

Hullavington Parish Council

Minutes of the Ordinary Meeting held on Wednesday 8th October 2025 at 19:30 in the Hullavington Village Hall.

Councillors in attendance:

Cllr D Lawley – Chair, Cllr R Anderson, Cllr J Atkey, Cllr S Durrant, Cllr S Price-Tompkins, Cllr S Greenman 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),

Questions regarding the budget – answered during the budget section of the meeting

Note of thanks from public in relation to the Neighbourhood Development plan

Question regarding clogged up ditches by Kingsway Nurseries and plans to rectify this and resurfacing – Cllr J Atkey confirmed he will get an update

60/25 Apologies for absence

Cllr M Cundick and Cllr S Samra

61/25 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

Cllr D Lawley –

Participative involvement in the Stop Lime Down Solar Campaign

62/25 Minutes of the Ordinary Parish Council Meeting –

To receive and agree as a true record the Minutes of the Ordinary Meeting held on Monday 8th September 2025.

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

63/25 Chair/Clerks report

Overview given of this month's actions, maintenance and communications

- a. To note this month's maintenance activities i *Drain towards Norton (culvert to stream) to be cleared – ACTION Cllr A Slater to confirm exact location*
- b. To note communication from the council to the community
- c. To note communication from parishioners
- d. To receive feedback from the Parish Forum
 - *Verbal update from Cllr D Lawley*

64/25 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 Development Plan. *No changes*

- e. PL/2024/11333 – Hullavington Arms – Change of use of former public house to residential use with associated amenity space and car parking. *No change*
- f. 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. *No change*
- g. 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.

65/25 Finance and Administration

- a. Slide introduction to principals of precept budgeting (Justin Robinson – Locum Clerk)
- b. To introduce the budget process (Cllr J Atkey)
 - i. *ACTION – All councillors to add to budget monitoring tool (Cllr J Atkey to collate). Outcomes of this to be included in November's meeting agenda for discussion*
- c. To approve the schedule of receipts and invoices for payment
 - i. *Approved and signed by Cllr S Greenman & Cllr A Slater*
- d. To review and note the budget monitoring report for September
 - i. *Update from Cllr J Atkey*
 - ii. *ACTION – Cllr S Greenman to contact Butlers Farm regarding hedge cutting contract/donation*
 - iii. *ACTION – Add Christmas tree to budget*
- e. To review and approve the social media policy
 - Approved by all councillors*
- f. To receive update on the Church wall quotations
 - Carry forward to November's meeting (ACTION – Cllr R Anderson to obtain update)*
- g. To receive update on pack for village green improvement via Area Board contribution
 - i. *Verbal update from D Lawley – Obtaining quotes for the next area board on 10th November – views regarding path options to be taken via email*
 - ii. *Metal rail sticking out from current fencing around the village green. ACTION – Investigate how to best to remove this as it is a hazard (Cllr R Anderson)*
- h. To approve the circulated updated financial regulations from previous meeting
 - Approved by all councillors*
- i. To resolve to contribute to costs of highway camera for By Brook parishes
 - Approval of budget up to £500 from council funds – Approved by all councillors*

66/25 External Audit

- a. To note external auditors report and actions taken
 - Noted and discussed – No further action required*

67/25 Parish Assets and Amenities

- a. To discuss update on the removal of the dilapidated bench on village green
 - Carry forward to November's meeting (Cllr R Anderson and Cllr A Slater)*
- b. To consider proposal of new bench for village green (Cllr M Cundick)
 - To be added to November's agenda for discussion. ACTION - Cllr D Lawley to obtain and circulate quotes*
- c. To discuss signage issues (Cllr D Lawley)
 - Update received from Cllr D Lawley*
- d. To discuss proposal from Hullavington Community Benefits Society regarding the shop/post office as an asset of community value i
 - ACTION – Cllr D Lawley to investigate and circulate*

68/25 Projects & Working Groups

- a. To receive update from the mobile telephone working group
 - Report received from Cllr S Price-Tompkins – ACTION Cllr S Price-Tompkins to continue to report monthly*
- b. To receive update of the Neighbourhood Development process
 - Report received from Cllr S Durrant – Long term on-going project. Cllr S Durrant to continue to report monthly*
- c. To discuss the position of the website supplier
 - Report received from Cllr D Lawley. All councillors agreed alternative supplier should be investigated. ACTION - Cllr D Lawley to obtain packages/quotes from alternative providers and circulate*

- d. To receive update on the Lime Down Solar project
Verbal update received from Cllr D Lawley

69/25 Highways and footpaths

- a. To confirm change of responsibilities
Changes of responsibilities noted as follows:
- *Cllr S Greenman and Cllr M Cundick to take responsibility for footpaths*
 - *Cllr D Lawley & Clerk to take responsibility for highways*
- b. Confirmation of submission to LHFIG on traffic calming plan
Verbal update from Cllr D Lawley – To be added to November's agenda for further update
- c. To discuss the quote regarding the potential pavement works by the school gate
Discussed – All councillors agreed no further action required as the costs and disruptions will outweigh the benefits of the work required

70/25 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).

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

A handover report was received, and the following actions have been taken:

- *An employment contract and job description for our clerk and RFO has been put in place*
- *HR policies are being formed*
- *A dedicated laptop has been purchased, with automatic cloud copy in place*
- *This is now being backed up by the clerk and the chair*
- *An IT Policy is being formed*
- *Dedicated email addresses are owned by the PC and in use by the clerk and all councillors and a .gov.uk domain has been purchased*
- *All steps are being taken to learn from the past and to ensure proper steps are in place for future resilience and care of council records*

71/25 Date of Next Meeting

Ordinary Meeting of the Parish Council - Wednesday 12th November 2025 at 7.30pm – To be held in the Hullavington village hall.

Meeting closed at 22.00

