

HULLAVINGTON PARISH COUNCIL

NOTICE OF MEETING – Public Notice of the meeting is given in accordance with Schedule 12, para 10 (2) of the Local Government Act 1972.

Dear Councillors,

You are hereby summoned to an Ordinary Meeting of the **Hullavington Parish Council**, which will be held **on Wednesday 8th October 2025 at 7:30 pm in the Hullavington Village Hall.**

Yours sincerely,

Dannielle Hemmings

Dannielle Hemmings
Parish Clerk, 2nd October 2025

Public Question Time – an opportunity for members of the public to address the Council on any Council matter before the meeting commences. (Limited to 10 minutes)

AGENDA – Ordinary Meeting

- 1. Apologies for absence. To receive and approve apologies for absence**
 - a. Apologies from Cllr Mary Cundick
- 2. Declaration(s) of Interest - In accordance with the Parish Councils Model Code of Conduct Order 2001 and revised Wiltshire Council Model Code of Conduct July 2012 and reviewed 2023.**

To receive any declarations of interest from councillors on items on the agenda.
- 3. Minutes of the Ordinary Meeting** – To receive and agree as a true record the Minutes of the Ordinary Meeting held on Monday 8th September 2025.
- 4. Chair/Clerks Report**

To note **items received for circulation** and/or future discussion and items to be updated from last meeting. To note **maintenance** activities this month.

 - a. To note this month's maintenance activities
 - b. To note communication from the council to the community
 - c. To note communication from parishioners
 - d. To receive feedback from the Parish Forum
- 5. Planning Applications** – To note observations on applications received and to record comments on applications currently circulated or received after publication of agenda. All applications must conform to the Neighbourhood Plan.
 - a. PL/2024/11333 – Hullavington Arms – Change of use of former public house to residential use with associated amenity space and car parking.
 - i Target finish date October

- b. PL/2025/03530 – Kingway Nurseries – Full planning application for the demolition of the remaining horticultural nurseries and erection of employment facilities comprising office and product development premises (Class E) and warehouse and light industrial facilities (Class B2 and B8). Ancillary uses include a mobility hub, café, and accommodation, together with landscaping, drainage, and other associated works.
 - i. No change
- c. PL/2025/07200 - Land at The Street, Hullavington - Discharge of condition 7 (Details of the estate roads, footways, footpaths, verges, junctions, street lighting, sewers, drains, retaining walls, service routes, surface water outfall, vehicle overhang margins, embankments, visibility splays, accesses, carriageway gradients, drive gradients, car parking and street furniture) relating to application 20/10972/OUT.

6. Finance and Administration

- a. Slide introduction to principals of precept budgeting (Justin Robinson – Locum Clerk)
- b. To introduce the budget process (Cllr J Atkey)
- c. To approve the schedule of receipts and invoices for payment
- d. To review and note the budget monitoring report for September
- e. To review and approve the social media policy
- f. To receive update on the Church wall quotations
- g. To receive update on pack for village green improvement via Area Board contribution
- h. To approve the circulated updated financial regulations from previous meeting
- i. To resolve to contribute to costs of highway camera for By Brook parishes

7. External Audit

- a. To note external auditors report and actions taken

8. Parish Assets and Amenities

- a. To discuss update on the removal of the dilapidated bench on village green
- b. To consider proposal of new bench for village green (Cllr M Cundick)
- c. To discuss signage issues (Cllr D Lawley)
- d. To discuss proposal from Hullavington Community Benefits society regarding the shop/post office as an asset of community value

9. Projects & Working Groups

- a. To receive update from the mobile telephone working group
- b. To receive update of the Neighbourhood Development process
- c. To discuss the position of the website supplier
- d. To receive update on the Lime Down Solar project

10. Highways and footpaths

- a. To confirm change of responsibilities
- b. Confirmation of submission to LHFIG on traffic calming plan
- c. To discuss the quote regarding the potential pavement works by the school gate

11. In Confidence: Council to resolve to exclude the press and public from the remainder of the meeting owing to the confidential nature of the business to be transacted (staffing matters).

- a. Handover status: To receive a report on the handover from previous clerk

12. Date of Next Meeting

Ordinary Meeting of the Parish Meeting Wednesday 12th November 2025 at 7.30pm to be held in Hullavington Village Hall.

Hullavington Parish Council

Minutes of the Ordinary Meeting held on Monday 8th September 2025 at 19:30 in the Hullavington Church meeting room.

Councillors in attendance:

Cllr D Lawley – Chair, Cllr R Anderson, Cllr J Atkey, Cllr M Cundick, Cllr S Durrant, Cllr S Samra, and Cllr A Slater.

Also present:

8 members of the public.

Public Question Time – an opportunity for members of the Public to address the Council on any Council matter before the meeting commences. (limited to 10 minutes),
Question regarding the budget for the year. Regarding reserves and the criteria for setting reserves. Answered during the meeting by Cllr J Atkey.

49/25 Apologies for absence

Cllr Greenman, Cllr Price-Tompkins, Locum Clerk – Justin Robinson

50/25 Declaration(s) of Interest – In accordance with the Parish Councils Model Code of Conduct Order 2001 and revised Wiltshire Council Model Code of Conduct July 2012

None

51/25 Minutes of the Ordinary Parish Council Meeting –

To receive and agree as a true record the Minutes of the Ordinary Meeting held on Wednesday 8 July 2025 and the Extraordinary Meeting held on 23rd July 2025.

The minutes were signed as a correct record by Cllr D Lawley

52/25 Chair's report

- a. To note communication received from Parishioners
*Comments received regarding the well-received Coachstyle extra services, traffic calming, hedge trimming, congratulations on Biodiversity Plan and picnic bench, thanks from the newsletter Editors for the donation to a PC.
Footpath issues footpath one resolved, Dyson gate fixed/ Smell reports raised and at the cemetery end.*
- b. To note update on this month's PC communications
Facebook updates & notice boards - Clerk advertisement, road closures, picnic bench
- c. To note actions including shop notice board refurb and Facebook page awaiting the social media Policy.
- d. To note website MOT and email addresses
Accessibility report now updated. Government addresses in place, secure socket level applied to website. Improvements ongoing.
- e. To note traffic calming feedback report update – Cllr Samra completed feedback
Ready to go forward – Next action as follows in point f
- f. To note traffic calming action to consult LHFIF in October on short term and long-term measures – Cllr Atkey

53/25 Planning Applications –

To note observations on applications received and to record comments on applications currently circulated or received after publication of agenda. All applications must conform to the Neighbourhood Plan. *Same as last month*

- a. PL/2024/11333 – Hullavington Arms – Change of use of former public house to residential use with associated amenity space and car parking.
 - i. *Change of target finish date to October following notice in Wiltshire Gazette*

Item 3

- b. PL/2025/03530 – Kingway Nurseries – Full planning application for the demolition of the remaining horticultural nurseries and erection of employment facilities comprising office and product development premises (Class E) and warehouse and light industrial facilities (Class B2 and B8). Ancillary uses include a mobility hub, café, and accommodation, together with landscaping, drainage, and other associated works.
 - i. *No change*

