

GREAT HINTON PARISH COUNCIL

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Chair - Chloe Saunders Parish Clerk – Tekla Hicks

DRAFT Minutes of the Annual Parish Council Meeting held on Thursday 8th May 2025, in the Village Hall, Great Hinton at 7.00pm

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

In attendance: Councillors M. Winterburn, C. Saunders, A. Keith, S. Mehse and A. Kwasnicki

Proper Officer: T. Hicks

Public & Press: Two members of the public (MOPs)

Minute No.

25-26/1 Election of Chair for the Year 2025-26

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. **It was resolved** that Cllr Saunders was nominated as chair.

Proposer: Cllr Kwasnicki. Seconder: Cllr Winterburn. Unanimously voted as chair for 2025-26. The council thanked Sue Andrew for her time as chair of the council.

25-26/2 Election of Vice-Chair for the Year 2025-26

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. **It was resolved** that Cllr Winterburn was nominated as vice-chair. Proposer: Cllr Mehse. Seconder: Cllr Keith. Unanimously voted as vice-chair for 2025-26.

25-26/3 Apologies

To consider apologies. None.

25-26/4 Declarations of Interest

To receive any declarations of interest under the Parish Council's Code of Conduct issues in accordance with the Localism Act 2011. None.

25-26/5 Minutes of the previous meeting

To consider and approve as a correct record, the minutes of the meeting held on 13th March 2025. The Parish Council considered and approved (with amendment) the minutes of the Great Hinton Parish Council meeting held on 13th March 2025 which were approved and signed by the Chair of the meeting.

25-26/6 Public participation

25-26/6.1 To enable members of the public to address the Council regarding any item on the agenda.

- Retiring Cllr Norris updated the meeting with the requirement for a new torch for the village defibrillator. Clerk to purchase and investigate a new defibrillator provision.
- Cllr Norris gave an update on the future requirements for the parish steward.
- Cllr Norris also updated the meeting regarding the Crooke and Others Charity (which is a provision for the relief of residents in the parishes of Great Hinton, Steeple Ashton and West

Signed:



Ashton) that has a requirement for a parish councillor as Trustee. She is happy to continue with the charity but will contact the GHPC should she wish to give up this support.

25-26/6.2 To receive any petitions or deputations

Cllr Kwasnicki stated he has been asked by a resident regarding:-

- Surfacing issues and overhanging branches on the bridle path at Back Lane (GHIN 14). Clerk to investigate.
- The issues of the requirement of dog poo bins in the village was raised again. After discussion regarding investment vs budget implications, it was agreed there is still no requirement for these as Wiltshire Council advice is that the normal waste bins are sufficient.

25-26/7 Reports

25-26/7.1 To receive an update from the Unitary Councillor. None.

25-26/7.2 To receive any announcement by the chair. None.

25-26/7.3 To receive the clerk's report. The clerk updated the meeting regarding the NALC requirement that by 31st March 2026, parish councils must have a solely owned domain and website, and specific email addresses for councillors (not personal email accounts). Clerk to investigate quotes for this provision. The clerk also requested that to comply with the Financial Regulations, cllrs to be signatories. **It was resolved** that all councillors to be signatories and online authorisers. Clerk to arrange.

25-26/7.4 To receive up to date external meetings schedule and decide who will attend meetings. Discussed and Clerk to update schedule. Received.

25-26/8 Matters arising from the previous meeting

25-26/8.1 To receive update on speed reduction application.

Cllr Winterburn updated the meeting with details of the implementation for the new 20mph speed limit by Wiltshire Council would happen in July or August. Cllr Winterburn also raised the option of giving residents 20mph bin stickers. Due to budgetary constraints, these would be sold rather than donated at various village events.

It was noted that a temporary road closure through Great Hinton by OpenReach would be on 24-28/7/2025.

25-26/9 Councillor Portfolios

25-26/9.1 To agree to appoint the portfolios for the councillors.

25-26/9.1a Highways – Cllrs Winterburn & Kwasnicki

25-26/9.1b Finance & HR – Cllrs Saunders & Mehse

25-26/9.1c Resilience and Emergency Planning – Cllr Keith

25-26/9.1d Footpaths & Parish Steward – Cllrs Kwasnicki and Mehse

25-26/9.1e Governance – Cllr Keith

25-26/9.1f Memorial Hall liaison – Cllrs Winterburn & Kwasnicki

25-26/10 Planning Matters to discuss

25-26/10.1 To receive any update on the planning schedule. None.

