

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 12th November 2025 at 7:30 pm in the Hullavington Village Hall.**

Yours sincerely,

Dannielle Hemmings

Dannielle Hemmings
Parish Clerk, 6th November 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. None
- 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 Wednesday 8th October 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
- 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. *No updates*
 - 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
Update received to confirm issues resolved and expected completion now the end of November

- 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. To approve the schedule of receipts and invoices for payment
- b. To approve purchase of the village Christmas tree
- c. To review and note the budget monitoring report for October
- d. To consider the request to allocate a budget for the Neighbourhood Development Plan
- e. To receive the update on the Church wall quotations (Cllr R Anderson)
- f. To consider Councillors' budget proposals (Cllr J Atkey)
- g. To approve the proposed IT Policy (Cllr D Lawley)
- h. To approve the proposed Retention policy (Cllr D Lawley)
- i. To receive update from the staffing committee on HR policies (Cllr S Samra)

7. Parish Assets and Amenities

- a. To discuss matters relating to village green improvements
 - i. To receive update from Area Board meeting regarding village green improvement contribution (Cllr D Lawley)
 - ii. To receive update on the removal of the dilapidated bench on village green (Cllr R Anderson/Cllr A Slater)
 - iii. To consider the quotation for the purchase of a new bench proposed for the village green (Cllr M Cundick)
- b. To consider the suggestion from Hullavington Community Benefit Society regarding the shop/post office as a possible asset of community value
- c. To consider ideas for use of the benefit funds from the HOPS
- d. To consider the issues raised regarding the village defibrillators

8. Projects & Working Groups

- a. To receive update from the mobile telephony working group (Cllr S Price Tompkins)
- b. To receive update of the Neighbourhood Development process (Cllr S Durrant)
- c. To receive update from the Community Benefits Society
- d. To receive update on the website supplier/quotes obtained and agree a decision (Cllr D Lawley)

9. Highways and footpaths

- a. To receive update on LHFIG (Cllr J Atkey)

10. Unitary Councillor Update (Cllr J Atkey)

11. Date of Next Meeting

Ordinary Meeting of the Parish Meeting Wednesday 10th December 2025 at 7.30pm to be held in Hullavington Village Hall.

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,

Item 3

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

Clerk's report - November meeting

Item 4

For Circulation

06/10/2025	WC Town & Parish Council Update emailed to Councillors	Clerk
06/10/2025	WC Weekly list of planning app/decisions forwarded to Councillors	Clerk
09/10/2025	Link to supplier of bench for councillors consideration	Cllr D Lawley
15/10/2025	Communications regarding hosting forum in November	Cllr D Lawley
16/10/2025	WC Northern Area Planning Board minutes emailed to Councillors	Clerk
16/10/2025	Budget tool emailed to Councillors for input	Cllr J Atkey
20/10/2025	NALC newsletter containing information on courses - forwarded to councillors	Clerk
20/10/2025	WC Town & Parish Council Update emailed to Councillors	Clerk
21/10/2025	WC Democratic & Member services - Gypsy and travellers DPD forwarded to councillors	Clerk
21/10/2025	WC Town and Parish precepts facesheets - emailed to councillors	Clerk
27/10/2025	WC Town and Parish update to Councillors	Clerk
01/11/2025	WC Agenda for Area Board meeting - emailed to councillors	Clerk

Maintenance record

06/10/2025	Cemetery car park weeded and broken wire on the front gate fixed	Cllr J Atkey
06/10/2025	Grass cut throughout	Clerk
09/10/2025	MyWilts 00377887 - request for street sweeper concentrating on Mere Ave - Green's Close	Cllr D Lawley
14/10/2025	Broken rail along village green removed	Cllr R Anderson
20/10/2025	Grass cut throughout	Clerk
20/10/2025	Broken man hole cover - directed to MyWilts and council officer assigned	Cllr D Lawley
27/10/2025	Steward visit - Cleared drains, filled pot holes by village green, cleared gutters and checked culvert grills	Clerk
22/11/2025	Clerk & Chair went through filing cabinet - Sent to Archive centre	Clerk/Cllr D Lawley
04/11/2025	Additional ticket raised regarding dilapidated railings by ford/hill hayes lane(00397463)	Cllr D Lawley

Comms record

06/10/2025	News item ref WC budget feedback sessions on PC website - Posted to HH	Cllr D Lawley
07/10/2025	Road closure notification for Mere Avenue - Posted on PC facebook and shared to HH	Clerk
19/10/2025	Update on Lime Down Solar and meeting date - Posted to PC facebook and shared to HH	Cllr D Lawley
26/11/2025	Lime Down Solar update to PC facebook & shared to HH	Cllr D Lawley
03/11/2025	Vistry Alarm - Update posted on PC facebook & shared to HH	Cllr D Lawley