54/25 Finance and Administration

- a. To review and approve the **mid-year budget update**
Motion approved – *All councillors agreed on proposed revisions.*
- b. To consider the quote for the fencing along the green.
Cllr D Lawley raised point for discussion – Estate fencing cost is £8,200 and the budget is £3000. An alternative could be knee rail fencing which would be closer to budget. Decision made to install estate fencing and to approach the Area Board for a contribution to the improvements of the village green.
ACTION – Delay until November and request grant from Chippenham and Village Area Board (Package to include footpath to access bench, ground levelling, tree stump removal & estate fencing). Cllr D Lawley to action.
- c. To consider and approve the latest version of the Risk Register. **Approved**
Cllr D Lawley to work on digital back up for records – updated entry to follow.
- d. To consider and adopt the updated Financial Regulations
Reformatted by Cllr J Atkey (Supported by Cllr S Durrant)
ACTION – Cllr S Durrant to circulate comments – Approval to be done by email and confirmed at next meeting.
- e. To consider and approve the **updated Asset Register**
Proposal approved
- f. To formally **accept the free provision of the picnic table** as recompense for supply of non-wheelchair accessible picnic bench on the Village Green, valued at £830.00 + VAT.
Proposal approved
- g. To approve the schedule of **receipts and invoices** for payment
Approved – *Signed by Cllr M Cundick and Cllr A Slater*
- h. To consider and **adopt the Biodiversity Policy**
Proposal approved
- i. To agree to **obtain quotations for repointing the churchyard wall**
Proposal Approved
ACTION – Cllr R Anderson to take ownership of obtaining quotations – Liaise with Cllr J Atkey & Cllr A Slater. To be reviewed at next meeting
- j. To review and **agree councillors' areas of responsibility**
Proposed changes for areas of responsibilities as follows:
Cllr S Greenman/Cllr M Cundick – Highways
Cllr R Anderson & Cllr A Slater - Assets maintenance & infrastructure
Proposal Approved

55/25 Parish Assets and Amenities

- k. To consider the offer from Vistry for the public open space at the Buckly Place site
Cllr D Lawley – to keep conversations open regarding options
- l. To note the purchase of **Clerk's laptop**, Microsoft 365 subscription and cloud access
Approved
- m. To consider the disposal of the old bench on the village green and agree placement of the plaque.
Cllr M Cundick - Proposal of additional bench for village green (ACTION – to be included in the next meeting agenda)
ACTION - Cllr R Anderson & Cllr A Slater to investigate removal of bench on village green

56/25 Projects & Working Groups

- a. To receive an update from the mobile telephony working group – Cllr Anderson on behalf of

Cllr Price-Tompkins.

ACTION To be added to next agenda

- b. To receive an update from the Hullavington Community Benefits Society
Update has been circulated
- c. To receive a verbal report from the Neighbourhood Development Team and **approve the group's terms of reference** – Cllr Durrant
Action – Add date of this meeting to the document
Prososal to accept terms of references - Approved

57/25 Highways and footpaths

- a. To receive an update on the ownership of Parsons Walk footpath. Confirmed
- b. To receive a report from the Flood management onsite meeting – Cllr Atkey
Document created for recording flooding sites & plan maintenance schedule culverts to be cleared in Autumn by vactor, steward to clear grills on fords
Development of long-term plan in progress (Cllr J Atkey)
- c. To consider the proposal for the LHFIG highways improvement on The Street – Cllr Lawley
Taking highways improvement request to next LHFIG meeting

58/25 In Confidence:

Council to resolve to exclude the press and public from the remainder of the meeting owing to the confidential nature of the business to be transacted (staffing matters).

- a. **Staffing Committee Update** – To consider and approve the motion to appoint Dannielle Hemmings as Clerk and Responsible Finance Officer. **Approved**
- b. **Handover status:** To receive a vernal report on the handover from previous clerk – c/f to next meeting

59/25 Date of Next Meeting

Ordinary Meeting of the Parish Meeting Wednesday 8^h October 2025 at 7.30pm held in the village hall.

Apologies from Cllr M Cundick who will not be able to attend

Meeting closed at 21.30.

Item 4

Chair's report - Oct mtg

For Circulation

03/09/2025	NALC Chair's letter incl precept analysis
04/09/2025	NALC Chief exec summary
06/09/2025	WC world clean up day
06/09/2025	WC Area board agenda for the 15th Sept
08/09/2025	WC Planning lists
09/09/2025	WC Planning lists
11/09/2025	Neighbourhood Watch invite to AGM
11/09/2025	NALC bulletin
13/09/2025	WC Town and parish Council update incl the Rural grants scheme, forwarded to HCBS
15/09/2025	WC Planning lists - determined
15/09/2025	WC area board info on rural hub grant
15/09/2025	WC Planning lists - new
18/09/2025	WC minutes of Northern area planning committee
22/09/2025	WC weekly planning lists
26/09/2025	WC Area Board minutes
01/10/2025	WC Town and parish council update
02/10/2025	Agenda and pack issued to all councillors, agenda added to notice board and updated on website

Maintenance record

06/09/2025	Weeding along Green's Close gutters
06/09/2025	Dog poo bin replaced outside Royal Field Close - 00325619
08/09/2025	Grass cut throughout
22/09/2025	Grass cut throughout
22/09/2025	Laurels at cemetery cut back
22/09/2025	Parklands damaged kerb repaired
23/09/2025	Wheelchair accessible bench installed
25/09/2025	Base of cemetery wall cleared, cemetery hedge cut back and grit bin uncovered
25/09/2025	End of Frog Lane yew cut back and footpath edging trimmed
25/09/2025	Grills at each end of culverts on Hill Hayes and Parklands cleared
27/09/2025	Parklands Bus shelter swept and Parklands gutter tidy
27/09/2025	Green's Close, Mere Avenue gutter corners cleared
27/09/2025	The Street, gutters cleared

Comms record

09/09/2025	Welcome to new clerk, Dannielle - HH and notice boards
11/09/2025	Road closure - 20/09. Water works by Wessex - HH and noticeboards

11/09/2025	Free tree offer. HH and notice boards
19/09/2025	PC summer update for Hull News, also on PC web, HH and notice boards
19/09/2025	HND Plan update for Hull News, also on Hull.org, HH and notice boards
18/09/2025	Village autumn tidy promo for 27th Sept on HH and notice boards
19/09/2025	Promo for Oct 3rd F2F plus online HND Plan repeat meet, Hull.org, HH and notice boards
25/09/2025	Police visit on Sep 29th notice posted to HH, PC website and notice boards
25/09/2025	Whats on in Hullavington Community website link posted on HH
26/09/2025	Notice of conclusion of Audit uploaded to website and notice boards
26/09/2025	Reminder re village and church tidy - HH and Community website
30/09/2025	Promo for Teen event organised by Wiltshire Council mid Oct, HH and notice boards
01/10/2025	Query from public regarding burial records for the graveyard

Chair to Cllrs

03/09/2025	Ministerial letter from Defra clarifying the use of PPPs
08/09/2025	Absence of Locum clerk to evening meeting
09/09/2025	Update on solar glare issue from parishioner - grateful for support and next steps
09/09/2025	Concerns re village signage for Highways attention
15/09/2025	Draft article for the newsletter
15/09/2025	Link to the Stables article in the Gazette and Herald
17/09/2025	Update on IT matters
18/09/2025	NALC update incl parliamentary debate on the Devolution Bill
20/09/2025	Steward's list for comment and additions
29/09/2025	Draft Social Media Policy

Parishioners Comms

08/09/2025	Report on fallen tree impacting telephone cable on Hill Hayes - reported to Openreach
10/09/2025	Thanks for getting the NDPlan underway
11/09/2025	Deer hit and dead on road. Referred to reporting on MyWilts
14/09/2025	Continual puddle outside the school gate - referred to Cllrs Cundick & Greenman
17/09/2025	Smell issue near Grittleton end of the village
18/09/2025	Concerns re large deposit near Danes Bottom

Item 6c

Payments		Amount
PKF Littlejohn - External audit	P76	£378.00
Vision ICT - .gov.uk domain name reg & email addresses	P77	£138.00
Ryan Russell - Grass cutting	P78	£770.00
Bank charges		£5.00
Total		£1,291.00

[illegible]

Hullavington Parish Council

Budget monitoring report – as at 30 September 2025

With the start of the next budget setting round upon us, I thought it might be helpful to add a few notes to the accompany this month's Budget Monitoring Report.