25-26/10.2 To discuss any planning applications received prior to the meeting.

25-26/10.2a PL/2025/03060 & PL/2025/03380 New Barn Farm, Great Hinton, had come to the attention of the council as certain amendments (stepped roof line, cladding and extractor vents) had been made to the development that were contrary to the original plan. It was agreed that the clerk to write to the Wiltshire Council planning department.



25-26/11 Maintenance to include items as below:-

25-26/11.1 To discuss and agree Parish Steward jobs for the next visit (June). The clerk to investigate regular village jobs and send the schedules to Cllrs Kwasnicki and Mehzen.

25-26/11.2 Cllr Winterburn reported that the telephone box library had recently suffered the loss of most of the stock. She had been asked to see if the parish council could provide a coded security measure to the telephone box. After discussion Cllr Kwasnicki agreed to investigate the possibility of fitting of a code locked perspex door to the interior shelves.

25-26/12 Memorial Hall

25-26/12.1 To receive any update on Memorial Hall matters. It was agreed Cllr Winterburn would attend the next meeting.

25-26/13 Finance

25-26/13.1 Payments for Approval:

25-26/13.1a Clerk's Salary April & May.

25-26/13.1b Clerk's PAYE April & May paid by direct debit.

25-26/13.1c Clerk's expenses.

25-26/13.1d SLCC Clerk's CiLCA qualification fees (apportioned) - £49.50.

25-26/13.1e WALC for subscription for WALC and NALC 25/26 - £91.94.

25-26/13.2 To approve invoices/requests for payment received prior to the meeting. None.

25-26/13.3 Monthly Management Accounts

Members to receive the monthly financial report and bank reconciliation. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.

25-26/14 Annual Accounts 2024-25

Members to approve the annual accounts for the period 1st April 2024 to 31st March 2025. Approved.

25-26/15 Asset Register 2025-26

Members to approve the Asset Register for 2025-26. Approved.

25-26/16 Annual Internal Audit 2024-25

Members to receive and note the Annual Internal Audit Report. Noted.

25-26/17 Annual Governance and Accountability Return 2025-26

25-26/17.1 Annual Governance Statement 2024-25

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

25-26/17.2 Accounting Statements 2024-25

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. Approved and signed by the chair and the clerk.

25-26/17.3 Exemption 2024-25

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.** Approved and signed by the chair and clerk.



25-26/17.4 Exercise of Public Rights

To note that the clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Monday 14th July 2025. Noted.

25-26/18 Governance

25-26/18.1 To approve and adopt for 2025-26. All approved and adopted.

25-26/18.1a Appraisal policy.

25-26/18.1b Biodiversity policy.

25-26/18.1c Co-option policy.

25-26/18.1d Code of Conduct.

25-26/18.1e Community Emergency Plan.

25-26/18.1f Complaints policy.

25-26/18.1g Data Protection policy.

25-26/18.1h Dignity at Work policy.

25-26/18.1i Disciplinary policy.

25-26/18.1j Document Retention and Publication policy.

25-26/18.1k Equality and Diversity policy.

25-26/18.1l Financial Regulations.

25-26/18.1m Freedom of Information policy.

25-26/18.1n GDPR Consent.

25-26/18.1o Grant Awarding policy and application form.

25-26/18.1p Grievance policy.

25-26/18.1q Health and Safety policy.

25-26/18.1r Lone Working policy.

25-26/18.1s Privacy Notice.

25-26/18.1t Risk Assessment.

25-26/18.1u Standing Orders.

25-26/18.2 Councillors to note that the Good Councillors Guide has been published and can be accessed in the shared drive or on the NALC website. Noted.

25-26/19 Correspondence previously sent to note:

25-26/19.1 Wessex Water funding opportunity for environmental projects. Noted.

25-26/19.2 NALC events newsletter. Noted.

25-26/19.3 Visit Wiltshire newsletter. Noted.

25-26/19.4 NALC chief executive's bulletin. Noted.

25-26/19.5 Swindon and Wiltshire PCC update. Noted.

25-26/20 Confirmation of date of next meeting:

The next general parish council meeting on Thursday 10th July 2025 at 7.00pm.

25-26/21 To close the meeting – the meeting closed at 9.30pm.