Parishioners Comms

07/10/2025	Public query regarding burial grounds - records checked and referred to the archive centre	Clerk
09/10/2025	Letters to residents issues regarding hedge cutting following parishioners requests	Clerk
09/10/2025	Email with very positive observations from parishioner following the Oct meeting and chair response	Cllr D Lawley
21/10/2025	Request from Kington St Michael to advertise job/volunteer opportunities - posted to Notice boards	Clerk
27/10/2025	Complaint regarding drains by Belfry Drive - Added to MyWilts	Cllr D Lawley
28/10/2025	Complaint about manure on parsons walk	Cllr D Lawley
29/10/2025	Concerns regarding Defibrillator instructions	Cllr D Lawley
01/11/2025	Report from parishioner regarding farm waste in gauzebrook/adjacent to brookside houses	Cllr D Lawley
03/11/2025	Complaint regarding Vistry alarm - Raised issue with Vistry and update as above on comms	Clerk

Item 6a

Receipts	Ref	Amount
Total		£0.00

Payments		Amount
Clerks Salary (October)	P80	£397.81
HMRC (October)	P79	£111.43
WALC Training Course - Chair		£48.00
Clerks Printer	P81	£246.00
October Grass Cutting		£770.00
Clerks Salary (November)		£397.81
HMRC (November)		£111.43
Bank charges		£5.00
Wiltshire Council Contested Election		£3,041.21
Total		£5,128.69

Invoices will be available at the meeting for members' perusal.

Transfers within the Council's banking arrangements

[illegible]

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

Item 6c

																FORECAST	FORECAST
ANNUAL BUDGET			ACTUAL								FORECAST					ANNUAL	ANNUAL
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	OUTTURN	VARIANCE	
			(Total													(Outturn vs	
			Apr-Mar)														Budget)
£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	£	
1. Balance of Reserves brought forward			47,973	47,973	59,647	55,497	53,528	51,094	102,923	114,413	112,367	109,392	107,678	106,708	99,214		
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	0	1,507	0	0	0	1,250	2,757	2,257
Cemetery			1,500	135	0	0	270	0	0	0	125	125	125	125	125	1,030	(470)
Interest			150	1,343	0	20	3	0	149	0	13	13	13	13	13	1,577	1,427
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	0	1,645	138	138	138	1,388	92,143	3,214
4. Staff Costs			12,000	1,096	1,096	1,173	1,122	1,976	0	509	509	509	509	509	509	9,517	2,483
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	0	416	208	0	0	0	884	116
Travelling			250	28	124	(36)	25	16	0	0	36	36	0	0	0	229	21
Training			1,000	0	450	0	36	0	0	0	48	0	0	520	0	1,054	(54)
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	246	10	10	10	10	10	795	(295)
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	3,041	0	0	0	0	3,041	(1,041)
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	0	0	0	0	0	0	0	50
			450														
Grounds & Open Spaces																	
Grass cutting			7,000	385	770	770	1,155	770	395	770	385	0	0	0	385	5,785	1,215
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	0	1,000	0	0	0	1,198	(198)
Plants & Christmas Tree			300	0	0	0	0	0	0	0	40	0	0	0	200	240	60
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	0	17	0	500	0	0	1,017	(717)
			300														
			18,020														
Total Payments excluding utilisation of Reserves			30,020	2,304	4,150	1,989	2,707	3,206	1,159	2,046	4,620	1,851	1,107	1,631	1,492	28,262	1,758
Utilisation of reserves																	
Benches			0	0	0	0	830	0	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	5,000	0	0	5,000	(5,000)
Cemetery & Churchyard maintenance			0	0	0	0	4,790	0	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	1,124	0	0	0	0	0	1,000	0	0	2,124	(2,124)
Total Payments:			30,020	2,304	4,150	1,989	2,707	9,950	1,159	2,046	4,620	1,851	1,107	7,631	1,492	41,006	(10,986)
Net Receipts/(Payments)			58,909	11,674	(4,150)	(1,969)	(2,434)	51,829	11,490	(2,046)	(2,975)	(1,714)	(970)	(7,494)	(105)	51,137	(7,772)
7. Total balances carried forward			106,881	59,647	55,497	53,528	51,094	102,923	114,413	112,367	109,392	107,678	106,708	99,214	99,109	99,109	(7,772)

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	3,000	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	85,159	82,159	82,159						
General Reserve carried forward	18,973	30,647	26,497	24,528	22,094	17,765	29,254	27,208	24,233	22,519	21,549	17,055	16,951							
7. Total balances carried forward	47,973	59,647	55,497	53,528	51,094	102,923	114,413	112,367	109,392	107,678	106,708	99,214	99,109							

Bank Reconciliation (Summary)

Caf Cash	44,552	40,403	38,433	35,996	7,825	6,679	4,633													
Caf Gold - Savings account	698	698	698	702	80,702	43,338	43,338													
Cambridge & Counties Bank - 100 day account	14,396	14,396	14,396	14,396	14,396	64,396	64,396													
8. Total value of cash and short term investments	59,647	55,497	53,528	51,094	102,923	114,413	112,367	0	0	0	0	0	0							
Check total (Total Reserves - Total Cash & Investments)		0	0	0	0	0	0													

Information Technology (IT) and Data Usage Policy

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1. Introduction and Scope

1.1 Purpose To define the acceptable and secure use of Hullavington Parish Council's Information Technology (IT) resources by all Councillors, employees (e.g., the Clerk/RFO), and contracted third parties.