1. Numbered row headings – I've amended the table slightly to make it easier to read across to the numbered headings of the Annual Governance and Accountability Report.
2. Receipts – These are almost entirely outside the council's control. The variance of £3,130 is due mainly to
 - a. VAT refunds of £2,124 on the large purchases from earmarked reserves; and
 - b. Receipt of interest from the Cambridge & Counties Bank savings account, which was not included in the annual budget.
3. Payments – This is the section where we have most control. Key figure to notice:
 - a. Total payments excluding utilisation of reserves, at £26,280 and highlighted in yellow, is well within budget
4. Utilisation of earmarked reserves:
 - a. I've put in an estimate of £5,000 for fencing and other improvements on the village green. This assumes a successful application for match funding from the Area Board.
 - b. The net effect of all the above would be to end the year with the General Reserve at about the same amount (£19,000) as at the start of the year.

Cllr Jon Atkey
1 October 2025

Hullavington Parish Council - Budget Monitoring Report 2025/26 - As at 30 September 2025

ANNUAL BUDGET			ACTUAL												FORECAST					FORECAST ANNUAL OUTTURN (Total Apr-Mar)	FORECAST ANNUAL VARIANCE (Outturn vs Budget)
£	£	£	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £						£	£
1. Balance of Reserves brought forward		47,973	47,973	59,647	55,497	53,528	51,094	102,923	114,413	114,003	112,182	111,633	111,085	103,513							
2. Precept		25,000	12,500	0	0	0	0	12,500	0	0	0	0	0	0						25,000	0
Other receipts																					
VAT Refunds	500		0	0	0	0	0	0	1,507	0	0	0	0	1,250						2,757	2,257
Cemetery	1,500		135	0	0	270	0	0	125	125	125	125	125	125						1,155	(345)
Interest	150		1,343	0	20	3	0	149	13	13	13	13	13	13						1,590	1,440
Other receipts	61,779		0	0	0	0	61,779	0	0	0	0	0	0	0						61,779	0
3. Total other receipts		63,929																			
Total Receipts:		88,929	13,978	0	20	273	61,779	12,649	1,645	138	138	138	138	1,388						92,280	3,352
4. Staff Costs		12,000	1,096	1,096	1,173	1,122	1,976	0	244	587	587	587	587	587						9,645	2,355
5. Loan interest/capital repayments		0	0	0	0	0	0	0	0	0	0	0	0	0						0	0
6. All Other Payments																					
Administration																					
Locum payments	1,000		0	0	0	0	0	260	416	208	0	0	0	0						884	116
Travelling	250		28	124	(36)	25	16	0	36	36	0	0	0	0						229	21
Training	1,000		0	450	0	36	0	0	0	0	0	0	520	0						1,006	(6)
Stationery	600		146	128	30	65	12	0	0	50	50	50	50	50						632	(32)
Office equipment	500		0	0	0	0	0	499	10	10	10	10	10	10						559	(59)
Insurance	1,000		0	866	0	0	0	0	0	0	0	0	0	0						866	134
Subscriptions & Memberships	1,000		510	0	47	0	0	0	0	0	0	0	0	300						857	143
Internal Audit	350		0	324	0	0	0	0	0	0	0	0	0	0						324	26
External Audit	260		0	0	0	0	0	0	378	0	0	0	0	0						378	(118)
Election costs	2,000		0	0	0	0	0	0	0	0	0	0	0	2,000						2,000	0
Chairmans ex	50		0	0	0	0	0	0	0	4	4	4	4	4						21	29
Members ex	100		0	0	0	0	0	0	0	8	8	8	8	8						42	58
Bank	60		5	5	5	5	5	5	5	5	5	5	5	5						60	0
Room hire	250		0	32	0	0	12	0	0	50	21	21	21	21						177	73
	8,420																				
Premises & Facilities																					
Rates (Water)	200		133	0	0	0	0	0	0	0	0	0	0	0						133	67
Village amenities	50		0	0	0	0	0	0	0	0	0	0	0	0						0	50
Bus shelter refurbishment	100		0	115	0	0	0	0	0	0	0	0	0	0						115	(15)
Bus shelter paint	50		0	40	0	0	0	0	0	0	0	0	0	0						40	10
Notice board	50		0	0	0	0	0	0	40	0	0	0	0	0						40	10
	450																				
Grounds & Open Spaces																					
Grass cutting	7,000		385	770	770	1,155	770	395	770	0	0	0	0	385						5,400	1,600
Hedge cutting	0		0	0	0	0	0	0	0	0	0	0	0	0						0	0
Tree surgery	1,000		0	0	0	0	198	0	0	1,000	0	0	0	0						1,198	(198)
Plants for flower tubs	300		0	0	0	0	0	0	0	0	0	0	0	300						300	0
Weed spraying	50		0	0	0	0	0	0	0	0	0	0	0	0						0	50
	8,350																				
Public Engagement																					
Web	500		0	0	0	0	216	0	138	0	0	0	504	0						858	(358)
Newsletters & surveys	0		0	0	0	0	0	0	0	0	0	0	0	0						0	0
	500																				
Grants & Community Support																					
HCBS (Moved back to reserves)	0		0	0	0	0	0	0	0	0	0	0	0	0						0	0
Other donations/loans	300		0	200	0	300	0	0	17	0	0	0	0	0						517	(217)
	300																				
	18,020																				
Total Payments excluding utilisation of Reserves		30,020	2,304	4,150	1,989	2,707	3,206	1,159	2,054	1,959	686	686	1,710	3,671						26,280	3,740
Utilisation of reserves																					
Benches	0		0	0	0	0	830	0	0	0	0	0	0	0						830	(830)
Fencing/posts on the Village Green	0		0	0	0	0	0	0	0	0	0	0	5,000	0						5,000	(5,000)
Cemetery & Churchyard maintenance	0		0	0	0	0	4,790	0	0	0	0	0	0	0						4,790	(4,790)
CIL (NDP consultancy & legal fees)	0		0	0	0	0	0	0	0	0	0	0	0	0						0	0
Recoverable VAT	0		0	0	0	0	1,124	0	0	0	0	0	1,000	0						2,124	(2,124)
Total Payments:		30,020	2,304	4,150	1,989	2,707	9,950	1,159	2,054	1,959	686	686	7,710	3,671						39,024	(9,004)
Net Receipts/(Payments)		58,909	11,674	(4,150)	(1,969)	(2,434)	51,829	11,490	(410)	(1,821)	(548)	(548)	(7,572)	(2,283)						53,257	(5,652)
7. Total balances carried forward		106,881	59,647	55,497	53,528	51,094	102,923	114,413	114,003	112,182	111,633	111,085	103,513	101,230						101,230	(5,652)

Analysis of reserves

Earmarked Reserves c/f 30 Mar 2025

Benches	1,000	1,000	1,000	1,000	170	170	170	170	170	170	170	170	170	170
Fencing/posts on the Village Green	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	0	0
Cemetery/Church wall	15,000	15,000	15,000	15,000	10,210	10,210	10,210	10,210	10,210	10,210	10,210	10,210	10,210	10,210
Hullavington CBS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
CIL Funds	0	0	0	0	61,779	61,779	61,779	61,779	61,779	61,779	61,779	61,779	61,779	61,779
Total Earmarked Reserves c/f	29,000	29,000	29,000	29,000	85,159	85,159	85,159	85,159	85,159	85,159	85,159	82,159	82,159	

General Reserve carried forward	18,973	30,647	26,497	24,528	22,094	17,765	29,254	28,844	27,023	26,475	25,926	21,354	19,071	
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7. Total balances carried forward	47,973	59,647	55,497	53,528	51,094	102,923	114,413	114,003	112,182	111,633	111,085	103,513	101,230	
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Bank Reconciliation (Summary)

Caf Cash	44,552	40,403	38,433	35,996	7,825	6,679								
Caf Gold - Savings account	698	698	698	702	80,702	43,338								
Cambridge & Counties Bank - 100 day account	14,396	14,396	14,396	14,396	14,396	64,396								
8. Total value of cash and short term investments	59,647	55,497	53,528	51,094	102,923	114,413	0	0	0	0	0	0	0	0

Check total (Total Reserves - Total Cash & Investments)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
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Produced: 2 Oct 2025

Social Media Policy

1. Social Media Policy

Hullavington Parish Council recognises that social media and networking websites are a regular part of everyday life. Many people engage with local/community groups and organisations through membership of digital networks such as Facebook and X. This policy sets out the Parish Council's approach to its use of social media and digital networks. It defines the roles & responsibilities within the Parish Council for this area and provides Councillors and Staff with guidelines on responsibilities for the use of social media.

2. Why is Hullavington Parish Council using social media?

Hullavington Parish Council aims include informing members of the community and the wider local area, through a variety of communication channels, about what is happening within the Parish and local area and share important news and information. The Parish Council's social media account/s and activity supplement the information published on its website; notice boards and articles it produces for the Parish newsletter. The Parish Council can inform people of important events and alert followers in a timely way. The Parish Council can provide links to useful and interesting information about the Parish and local area published by other people and organisations. The Parish Council can better communicate with those using mobile devices and personal computers.

3. Official Social Media/Networking Accounts

Hullavington Parish Council operates a facebook page account for the promotion of activities and events, as one of our communication and broadcast channels. Examples of content are:

- Consultation documents.
- News feed & emergency information.
- Key dates.
- Short comments on hot topics and relevant news.
- Surveys/Polls and information gathering.
- Useful links.

4. Roles and Responsibilities:

An official Parish Council account on any social media/networking site will be set up with approval of the Full Council. Access to, and use of any account, is managed by authorised roles in the following way:

Authorised Roles:

The Clerk to the Parish Council will be the official account holder and administrator and be responsible for liaising with the Parish Council's web site provider. Additional Councillors can be nominated to support the Clerk to the Parish Council with the interface between the Parish Council Social media account and its web site.

The Parish Council's social media account/s will be managed and monitored daily by the Clerk to Hullavington Parish Council, supported by the nominated Councillors. The Clerk may post links to Hullavington Parish Council website, partner websites, 'Useful' links, for example, local transport sites etc, links to other Facebook pages, local media e.g. such as local Village News Pages and National organisations.

All information published on the internet must comply with the Parish Council's GDPR policy. The social media account will primarily be used to promote 'good news' and information, supplementing content already published on the Parish Council's website. Any Councillor or member of the public who becomes aware of social networking activity that would be deemed harmful should make the Clerk and/or nominated Councillors aware as soon as possible.

5. Social Media Facebook Site

The account has been set up to enable "comments" to be posted on the Parish Council page. This can be switched off if harmful or unkind comments are being posted. Requests for something to be posted on the Parish Council's page, should be directed to the Clerk and/or nominated Cllrs.

6. Use of Photos and Video

The appropriate permissions must be obtained for all imagery.

7. Personal Accounts on Social Media

Councillors are at liberty to set up personal accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect Hullavington Parish Council's view. Councillors should always present a professional image and not disclose anything of a confidential nature.

8. Purdah

In the six-week run up to an election – local or general – councils must be very careful not to do or say anything that could be viewed in any way to support any political party or candidate. The period is known as Purdah. The Council will continue to publish important service announcements using social media but will monitor and potentially must remove responses if they are overtly party political.

9. Will the Parish Council respond to direct messages posted on social networking sites?

If appropriate, the Clerk and/or the nominated Councillors will endeavour to respond as quickly as possible to all questions received via the Facebook Page. All formal requests, comments, enquiries or complaints should be emailed to the Parish Council using the clerk's contact on the website.

11. Policy Review

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 3 years.

HULLAVINGTON PARISH COUNCIL

FINANCIAL REGULATIONS

Contents

1. General	2
2. Risk management and internal control	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments	8
7. Electronic payments	9
8. Cheque payments.....	10
9. Payment cards	10
10. Petty Cash.....	11
11. Payment of salaries and allowances	11
12. Loans and investments	11
13. Income	12
14. Payments under contracts for building or other construction works	12
15. Stores and equipment.....	13
16. Assets, properties and estates	13
17. Insurance.....	13
18. Suspension and revision of Financial Regulations	14
Appendix 1 - Tender process.....	15

These Financial Regulations were adopted by the council at its meeting held on 8 October 2025.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees or contractors to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and •**
addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000.

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk and RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the RFO must include measures to:

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason. Council chair will

retain access to any electronic backup or online store of council data independent of the clerk and RFO. Bank account details and login details to be held in a secure online (e.g. Password manager) location, the login for which is held by Chair of HPC.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a

precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £30,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk and RFO shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk and RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. Contracts must not be split to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes; ii. repairs to, or parts for, existing machinery or equipment; iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order, or make any contract on behalf of the council, unless instructed to do so in advance by a resolution of the council. Where such authorisation is granted, the member(s) must act in accordance with the council's procurement procedures, ensure best value, and provide all relevant documentation to the Clerk and RFO for recordkeeping and audit. Authorised purchases must be within approved budgets and reported to the next council meeting. Members must not make personal payments expecting reimbursement unless explicitly authorised in advance.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with CAF Bank and with Cambridge & Counties Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and

RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- iv. Fund transfers within the council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking. Login details for the secure password stores are to be held by HPC Chair as well as the RFO to ensure continuity of access if RFO is incapacitated in any way.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk and RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.2. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the

maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 – Financial Controls and Procurement, and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Hullavington Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Hullavington Parish Council for the year ended 31 March 2025 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Hullavington Parish Council on application to:</p> <p>(a) <u>Cllr Jon Atkey, Temporary Responsible Finance Officer</u> <u>1 Ivy Court, Frog Lane</u> <u>Hullavington</u> <u>SN14 6RU</u></p> <p>(b) <u>09:00 to 17:00, Monday to Friday</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of <u>£3.00</u>(c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>Cllr Jon Atkey, Temporary RFO</u></p> <p>Date of announcement: (e) <u>26 September 2025</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Copies of this Notice and the Annual Governance & Accountability Return are also available on the Council's website: www.hullavington-pc.gov.uk

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

11/10/25

and recorded as minute reference:

26/25f

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes No

☒

Hullavington Parish Council

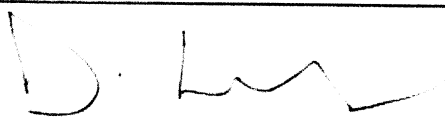

Explanation to accompany Annual Governance Statement 2024/25

During the financial year ended 31 March 2025:

1. The Council did not review its extant Standing Orders bringing them more closely in line with the NALC model document as recommended in the Internal Audit Report 2023-24.
2. The Council did not publicise all required documentation as set out in The Transparency Code for Smaller Authorities as recommended in the Internal Audit Report 2023-24.

Subsequently, the newly elected Council has acknowledged these oversights and agreed at its meetings on 14 May and 11 June 2025:

1. to adopt the NALC Standing Orders – now updated and published on the Council's website;
2. to adopt the NALC Financial Regulations and to publish these on its website;
3. for the value for formal tender to be set at £25,000 excluding VAT; and
4. to make the following available on its website:
 - All approved and adopted policies, including the Risk Register
 - All draft minutes and associated papers
 - All items of expenditure above £100 by 1st July 2025

Signed by the Chair of Hullavington Parish Council	
Signed by the Clerk of Hullavington Parish Council	
Date of meeting where approval was given	11.06.25

Section 2 – Accounting Statements 2024/25 for

Hullavington Parish Council

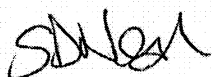
	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	88,942	86,950	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	17,000	22,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	5,217	35,076	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	11,737	12,525	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	2,419	22,909	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	10,053	60,619	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	86,950	47,973	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	86,950	47,973	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	58,184	54,346	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	22,364	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date



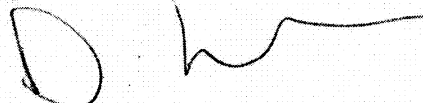
I confirm that these Accounting Statements were approved by this authority on this date:

11th Jun 2025

as recorded in minute reference:

26/25 g

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor's Report and Certificate 2024/25

In respect of **HULLAVINGTON PARISH COUNCIL – WI0128**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015: it has not been possible to confirm that Section 2 was signed by the Responsible Finance Officer before approval as no date was provided.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 7, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective L.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

15/09/2025

HULLAVINGTON PARISH COUNCIL

Due to an administrative error, the External Auditor's Report and Certificate 2024/25 contains the following incorrect note:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the approval date was after the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

The approval date (11 June 2025) was in fact **before** the start (1 July 2025) of the period for the exercise of public rights, as shown on the appended copy of the actual Notice.

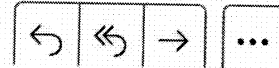
As agreed with the External Auditor, the smaller authority will **not** need to answer 'No' to Assertion 4 of the Annual Governance Statement for 2025/26.

RE: WI0128 2024/25 AGAR Section 3 External ...



Becca Cooper <bcooper@pkf-l.co

To jonatkeyhpc@gmail.com



Fri 19/09

You replied to this message on 19/09/2025 15:41.

Essentially, once we have issued our External Audit Report, we cannot change it unfortunately.

However, you can publish an explanation as to why we issued this 'other' matter, and why it is incorrect – in this case, the previous Clerk provided the incorrect dates and that we, as the External Auditor, were not aware of this prior to publishing the report.

In this case, I do think it would be appropriate to publish the copy of the actual notice as evidence.

For the next year, if you do not wish to tick Section 1, Assertion 4, as 'No', please provide PKF Littlejohn with evidence (the copy of the actual notice) of the correct Public Rights dates that we did not receive and this should be sufficient enough to allow you to tick Yes if all else is correct as well.

I apologise for this inconvenience.

If you have any further queries, please feel free to get in contact.

Many thanks,
Becca

Becca Cooper | SBA Team
PKF

Smaller authority name: **Hullavington Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 30 June 2025_____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Sharon Neal Clerk and RFO 60 Andrews Close Chippenham SN14 0TX 07807 723609</p> <p>commencing on (c) <u>Tuesday 1 July 2025</u></p> <p>and ending on (d) <u>Monday 11 August 2025</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) Sharon Neal</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

Hullavington Signage issues – September 2025



Figure 1 - Sign twisted and invisible to traffic from A249.



Figure 2 - Cemetery village name sign damaged



Figure 3 - Parklands sign falling over

Hullavington Signage issues – September 2025



Figure 4 Original village sign position at cemetery end - 1986



Figure 5 Cemetery 30 sign twisted and not visible coming in or going out of the village

For the attention of Hullavington Parish Councillors

On the 29th September, we held the quarterly meeting of the Hullavington Community Benefit Society. At the meeting, we discussed the importance of the shop/post office, and the impact on the village and community, if in the future, such facilities were lost. We took an action to raise this with Parish Council, with a view to ascertaining whether such facilities are on the radar, potentially as an Asset of Community Value?

I am sorry that I cannot personally be at the meeting, but would welcome an update in due course. I have copied other members of the Management Committee into this e-mail in case they are planning to be at the Parish Council meeting next week.

Many thanks.

Jan Lloyd, Chair & Secretary, Hullavington Community Benefits Society

Mobile Coverage Issues in Hullavington

1st October 2025 Sarah Price-Tompkins

Current Situation

- **Very poor signal:** Coverage in Hullavington is fragmented and unreliable across all mobile network operators (MNOs). Until recently this was inconvenient rather than critical, as landlines provided the primary means of communication, with mobiles only a secondary and unreliable option.
- **Evidence:** Ofcom and MNO coverage maps already show patchy outdoor service, but local surveys confirm that the lived experience is significantly worse.
- **Indoor coverage:** No official maps exist for indoor service. Our second survey focused on this and revealed large parts of the village as “**Not Spots**” – with no usable signal from any provider inside homes.

The Risk by 2027

- **Landlines ending:** The PSTN (landline) system will be switched off nationally by 2027. Fibre will become the primary fixed-line network. At this point, mobile will no longer be a secondary fallback — it will be the **only alternative** if fibre is unavailable.
- **Hullavington has already moved to fibre:**
 - Calls are now routed via fibre/VoIP as part of broadband contracts with Internet Service Providers (ISPs).
 - Fibre is dependent on power – during a power cut, service is lost.

Backup provision for 999 calls

- Most ISPs rely on mobile networks as the official backup during both short and extended power cuts.
- Where at least one MNO has strong network coverage, this system works reasonably well.
- On mobile networks, **999 calls are prioritised** and allowed to roam onto any available network (“piggybacking”).
- However, there are serious limitations:
 - If a call drops, **emergency services cannot call back**.
 - Coverage maps and therefore ISPP assumptions are based on **outdoor** service, not indoors where most emergency calls are made.

Licence obligations

- ISPs, which now provide both broadband and telephony, are legally obliged to ensure access to emergency services **from inside the home**.
- This is **not achievable** in many areas of Hullavington today, leaving households without a dependable emergency fallback.

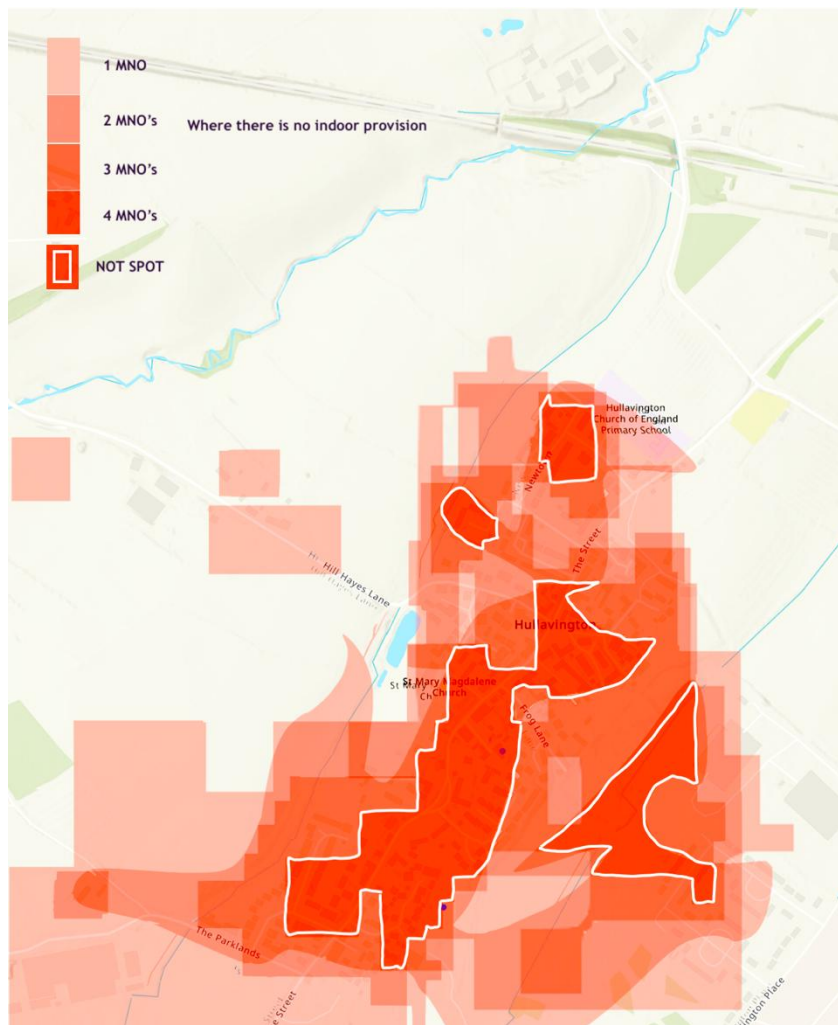
Community Surveys

1. **Preliminary survey** – Compared provider claims with lived experience, showing major discrepancies.
2. **Second survey** – Concentrated on indoor coverage. Results confirmed widespread “**Not Spots**” across Hullavington, leaving many households unable to reliably reach 999 in an emergency.

Next Steps

- **Engage with MNOs:** Continue discussions to agree practical solutions, timescales, and costs. The MNO's are simultaneously also the ISP and they are relying on the mobile coverage provided by the MNO - coverage which doesn't exist
- **Explore local infrastructure:** Assess whether facilities at *Happy Lands* could host community-wide solutions (e.g., a small mast, or a neutral-host system).
- **Partnership approach:** Maintain collaboration with the Parish Council, Wiltshire Council, and local MPs to deliver a safe and reliable communications system for the community.

Map using data from second survey into indoor mobile network coverage
NO INDOOR PROVISION



Neighbourhood Plan Report

1st October 2025 – Sarah Price-Tompkins & Simon Durrant

1. Background

Begins when the Parish Council tasked two Councillors (Simon Durrant and Sarah Price-Tompkins) to carry on the work began by Andrew Maltby to consider whether the existing Neighbourhood Development Plan needed to be updated and if so, was there support in the community for doing so.

The councillors consulted widely speaking to various Wiltshire Council teams including, Neighbourhood Planning, Spatial Planning and Open Spaces and leisure to get independent and expert advice. The councillors spoke with all but one local landowner with land adjoining the village. During these discussions, offers of land for the community were made by two of the landowners spoken to. Also, to both experts within the building industry, within the community, and former councillors.

They also consulted the community, setting up a community meeting (run by volunteers) which was held on 30th August 2025, with the aim of assessing community interest, and asking for help from the community to take the project forward. The meeting was a packed event with many questions asked, but strong support.

After Parish Council Review of the Hullavington Neighbourhood Development Plan (HNDP) 2016 – 2026, it was agreed that it was essential that it was updated.

2. The Neighbourhood Plan process and the role of the Parish Council.

The Parish Council is the **Qualifying Body** throughout the process it has 4 major roles

PC **must** formally adopt the **recommendations** or **major outputs** of the HNDPSG before the process can advance. These include:

- **Approving** the Sub committee's **Terms of Reference (ToR)**.
- **Approving** Sub committee's **budget** and any major expenditure.
- **Approving** the draft plan for the **Regulation 14** (pre-submission) consultation.
- **Approving** the final plan for **Regulation 15/16** (submission to the Local Planning Authority).

3. The Neighbourhood Plan process and the role of the Neighbourhood Plan subcommittee

Following the normal, government recommended, protocol Hullavington Parish Council formally established a Neighbourhood Plan subcommittee (Steering Group)

at the Parish Council meeting held on 8th September 2025 when its Terms of Reference were agreed.

The Steering Group's role is to gather information and evidence from residents, develop the output into workable ideas, and where possible incorporate these into the new Neighbourhood Plan and present to the Qualifying Body for sign off prior to the HNBP documents entering the Regulation 14 consultation.

The Steering Group consists of **Parish Councillors** and **Community members** who are bound by the Hullavington Parish Council Code of Conduct and Standing Orders, this ensures openness, accountability. To support transparency further, draft minutes of Sub-Committee meetings will be published in draft form as soon as practicable and stored on the Parish Council website for public access. The main monthly meeting of the Steering Group will be a meeting held in public

Its first meeting was held on 1st October. Unfortunately, it was not possible to arrange a venue in time for this meeting to be held in public.

However, a second community meeting had been organised to popular demand, and this took place just two days after the Steering Group meeting, on 3rd October.

At the time of writing this report, there are total 15 adult and two young people contributing. Steering Group membership includes:

- long-standing members of the community
- parents and families with children
- input from younger residents of the parish

This wide base of involvement will help ensure that the updated Neighbourhood Plan reflects the views and aspirations of the whole community.

4. The Neighbourhood Plan process and the role of the Community

As a part of the HNBP process the wishes of the community will be captured—both on a wide range of issues and specifically on how Community Infrastructure Levy (CIL) money should be spent.

It is the responsibility of the Parish Council to ensure that CIL funds are spent in a way that brings significant and lasting benefit to the parish, and it was agreed that the community view would form a central part of that process.

The existing HNBP remains the most comprehensive consultation ever undertaken in our parish. It is the only community-wide consultation to have been formally approved by residents through a referendum. The HNBP we voted for includes the following statement on CIL spending:

"The CIL money, which comes to the Parish Council, will be used for the benefit of the community. This could include projects such as:

- *open space for recreation purposes*
- *planting of native trees to enhance public spaces*
- *in the longer term, somewhere to site a new Village Hall and other community*

*infrastructure projects
• or other projects yet to be defined.”*

This level of consultation will be repeated early next year and go through the same validation process.

