

Minutes of Bulkington Parish Council Annual Meeting held on Wednesday 14th May 2025 at 6.30pm at Bulkington Village Hall, Bulkington, Wiltshire.

Membership: Councillors P. Oakey (Chair), S. Macalpine-Downie (Vice-Chair), A. Breach, J. Anderson-Hill.

Present: Councillors P. Oakey (Chair), S. Macalpine-Downie (Vice-Chair), J. Anderson-Hill, A Breach (arrived at 6.55pm).

Members of Public: None.

Proper Officer: T. Hicks.

DRAFT MINUTES

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

Cllr Oakey nominated as chair.

Proposed – Cllr Anderson-Hill. Seconded – Cllr Macalpine-Downie. The Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

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

Cllr Macalpine-Downie nominated as vice-chair.

Proposed – Cllr Oakey. Seconded – Cllr Anderson-Hill. The Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

25-26/3 Co-opting of vacancy

Cllr Breach was co-opted on to the council and the Declaration of Acceptance of Office was duly signed, and witnessed and signed by the clerk.

25-26/4 Apologies

None.

25-26/5 Declarations of Interest

None. The clerk reminded the cllrs that they have until 28th May to complete the Register of Interests on the Wiltshire Council website, and to return the elections expenses form.

25-26/6 Minutes of the previous meeting

25-26/6.1 **To approve** as a correct record the minutes of the Parish Council meeting held on 19th April 2025. Approved without amendment.

25-26/6.2 **To note** any matters arising from the minutes of the meeting held on 19th April 2025. None.

25-26/7 Public Participation

25-26/7.1 **To enable** members of the public to address the Council regarding any item on the agenda. None.

25-26/7.2 **To receive** any petitions or deputations. None.

25-26/8 Reports

25-26/8.1 **To receive** an update from Wiltshire Councillor – Cllr. Reay. Absent.

25-26/8.2 **To receive** the chair's report. Cllr Oakey reported that defibrillator had been checked and was

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- working properly.
- 25-26/8.3 **To receive** the clerk's report. The clerk updated the meeting that after accessibility training, the website would require an accessibility audit. Clerk to investigate suppliers.
- 25-26/8.4 **To receive** the up-to-date external meetings schedule and to decide who will attend meetings. Updated.
- 25-26/9 **Matters arising from previous meetings**
To note volunteers meeting has no set date. Cllrs. Breach, Macalpine-Downie and Anderson-Hill to notify clerk of new volunteers meeting date.
- 25-26/10 **Planning**
 25-26/10.1 **To note** the BPC Planning Schedule as at 1st May 2025. Noted.
 25-26/10.2 **To discuss** any other applications received before the meeting. None.
- 25-26/11 **Maintenance**
 25-26/11.1 **To discuss and agree** parish steward - consideration of jobs for next visit. It was agreed the clerk to advise the parish steward of clearing the front of the village hall and that the footpath and stile at The Close is mossy.
 25-26/11.2 **To discuss and agree** Maintenance Log – for ongoing items. Noted. Entrance gates at each end of the village – The clerk to investigate more suppliers and options. This to be considered in the budget for 2026- 27.
- 25-26/12 **Appoint Councillor Portfolios**
 It was agreed to use the portfolio headings and appoint as follows:-
 25-26/12.1 Finance & HR – Cllr Oakey
 25-26/12.2 Planning – Cllr Breach
 25-26/12.3 Highways/Footpaths – Cllr Macalpine-Downie
 25-26/12.4 Governance – Cllr Oakey
 25-26/12.5 Community – Cllr Anderson-Hill
- 25-26/13 **Finance**
 25-26/13.1 **To agree and approve invoices and payments:-**
 25-26/13.1a Clerk's Salary April 25. Approved.
 25-26/13.1b Clerk's PAYE April 25. Approved.
 25-26/13.1c Clerk's expenses to 30th April 25. Approved.
 25-26/13.1d Expenses Cllr Anderson-Hill for BVKC Improvements – None.
 25-26/13.1e SLCC clerk's CiLCA qualification fee (apportioned) - £94.50
 25-26/13.1f Community First – Insurance renewal – year 2 of 3 year agreement - £453.15
- 25-26/13.2 **To approve** invoices/requests for payment received prior to the meeting.
 Bulkington Village Hall - £144. It was noted that there was no invoice for this request.
- 25-26/13.3 **Monthly Management Accounts**
 Members to receive the monthly financial report and bank reconciliation.
 Approved and signed by the chair.
- 25-26/13.4 **To agree** Unity Bank transfer of funds from Lloyds Bank and to close Lloyds Bank facility.
 Agreed.
 It was also agreed to open up an interest-earning savings account and deposit £10,000.
 It was also agreed that all cllrs to be signatories to mitigate not being able to make payments.

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Clerk to arrange and update Financial Regulations and bring to next meeting for adoption.

- 25-26/13.5 **To consider** a pre-paid debit card for the clerk's use for BPC purchasing. Agreed for small purchases up to £100. Clerk to add to Financial Regulations and create a Credit Card Policy and bring to next meeting for adoption.
- 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. Received and noted.
- 25-26/17 **Annual Governance and Accountability Return 2024-25**
- 25-26/17.1 **Annual Governance Statement**
Members to approve the Annual Governance Statement as outlined in section 1 of the Annual Return and minute accordingly. Statement approved and signed.
- 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. Statements approved and signed.
- 25-26/17.3 **Exercise of Public Rights**
Members to note that the RFO has set the dates for the commencement of the period for the exercise of public rights to be Tuesday 3rd June to Monday 14th July 2025. Noted.
- 25-26/18 **Playground & Grounds**
To receive an update on the playground maintenance. Clerk to create a rota for the council to share the weekly inspections and share with council.
- 25-26/19 **Governance**
- 25-26/19.1 **To approve and adopt for 2025-26:-**
- 25-26/19.1a Appraisal policy
- 25-26/19.1b Biodiversity policy
- 25-26/19.1c Co-Option policy
- 25-26/19.1d Code of Conduct
- 25-26/19.1e Community Emergency Plan
- 25-26/19.1f Complaints Policy
- 25-26/19.1g Data Protection policy
- 25-26/19.1h Dignity at Work policy
- 25-26/19.1i Disciplinary policy
- 25-26/19.1j Document Retention and Publication policy
- 25-26/19.1k Equality and Diversity policy
- 25-26/19.1l Financial Regulations
- 25-26/19.1m Freedom of Information policy
- 25-26/19.1n GDPR consent
- 25-26/19.1o Grant Awarding policy and application form

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25-26/19.1p Grievance policy
25-26/19.1q Health and Safety policy
25-26/19.1r Lone Working policy
25-26/19.1s Privacy Notice
25-26/19.1t Risk Assessment
25-26/19.1u Standing Orders

25-26/20 **Correspondence Received Since Last Meeting, to note**

25-26/20.1 Flood Warden Newsletter April 2025. Noted.

25-26/20.2 Thank you from Rev. Allchin. Received with thanks.

25-26/21 **Confirmation of date of next meeting**

11th June 2025 at 7.30pm.

25-26/22 **To close the meeting – 7.20pm**

Signed: