

Great Hinton Parish Council

www.greathintonparishcouncil.gov.uk

clerk@greathintonparishcouncil.gov.uk

Chair: Chloe Saunders

Parish Clerk: Tekla Hicks

Membership: Councillors C. Saunders (chair), M. Winterburn (vice-chair), A Keith, S. Mehsen, A. Kwasnicki.

You are duly summoned to attend the Annual Meeting of Great Hinton Parish Council on **Thursday 14th May 2026 at 6.00pm** to transact the following business at the location of the Great Hinton Memorial Hall, Great Hinton, Wiltshire.

Tekla Hicks

Tekla Hicks, PSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

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

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.

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

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. The newly elected vice-chair will sign the declaration of acceptance of office and deliver it to the clerk.

26-27/3 **Public Participation**

- (i)** **To enable** members of the public to address the council regarding any item on the agenda*.
- (ii)** **To receive** any petitions or deputations.

26-27/4 **Apologies**

To receive and consider apologies for those unable to attend.

26-27/5 **Declarations of Interest**

To receive any declarations of interest for items on the agenda under the parish council's Code of Conduct issued in accordance with the Localism Act 2011.

26-27/6 **Minutes of the previous meeting**

To approve as a correct record the minutes of the parish council meeting held on 5th March 2026.

26-27/7 **Reports**

- (i)** **To note** any announcements by the chair.
- (ii)** **To receive** an update from the Wiltshire Councillor A. Griffin.
- (iii)** **To receive** up to date external meetings schedule.

26-27/8 **Planning Matters to discuss:**

- (i)** **To receive** an update on the planning schedule.
- (ii)** **To note and discuss** any other planning applications received before the meeting.

26-27/9 **Councillor Portfolios**

To agree to appoint the portfolios for the councillors:-

- (i)** Highways.
- (ii)** Finance.
- (iii)** Resilience and Emergency Planning.
- (iv)** Footpaths & Parish Steward.
- (v)** Governance.

(vi) Memorial Hall liaison.

26-27/9 Maintenance to include items as below:

To discuss and agree parish steward schedule – consideration of jobs for next visits.

26-27/10 Highways, Footpaths & Speeding

To discuss highways, footpaths and speeding matters.

26-27/11 Governance

(i) To consider short, medium and long term plans for the council.

(ii) To approve and adopt for 2026-27:-

(a) Appraisal policy.

(b) Biodiversity policy.

(c) Co-option policy.

(d) Code of Conduct.

(e) Community Emergency Plan.

(f) Complaints policy.

(g) Data Protection policy.

(h) Dignity at Work policy.

(i) Disciplinary policy.

(j) Document Retention and Publication Scheme.

(k) Equality and Diversity policy.

(l) Financial Regulations.

(m) Freedom of Information policy.

(n) GDPR Consent.

(o) Grant Awarding policy and application form.

(p) Grievance policy.

(q) Health and Safety policy.

(r) IT Policy.

(s) Lone Working policy.

(t) Privacy Notice.

(u) Volunteer Policy.

(v) Risk Assessment.

(w) Standing Orders.

26-27/12 Finance

(i) Payments for Approval:

(a) Clerk's expenses.

(b) WALC Invoice 1079 - £90.59.

(ii) To approve invoices/requests for payment received after the preparation of the agenda.

26-27/13 Annual Accounts 2025-26

Members to approve the annual accounts for the period 1st April 2025 to 31st March 2026.

26-27/14 Asset Register 2026-27

Members to approve the Asset Register for 2026-27.

26-27/15 Annual Internal Audit 2025-26

Members to receive and note the Annual Internal Audit Report.

26-27/16 Annual Governance and Accountability Return 2025-26

(i) Annual Governance Statement 2025-26

Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

(ii) Accounting Statements 2025-26

Members to approve 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.

(iii) Exemption 2025-26

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. **For approval.**

(iv) Exercise of Public Rights

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

To receive an update on the Memorial Hall Committee.

26-27/18 Agenda Items for next meeting

To discuss or request matters for the next meeting.

26-27/19 Confirmation of date of next meeting – 9th July 2026

For supporting documents, please visit www.greathintonparishcouncil.gov.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 council so wishes, items may be added to a future agenda for consideration.

30.04.2026