It is important to stress that - just as in the previous Neighbourhood Plan process—the Steering Group and Parish Council do not make the final decisions. They act as facilitators. The community itself remains the primary decision-maker in the form of a vote at the referendum

Why Consultation Matters - we are working on behalf of the community, and it is the community that will live with the outcomes. Their aspirations must be properly captured and reflected in the newly updated HNDP.

It is a requirement of the process that consultation must be broad, rounded, and inclusive - not narrowly focused on individual topics.

5. Looking ahead

The **Consultation Event** will be held in **February or March 2026**. At this event, everyone will have the opportunity to:

- contribute to the future vision and objectives for our community
- influence the policies to be taken forward
- help shape how CIL funds are spent

The event will build on the views and aspirations already captured in the existing HNDP, while opening the door for new ideas, and it will be the single consultation and evidence gathering event of the process.

6. Work Underway

The Steering Group members are already working on different aspects of the consultation process, including:

- developing a robust communication and engagement plan, to ensure community awareness this includes the developing Website pages on www.hullavington.org
- ensuring the local land assessment criteria are up to date and applied
- outreach and engagement, especially with harder-to-reach groups
- inviting landowners to attend and present their ideas, including any community benefits they propose

In addition, work is underway to:

- update the community vision and objectives
- develop draft policy ideas for consultation (these will not be final proposals)

Review of the Parish Council website

September 2025 – Cllr D Lawley

Executive Summary: Review of PC Website Supplier	1
1. Website Update and Digital Strategy	3
2. An Assessment of Current Website Provider	3
3. Potential suppliers.....	3
4. The Process	4
APPENDICES	7
A. Website Specification	7
B. Parish Council Website Supplier Survey	10

Executive Summary: Review of PC Website Supplier

This report outlines a review of the Parish Council's current website supplier. This indicates a need to consider migrating to a new provider to ensure the long-term security, reliability, and legal compliance of our online services.

Over recent weeks, significant progress has been made to improve our digital infrastructure, including a thorough clean-up of the website and the successful migration to a secure .gov.uk domain. This is essential for meeting the requirements of this year's Annual Governance and Accountability Return (AGAR). Concurrently, a new website is being implemented by members of the community independent of this council to create a separate, independent community website, allowing the official council site to focus exclusively on statutory and legal information, including meeting the crucial WCAG 2.2 AA accessibility standards.

The assessment of our current website provider, VisionICT, has identified concerns. The website's backend is outdated and difficult to manage, while the supplier's support is unreliable and unresponsive. More critically, an examination of the company's financial records suggests its position appears unstable.

There are potential alternative suppliers. We would need to follow a four-phase migration process. Our current contract with VisionICT is due for renewal in January - £420 incl. email support. The standard procurement and migration process—which

Hullavington Parish Council

includes defining requirements, getting quotes, and preparing the new site may be completed before the contract's renewal date although a prompt decision is needed.

It should be remembered that any IT change does present potential disruption of service.

We should discuss this issue at our next Council meeting and agree our way forward.

Cllr D. Lawley

1. Website Update and Digital Strategy

Our parish council website has undergone a major clean-up, with numerous out-of-date records and incomplete entries now resolved. Crucially, the domain has been successfully migrated to a **.gov.uk** address, which is a key requirement for this year's Annual Governance and Accountability Return (**AGAR**), specifically under Assertion 10. All councillors have also been set up with secure .gov.uk email addresses, and the website itself has been protected with Secure Socket Layer (SSL) encryption to ensure data security.

The **parish council website** must focus on official content and statutory information. This is to ensure it remains fully compliant with the **WCAG 2.2 AA standard** and strict **GDPR** requirements.

In a separate but complementary initiative, the **Hullavington Community website** has conducted its soft launch. This platform is designed to be a more versatile hub for non-official content, such as local clubs, events, and volunteering opportunities. It is not a public sector body, so it is not legally bound by the same accessibility regulations. This separation allows each website to serve its specific purpose efficiently, while maintaining the necessary legal independence. The Village Hall website will continue to operate separately for booking purposes for the time being.

2. An Assessment of Current Website Provider

Following a review of our website's performance and administration, there are several worrying issues. The website's back-end is outdated and difficult to manage, while the support from our current supplier has been unresponsive and unreliable. Furthermore, an examination of the company's financial records suggests that its position is unstable. Given these concerns, we need to decide whether to seek an alternative supplier to ensure the continuity and security of our online presence.

3. Potential suppliers

The market for Parish Council websites is quite a specialised one although there are a few key players. In the past, VisionICT would have been one of them although they appear to be struggling recently. Three potential players are:

<https://parishcouncilwebsites.org.uk>

<https://www.parish-online.co.uk>

[Aubergine262](#)

The Society of Local Council Clerks (SLCC) has [collaborated with Aubergine](#)

Scribe Accounts did a [review](#) of website providers, updated in 2024 although they did not highlight any issues with VisionICT at that time.

4. The Process

Should we decide to move our website to a different supplier, we should follow a structured and methodical process to ensure a smooth and compliant website migration.

Here is a step-by-step guide to migrate our website to a new supplier:

Phase 1: Decision and Procurement

1. **Council Resolution:** The first step is to get a resolution passed at a full council meeting to approve the project. This must be a formal decision recorded in the meeting minutes. The resolution should include the budget for the new website and the appointment of a councillor or a working group to manage the process.
2. **Define Requirements:** Our council must create a clear and detailed specification of its needs. This should include:
 - **Core Functionality:** What the new website must do (e.g., publish minutes and agendas, news, events calendar, online forms).
 - **Legal Compliance:** A clear statement that the website must be compliant with the **Local Audit and Accountability Act 2014** (Transparency Code) and the **Public Sector Bodies Accessibility Regulations 2018** (WCAG 2.2 AA).
 - **Technical Specifications:** Requirements for domain management (.gov.uk), hosting, and security (e.g., SSL certificates, backups).
 - **Support and Training:** The level of support required, including training for the clerk and councillors.
3. **Procurement:** Follow our council's procurement policy. We should obtain three quotes. A survey for suppliers in the appendix, follows to compare providers on a like-for-like basis.

Phase 2: Contract Management

4. **Issue Notice to Existing Supplier:** We should check our current contract for the required notice period for termination and not terminate the contract until a new provider has been selected and a migration plan is in place to avoid any period of

Hullavington Parish Council

a non-existent or non-compliant website. I have now heard from VisionICT that our contract renews in January.

5. **Review the New Contract:** A new contract should be reviewed by the council to ensure all agreed-upon services and features are included. Paying close attention to the terms for hosting, support, and domain management. The contract should also specify the migration process, including content and email migration.

