

GREAT HINTON PARISH COUNCIL

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Minutes of the Annual Parish Council meeting held on Thursday 14th May 2026, in the Village Hall, Great Hinton at 6.00pm.

Present: Councillors C. Saunders (Chair), M. Winterburn, S. Mehse, A. Kwasnicki.

In attendance: T. Hicks (Clerk), Cllr. A. Griffin (Wiltshire Council), one member of the public.

Minute No.

26-27/1 Election of Chair for the Year 2026-27

Cllr. Saunders nominated as Chair. Proposed: Cllr. Winterburn, seconded by Cllr. Mehse. It was UNANIMOUSLY RESOLVED to appoint Cllr. Saunders as Chair for 2026-27. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/2 Election of Vice-Chair for the Year 2026-27

Cllr. Winterburn nominated as Vice-Chair. Proposed: Cllr. Kwasnicki, seconded by Cllr. Saunderson. It was UNANIMOUSLY RESOLVED to appoint Cllr. Winterburn as Vice-Chair for 2026-27. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/3 Public Participation

26-27/3.1 There was a discussion regarding stiles with the landowner present.

26-27/3.2 There were no petitions or deputations received.

26-27/4 Apologies

None.

26-27/5 Declarations of Interest

No declarations of interest were received.

26-27/6 Minutes of the previous meeting

The minutes of the Parish Council meeting held on 5th March 2026 were considered and UNANIMOUSLY APPROVED.

26-27/7 Reports

26-27/7.1 The Chair updated the meeting regarding the vacancy resulting from the resignation of Cllr. Keith. It was agreed to advertise the vacancy of Facebook, as well as the official channels.

26-27/7.2 Wiltshire Councillor Griffin updated the meeting regarding road signs, speeding restriction options for the village and parking charges coming into force.

26-27/8 Planning Matters to discuss:

26-27/8.1 The Council received the planning schedule.

26-27/8.2 The Council noted there were no further planning applications received.

26-27/9a Councillor Portfolios

The Council UNANIMOUSLY AGREED to appoint the portfolios for the councillors:-

- (i) Highways – Cllr. Winterburn & Cllr. Kwasnicki.
- (ii) Finance/HR – Cllr. Saunders & Cllr. Mehse.
- (iii) Footpaths & Parish Steward – Cllr. Mehse & Cllr. Kwasnicki.
- (iv) Governance – Cllr. Winterburn.
- (v) Memorial Hall liaison – Cllr. Winterburn and Cllr. Kwasnicki..

- 26-27/9b** **Maintenance to include items as below:**
Cllr. Mehzen updated the meeting that the Parish Steward would resume visits after seven months away. He confirmed he would be meeting with him on Monday to walk the village and highlight priorities.
- 26-27/10** **Highways, Footpaths & Speeding**
The Council received a report regarding highways, the verge near the crossroads as well as a discussion regarding stiles, with the landowner present. It was UNANIMOUSLY AGREED to carry this matter forward.
- 26-27/11** **Governance**
26-27/11.1 The Council UNANIMOUSLY RESOLVED to adopt the proposed short, medium and long term plan document for the council.
26-27/11.2 The Council UNANIMOUSLY RESOLVED to adopt for 2026-27:-
26-27/11.2a Appraisal policy.
26-27/11.2b Biodiversity policy.
26-27/11.2c Co-option policy.
26-27/11.2d Code of Conduct.
26-27/11.2e Community Emergency Plan.
26-27/11.2f Complaints policy.
26-27/11.2g Data Protection policy.
26-27/11.2h Dignity at Work policy.
26-27/11.2i Disciplinary policy.
26-27/11.2j Document Retention and Publication Scheme.
26-27/11.2k Equality and Diversity policy.
26-27/11.2l Financial Regulations.
26-27/11.2m Freedom of Information policy.
26-27/11.2n GDPR Consent.
26-27/11.2o Grant Awarding policy and application form.
26-27/11.2p Grievance policy.
26-27/11.2q Health and Safety policy.
26-27/11.2r IT Policy.
26-27/11.2s Lone Working policy.
26-27/11.2t Privacy Notice.
26-27/11.2u Volunteer Policy.
26-27/11.2v Risk Assessment.
26-27/11.2w Standing Orders.
- 26-27/12** **Finance**
26-27/12.1 It was UNANIMOUSLY RESOLVED to approve the following invoices/requests for payment:
26-27/12.1a Clerk's expenses.
26-27/12.1b WALC Invoice 1079 - £90.59.
26-27/12.2 It was UNANIMOUSLY RESOLVED to approve the following invoices/requests for payment received after the preparation of the agenda.
26-27/12.2a Community First Insurance Renewal (year 1 of 3 year LTA) - £259.77.
26-27/12.2b Cllr. Kwasnicki expenses for dog poo signs - £34.62.
- 26-27/13** **Annual Accounts 2025-26**
It was UNANIMOUSLY RESOLVED to approve the annual accounts for the period 1st April 2025 to 31st March 2026.

- 26-27/14 **Asset Register 2026-27**
It was UNANIMOUSLY RESOLVED to approve the Asset Register for 2026-27.
- 26-27/15 **Annual Internal Audit 2025-26**
It was UNANIMOUSLY RESOLVED to receive and note the Annual Internal Audit Report.
- 26-27/16 **Annual Governance and Accountability Return 2025-26**
26-27/16.1 **Annual Governance Statement 2025-26**
It was UNANIMOUSLY RESOLVED to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.
- 26-27/16.2 **Accounting Statements 2025-26**
It was UNANIMOUSLY RESOLVED to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The Chair and Clerk signed the Annual Governance Statement and the Accounting Statements which were dealt with at the same time.
- 26-27/16.3 **Exemption 2025-26**
It was UNANIMOUSLY RESOLVED to declare 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.
- 26-27/16.4 **Exercise of Public Rights**
It was UNANIMOUSLY RESOLVED to note that the Clerk is setting the commencement date for the exercise of public rights as Wednesday 3rd June and ending on Tuesday 14th July 2026.
- 26-27/17 **Memorial Hall**
There was no update from the Memorial Hall Committee.
- 26-27/18 **Agenda Items for next meeting**
There were no new matters for the next meeting.
- 26-27/19 **Confirmation of date of next meeting:** The next meeting would be held on 2nd July 2026. There being no further business, the meeting was closed at 7.30pm.

These minutes are subject to approval at the next council meeting.
Minutes prepared by the clerk. 19.05.2026