

# Great Hinton

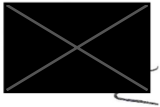
## Parish Council

Parish Clerk - Mrs. Tekla Hicks

[greathinton@gmail.com](mailto:greathinton@gmail.com)

**Membership:** Councillors M. Winterburn, C. Saunders, A. Keith, S. Mehse and A. Wasnicki.

**You are duly summoned** to attend Great Hinton Parish Council Annual Meeting on **Thursday 8<sup>th</sup> May 2025 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

No.	Item
1.	<b>Election of Chair for the Year 2025-26</b> Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk.
2.	<b>Election of Vice-Chair for the Year 2025-26</b> Nominations will be sought for the position of vice-chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.
3.	<b>Apologies</b> <b>To receive</b> and accept apologies for those unable to attend.
4.	<b>Declarations of Interest</b> <b>To receive</b> any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
5.	<b>Minutes of the previous meeting</b> (i) <b>To approve</b> as a correct record the minutes of the Parish Council meeting held on 13 <sup>th</sup> March 2025. (ii) <b>To note</b> any matters arising from the minutes of the meeting held on 13 <sup>th</sup> March 2025.
<b><i>Standing orders will be suspended to allow for public participation</i></b>	
6.	<b>Public Participation (*see note)</b> (i) <b>To enable</b> members of the public to address the Council regarding an item on the agenda. (ii) <b>To receive</b> any petitions or deputations.
<b><i>Standing Orders will be reinstated following public participation</i></b>	
7.	<b>Reports</b> (i) <b>To receive</b> an update from the Unitary Councillor. (ii) <b>To receive</b> any announcement by the chair. (iii) <b>To receive</b> the clerk's report. (iv) <b>To receive</b> up to date external meetings schedule and to decide who will attend meetings.
8.	<b>Matters arising from the previous meeting:</b> (i) <b>To receive</b> update of speed reduction application.

<b>9.</b>	<b>Councillor Portfolios</b> <b>To agree</b> to appoint the portfolios for the councillors:- <ul style="list-style-type: none"> <li>(i) <b>Reaffirm</b> Highways.</li> <li>(ii) Finance.</li> <li>(iii) Resilience and Emergency Planning.</li> <li>(iv) Footpaths &amp; Parish Steward.</li> <li>(v) Governance.</li> <li>(vi) Memorial Hall liaison.</li> </ul>
<b>10.</b>	<b>Planning Matters to discuss:</b> <b>(i) To receive</b> any update on the planning schedule. <b>(ii) To discuss</b> any planning applications received prior to the meeting.
<b>11</b>	<b>Maintenance to include items as below:-</b> <b>(i) To discuss</b> and agree Parish Steward jobs for next visit (June).
<b>12.</b>	<b>Memorial Hall</b> <b>To receive</b> any update on Memorial Hall matters.
<b>13.</b>	<b>Finance</b> <b>(i) Payments for Approval:</b> a) Clerk's Salary April & May. b) Clerk's PAYE April & May paid by direct debit. c) Clerk's expenses. d) SLCC Clerk's CiLCA qualification fees (apportioned) - £49.50. e) WALC for subscription for WALC and NALC 25/26 - £91.94.  <b>(ii) To approve</b> invoices/requests for payment received prior to the meeting.  <b>(iii) 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.
<b>14.</b>	<b>Annual Accounts 2024-25</b> <b>Members to approve</b> the annual accounts for the period 1 <sup>st</sup> April 2024 to 31 <sup>st</sup> March 2025.
<b>15.</b>	<b>Asset Register 2025-26</b> <b>Members to approve</b> the Asset Register for 2025-26.
<b>16.</b>	<b>Annual Internal Audit 2024-25</b> <b>Members to receive and note</b> the Annual Internal Audit Report.
<b>17.</b>	<b>Annual Governance and Accountability Return 2025-26</b> <b>(i) Annual Governance Statement 2024-25</b> <b>Members to approve</b> the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.  <b>(ii) Accounting Statements 2024-25</b> <b>Members to approve</b> the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.  <b>(iii) Exemption 2024-25</b> The parish council is declaring exemption from an external audit 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. <b>For approval.</b>  <b>(iv) Exercise of Public Rights</b> <b>To note</b> that the clerk is setting the commencement date for the exercise of public rights as Monday 3 <sup>rd</sup> June and ending on Monday 14 <sup>th</sup> July 2025.

18.	<p><b>Governance</b></p> <p><b>(i) To approve and adopt for 2025-26:-</b></p> <ul style="list-style-type: none"> <li>(a) Appraisal policy.</li> <li>(b) Biodiversity policy.</li> <li>(c) Co-option policy.</li> <li>(d) Code of Conduct.</li> <li>(e) Community Emergency Plan.</li> <li>(f) Complaints policy.</li> <li>(g) Data Protection policy.</li> <li>(h) Dignity at Work policy.</li> <li>(i) Disciplinary policy.</li> <li>(j) Document Retention and Publication policy.</li> <li>(k) Equality and Diversity policy.</li> <li>(l) Financial Regulations.</li> <li>(m) Freedom of Information policy.</li> <li>(n) GDPR Consent.</li> <li>(o) Grant Awarding policy and application form.</li> <li>(p) Grievance policy.</li> <li>(q) Health and Safety policy.</li> <li>(r) Lone Working policy.</li> <li>(s) Privacy Notice.</li> <li>(t) Risk Assessment.</li> <li>(u) Standing Orders.</li> </ul> <p><b>(ii) Councillors to note</b> that the Good Councillors Guide has been published and can be accessed in the shared drive or on the NALC website.</p>
19.	<p><b>Correspondence previously sent to note:</b></p> <ul style="list-style-type: none"> <li><b>(i)</b> Wessex Water funding opportunity for environmental projects.</li> <li><b>(ii)</b> NALC events newsletter.</li> <li><b>(iii)</b> Visit Wiltshire newsletter.</li> <li><b>(iv)</b> NALC chief executive's bulletin.</li> <li><b>(v)</b> Swindon and Wiltshire PCC update.</li> </ul>
20.	<p><b>Confirmation of date of next meeting:</b></p> <p>The next general parish council meeting will be on Thursday 10<sup>th</sup> July 2025 at 7.00pm</p>

For supporting documents, please go to [www.greathinton.org.uk](http://www.greathinton.org.uk)

\* Great Hinton Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes). Outside the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if the Council so wishes, items may be added to a future agenda for consideration.