Phase 3: Technical Migration

6. **Domain Migration (.gov.uk):** The new supplier, if they are an **Approved Registrar** for .gov.uk domains, will manage this process.
 - They will request a change to the domain's **IPS Tag**. This is a code that links our domain to a specific registrar.
 - The council's nominated contact person (this will be our clerk in the future) will need to approve this transfer.
 - Our old and new websites should run in parallel for a short period to avoid any downtime.
7. **Content Migration:** Our new supplier will guide us through this process. We must decide whether to migrate all existing content or take the opportunity for a "fresh start" with a new content structure. We may need to manually upload documents like meeting minutes, agendas, and policies. It is crucial to check all documents for accessibility compliance during this stage.
8. **Email Migration:** If our new website provider is also providing email services, they will help migrate existing email accounts and mailboxes. This process can be complex and should be carefully planned to avoid any loss of communication.

Phase 4: Launch and Final Checks

9. **Pre-Launch Checks:** Before the new site goes live, we must ensure the following have been completed:
 - All statutory documents are uploaded and accessible.
 - The Accessibility Statement is correct and up to date.
 - The website is functional on all devices (mobile, tablet, desktop).
 - Internal links and external redirects are working correctly.

Hullavington Parish Council

10. **Communicate the Change:** Inform the public that the new website is now live. Set up a redirect from the old website to the new one to ensure that visitors are automatically taken to the correct address.
11. **Post-Launch Review:** Once the new site is live, the council should conduct a review at a subsequent meeting to ensure the migration has been successful and that the new website meets all our requirements.

APPENDICES

A. Website Specification

Date: [Date of Document] **Contact:** debbie.lawley@hullavington-pc.gov.uk

1.0 Introduction and Project Overview

Hullavington Parish Council is seeking a web services provider to renew and host the parish council's website. The purpose of this document is to clearly define the council's requirements and enable suppliers to provide a comprehensive and accurate proposal.

The primary objectives of the new website are:

- To ensure full compliance with all relevant UK government legislation for public bodies.
- To provide a professional, user-friendly, and accessible source of information for the community.
- To create a secure and reliable platform for council administration.

2.0 General Requirements

2.1 Legal and Compliance: The proposed website and all associated services **must comply fully** with the following legislation and standards:

- **The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (WCAG 2.2 AA standard):** The entire site, including all newly published documents, must meet this standard. The supplier must demonstrate how this will be achieved and provide a template for the required Accessibility Statement.
- **The Local Audit and Accountability Act 2014 (Transparency Code):** The website must be structured to easily publish all mandatory financial and governance information.
- **General Data Protection Regulation (GDPR):** The website must be designed with data protection and privacy in mind, including a clear privacy policy and cookie management system.

2.2 Domain and Hosting:

- The website must be hosted on a secure platform with a **.gov.uk** domain.

- The supplier must be an **approved registrar** for .gov.uk domains or have a partnership with one and must manage the entire domain transfer process.
- The hosting environment must be reliable, secure, and based on servers within the UK.

3.0 Technical and Functional Requirements

3.1 Content Management System (CMS):

- The CMS must be highly intuitive and easy for non-technical users (the Clerk and councillors) to manage.
- It must allow for the creation, editing, and publishing of content and documents without the need for coding knowledge.
- It should include a document management system with the ability to upload, tag, and archive files (e.g., PDFs, Word documents).

3.2 Website Design:

- The website must have a clean, modern, and professional design that is easy to navigate.
- The design must be **fully responsive**, adapting seamlessly to all devices (desktop, tablet, and mobile).
- The council's logo and colour scheme should be incorporated into the design.

3.3 Key Features and Content Sections: The website must include, at a minimum, the following sections and features:

- **Homepage:** A clear, welcoming page with news highlights and quick links to key information.
- **About the Council:** Details on councillors, meeting schedules, and key policies.
- **Meetings:** A dedicated section for upcoming agendas and past minutes. These must be archived by year.
- **Financials:** Sections for Annual Governance and Accountability Returns (AGARs), budgets, and spending.
- **Planning:** Information on local planning applications.
- **Freedom of Information (FOI):** A clear guide on how to make an FOI request.
- **Community Information:** An events calendar and news feed for local information.
- **Contact Us:** A secure contact form for public inquiries.

4.0 Content and Migration

- The supplier must provide a clear plan for the migration of content and documents from our existing website.
- The council will provide all necessary content, including text and documents, in digital format.
- The supplier must ensure all migrated documents are accessible or provide a cost for making them compliant.

5.0 Support, Maintenance, and Training

5.1 Training:

- The supplier must provide comprehensive training for the Clerk and up to three councillors on how to use the CMS and manage the website.
- This training should cover accessibility standards for new content and documents.

5.2 Ongoing Support and Maintenance:

- The supplier must provide ongoing technical support with specified response times.
- The service must include regular security updates and software maintenance to ensure the website remains secure and functional.
- Automatic, off-site backups of all website data are required.

6.0 Proposal and Pricing

Suppliers should provide a detailed proposal that includes the following:

- **A clear breakdown of all costs:**
 - One-off setup/development fee.
 - Annual recurring hosting, support, and maintenance fees.
 - Any additional costs for email addresses or specific features.
- **A proposed project timeline:** From contract signing to website launch.
- **A portfolio of previous work:** Specifically for other UK parish or town councils.
- **Contact details for at least two references** from current or recent parish council clients.

B. Parish Council Website Supplier Survey

This survey is designed to help us gather and compare information from potential website suppliers. Your detailed responses will be invaluable in helping our council make an informed decision.

Please complete all sections.

Section 1: Company & Contact Details

1. **Company Name:**
2. **Primary Contact Name:**
3. **Email Address:**
4. **Phone Number:**
5. **How long has your company been providing websites for parish councils?**

Section 2: Core Offerings & Features

6. **Do you manage .gov.uk domain registration?** If so, what is the cost?
7. **Describe the Content Management System (CMS) you provide.** Is it proprietary or based on an open-source platform like WordPress? How easy is it for a user with limited technical skills to update?
8. **Do you provide a selection of templates or a bespoke design service?** Can the website be customised with our branding, colours, and logo?
9. **What features are included as standard?** (e.g., news section, events, document library, online forms, meeting minutes archive), finance documents.
10. **Can an existing website be ported across together with content?** If so, what is the cost for this?

Section 3: Compliance & Accessibility

11. **How do you ensure your websites are compliant with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018?** (e.g., WCAG 2.1 AA standards)
12. **Do your websites have a dedicated Accessibility Statement that is automatically updated?**

13. **How do your websites facilitate compliance with the Freedom of Information Act?** Do you have a search function and a clear, logical structure for publishing information?
14. **How does your service support compliance with the Local Audit and Accountability Act 2014?** Do you provide tools for easy publication of required financial and governance documents?
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Section 4: Support & Training

15. **What level of support do you provide?** (e.g., phone, email, ticket system) What are your standard response times?
16. **Do you provide training for the clerk and councillors on how to use the CMS?** Is this included in the price?
17. **Is there a single point of contact for our council, or do we use a general support system?**
-

Section 5: Cost & Contract

18. **Please provide a breakdown of your pricing structure.** Are there any one-off setup fees, and what are the annual recurring costs?
19. **What is included in the annual fee?** (e.g., hosting, software updates, domain renewal, support).
20. **What is the typical contract length?** What is your policy for early termination?
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Section 6: Security & Data

21. **How often are website backups performed, and what is your data recovery process in case of an issue?**
22. **What security measures do you have in place?** (e.g., SSL certificates, firewalls, regular security audits).
23. **Where are your servers located?** (e.g., UK, EU, or elsewhere).
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Section 7: References & Experience

24. **Please provide contact details for at least two other parish councils that are current clients and would be willing to provide a reference.**