speed reduction application. Cllr Winterburn updated the meeting stating that the application had been approved and the timescale for implementation was discussed. When the work had been completed (probably by May 2025), clerk to advertise on social media and the local press.	Clerk Clerk
24-25/48 24-25/48.1 24-25/48.2	<b>Planning Matters to discuss</b> <b>To receive</b> any update on the planning schedule. None. <b>To discuss</b> any planning applications received prior to the meeting. None.	
24-25/49 24-25/49.1  24-25/49.2	Maintenance to include items as below:- <b>To discuss and agree</b> Parish Steward jobs for the next visit. Cllr Norris stated that the PS was doing well and a priority would be cleaning autumn debris from outside the Memorial Hall. <b>Footpaths – to receive, note and consider</b> as may be appropriate updates since the last meeting of the Council. None.	Cllr Norris
24-25/50	<b>Memorial Hall</b> <b>To receive, note and consider as may be appropriate, updates since the last meeting of the council.</b> The application for new tables was discussed. It was decided to signpost the MH to the Area Board Grant applications (see minute 46.1 above). It was noted that more Trustees were needed.	
24-25/51 24-25/51.1 24-25/51.1a 24-25/51.1b  24-25/51.1c  24-25/51.2  24-25/51.3	<b>Finance</b> <b>Payments for approval:</b> Clerk's Salary September, October & November. Approved. Clerk's PAYE September, October & November paid by direct debit. Approved. Community Heartbeat Trust Inv 23072 - £162.00. Approved. <b>To approve</b> invoices/requests for payment received prior to the meeting. Barnett & Co – INV-5880 £204.00 for payroll to August 2024. Approved. <b>Monthly Management Accounts</b>	

	<b>Members to receive</b> the monthly financial report and bank reconciliation. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements. Approved and signed by Cllr Saunders.																						
<b>24-25/52</b>	<b>Budget and Precept 2025-26</b> 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. <b>For discussion and approval.</b> 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. Discussed and agreed to add a grant to the Church. Agreed for clerk to bring final budget to the next meeting.																						
<b>24-25/53</b> <b>24-25/53.1</b> <b>24-25/53.2</b> <b>24-25/53.3</b> <b>24-25/53.4</b> <b>24-25/53.5</b>	<b>Governance</b> <b>To discuss</b> draft Standing Orders. Agreed to bring to next meeting. <b>To discuss</b> draft Financial Regulations. Agreed to bring to next meeting. <b>To discuss</b> draft Code of Conduct. Agreed to bring to next meeting. <b>To agree</b> time scale for adopting further policies on master policy list. Agreed. <b>To note</b> the most up to date NALC Good Councillor's Guide has been made available in the shared drive. Noted.	<b>Clerk</b> <b>Clerk</b> <b>Clerk</b> <b>Clerk</b>																					
<b>24-25/54</b>	<b>Meetings Planner for 2025</b> Members to approve meeting dates and action plan as follows:- <table border="1" data-bbox="309 996 1327 1765"> <thead> <tr> <th>2025</th><th>Work Required</th><th>Bank Holidays</th></tr> </thead> <tbody> <tr> <td>9<sup>th</sup> January</td><td> <ul style="list-style-type: none"> <li>Approve final budget.</li> <li>Precept demand to Wiltshire Council.</li> </ul> </td><td>1<sup>st</sup> January</td></tr> <tr> <td>13<sup>th</sup> March</td><td></td><td></td></tr> <tr> <td>8<sup>th</sup> May</td><td> <ul style="list-style-type: none"> <li>Annual Parish Meeting for Great Hinton</li> <li>Annual Meeting of Great Hinton Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair.</li> <li>Sign off annual return which must take place before 1<sup>st</sup> July.</li> <li>Review and adopt updated policies.</li> </ul> </td><td>5<sup>th</sup> May Early May BH 26<sup>th</sup> May Spring BH</td></tr> <tr> <td>1<sup>st</sup> July</td><td></td><td></td></tr> <tr> <td>2<sup>nd</sup> September</td><td> <ul style="list-style-type: none"> <li>Clerk's performance review.</li> </ul> </td><td></td></tr> <tr> <td>4<sup>th</sup> November</td><td> <ul style="list-style-type: none"> <li>Budget Prep</li> <li>Clerk's salary review</li> </ul> </td><td></td></tr> </tbody> </table> <p>Approved. Clerk to advertise.</p>	2025	Work Required	Bank Holidays	9 <sup>th</sup> January	<ul style="list-style-type: none"> <li>Approve final budget.</li> <li>Precept demand to Wiltshire Council.</li> </ul>	1 <sup>st</sup> January	13 <sup>th</sup> March			8 <sup>th</sup> May	<ul style="list-style-type: none"> <li>Annual Parish Meeting for Great Hinton</li> <li>Annual Meeting of Great Hinton Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair.</li> <li>Sign off annual return which must take place before 1<sup>st</sup> July.</li> <li>Review and adopt updated policies.</li> </ul>	5 <sup>th</sup> May Early May BH 26 <sup>th</sup> May Spring BH	1 <sup>st</sup> July			2 <sup>nd</sup> September	<ul style="list-style-type: none"> <li>Clerk's performance review.</li> </ul>		4 <sup>th</sup> November	<ul style="list-style-type: none"> <li>Budget Prep</li> <li>Clerk's salary review</li> </ul>		<b>Clerk</b>
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<b>24-25/55</b>	<b>Clerk's Salary</b> 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 <sup>st</sup> April 2024. The new salary will come into effect from 1 <sup>st</sup> 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.																						

	<b>For noting.</b> Noted.	
<b>24-25/56</b> <b>24-25/56.1</b> <b>24-25/56.2</b> <b>24-25/56.3</b>	<b>Correspondence previously sent to note:</b> Police & Crime Plan 2024-29 email. Noted. Town & Parish Council update 31/10/2024. Noted. Email from resident regarding grass cutting 12 <sup>th</sup> October 24. Discussed. Clerk to reply.	<b>Clerk</b>
<b>24-25/57</b>	<b>Confirmation of date of next meeting:</b> The Council confirmed the date of the next meeting to be held on 9 <sup>th</sup> January 2025 at 7.00pm	
<b>24-25/58</b>	<b>To close the meeting</b> – the meeting closed at 8.45pm.	