

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), S. Mehsen, A. Kwasnicki.

You are duly summoned to attend the general meeting of Great Hinton Parish Council on **Thursday 3rd September 2026 at 7.00pm** 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

26-27/36 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.

26-27/37 Apologies

To receive and consider apologies for those unable to attend.

26-27/38 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.

26-27/39 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 02.07.2026.

26-27/40 Reports

- (i) **To note** any announcements by the chair.
- (ii) **To receive** an update from the Wiltshire Councillor A. Griffin.

26-27/41 Planning Matters to discuss:

- (i) [PL/2026/04090](#) – **Honeysuckle Cottage, Back Street, Great Hinton, Trowbridge, BA14 6BT.**
Householder permission requested to change use and conversion of a detached double garage to accommodation annexe to the main house. **To ratify** comment made, agreed via email: The Parish Council has considered the above application and has no objection to the proposal. However, the Council respectfully requests that, should permission be granted, a condition be attached restricting the use of the building to purposes ancillary to the main dwelling, to ensure it does not become a separate independent residential unit.
- (ii) **To note and discuss** any other planning applications received before the meeting.
- (iii) **To receive** an update on the planning schedule.
- (iv) **To formally resolve** approval for future planning application comments to be agreed as a quorate decision by email, and to delegate authority to the clerk to make the comment to Wiltshire Council, if required, between meetings.

26-27/42 Maintenance to include items as below:

- (i) **To discuss and agree** parish steward schedule – consideration of jobs for next visits.
- (ii) **To consider and discuss** updated Action Plan.
- (iii) **To consider** installation of waste bins.

26-27/43 Highways, Footpaths & Speeding

To discuss highways, footpaths and speeding matters.

26-27/44 Finance

- (i) **Payments for Approval:**

- (a) Clerk's expenses.
- (ii) **To approve** invoices/requests for payment received after the preparation of the agenda.
- (iii) **Monthly Management Accounts**
Members to receive the monthly financial report and bank reconciliations. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.
- (iv) **Budget and Precept 2027-28**
Members to review and discuss first draft of the proposed budget for 2027-28.
- (v) **To note** the new National Joint Council for Local Government Services agreed Pay Scales for 2026-27.

26-27/45 Memorial Hall

To receive any update from the Memorial Hall Committee.

26-27/46 Governance

- (i) **To review** parish council calendar.
- (ii) **To approve and adopt** draft Data Breach Policy.
- (iii) **To approve and adopt** draft Subject Access Request Policy.
- (iv) **To consider and approve** meeting dates for 2027.

26-27/47 Agenda Items for next meeting

To discuss or request matters for the next meeting.

26-27/48 Confirmation of date of next meeting – 5th November 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.