1.2 Scope This policy applies to:

- **All Users:** Councillors, the Clerk/RFO, and any volunteers or contractors using Council resources.
- **All IT Resources:** Council-provided computers, laptops, tablets, smart devices, networks, email accounts, cloud storage (e.g., SharePoint, OneDrive, Council-approved cloud services), and the Parish Council Website.
- **Council Data:** Any information relating to Council business, regardless of where it is stored (paper or electronic).

2. General Principles & Security

All users must act responsibly and professionally to protect the Council's IT assets and data.

Principle	Detail
Official Use	Council IT resources are primarily for official Parish Council business. Limited, reasonable personal use is permitted, provided it

Principle	Detail
	does not interfere with duties, incur a cost to the Council, or violate any other part of this policy.
Passwords	Passwords must be strong (a mix of letters, numbers, and symbols) and changed regularly. Passwords must never be shared or written down where others can find them.
Anti-Virus/Security	All Council-provided devices must have up-to-date anti-virus/security software running at all times. Users must not disable or circumvent these measures.
Unauthorised Access	Users must not attempt to access any data, files, systems, or websites they are not authorised to use.
Reporting Incidents	Any suspected security breach, virus, phishing attempt, or loss/theft of a Council device must be reported immediately to the Clerk and Chair.

3. Data Management and Protection (GDPR Focus)

The Council is a **Data Controller** for the personal data it holds. All users must comply with the Data Protection Act 2018/GDPR.

Area	Requirement
Data Storage	All Council data, especially confidential and personal data, must be stored on Council-approved systems (e.g., a secure, backed-up cloud drive or server). Data must never be saved only to a local device (e.g., a desktop or personal laptop hard drive).
Personal Data	Personal data (e.g., names, addresses, emails) must be handled only for the purpose for which it was collected (as outlined in the Council's Data Protection Policy).
Data Security	Files containing confidential or sensitive personal data must be password protected or encrypted before being sent externally via email.
Retention	Data must be retained or destroyed according to the Council's Document Retention and Disposal Policy .

4. Email and Internet Use

4.1 Email Communication

- **Official Accounts:** Councillors and the Clerk/RFO will be issued a Council email address (e.g., clerk@hullavingtonpc.gov.uk). This account **must be used for all Council business**.
- **Professionalism:** All emails must be professional in tone and language, as they are a formal written record of the Council's business.
- **Confidentiality:** Confidential or sensitive information should not be sent via unencrypted email. Do not forward Council email to a personal, non-Council email account.
- **Retention:** Emails related to Council business are formal records and may be subject to the Freedom of Information Act (FOIA) or Data Subject Access Requests.

4.2 Internet Use (Acceptable/Unacceptable)

Acceptable Use (for Council Business)

Researching local government guidance.

Communicating with residents, suppliers, and external bodies.

Updating the Council website/social media.

Using Council resources to pay invoices or conduct online banking.

Unacceptable Use (Strictly Prohibited)

Accessing, creating, or downloading obscene, offensive, or discriminatory material.

Creating or sending defamatory or libellous statements.

Downloading pirated or copyrighted material (e.g., software, music, films).

Gambling, personal trading, or engaging in extensive personal shopping.

5. Mobile Devices and Remote Working

- **Council-Owned Devices:** Devices (laptops, phones) must be locked with a passcode/biometric authentication. They must be kept secure and never left unattended in public places or visible in vehicles.
- **Personal Devices (BYOD - Bring Your Own Device):** If a user accesses Council email or documents on a personal device, that device **must be password**

protected and the user must agree that the Council has the right to access and delete Council data on that device if necessary (e.g., if the device is lost or the user leaves office).

6. Consequences of Breach

Any breach of this IT policy may be treated as misconduct and could lead to:

- Immediate suspension of access to Council IT resources.
- Disciplinary action (for employees) or referral to the Standards Committee (for Councillors).
- Legal action against the individual or the Council if the breach results in a data loss or violation of law (e.g., Data Protection Act, Computer Misuse Act 1990).

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

Parish records retention policy

1. Introduction and Scope

1.1 Purpose The purpose of this policy is to ensure that Hullavington Parish Council retains records for only as long as they are required for administrative, legal, regulatory, fiscal, or historical purposes, and that all records are disposed of securely and consistently.

1.2 Scope This policy applies to **all records** created, received, or maintained by the Parish Council, regardless of format (paper, electronic files, emails, backups, or social media content).

1.3 Key Principles (Data Protection Act 2018/GDPR) The Council must ensure that personal data is:

- **Retained for no longer than is necessary** for the purposes for which it is processed.
- **Securely destroyed** once the retention period has been reached and the administrative need has ceased.

2. Retention Schedule

The following schedule sets out the **minimum retention period** for key Council records. The retention period is the time the document **must be kept**. Once this period expires, the document should be reviewed for disposal.

Document / Record Series	Minimum Retention Period	Reason / Authority	Final Action
I. GOVERNANCE & ARCHIVE			
Signed Minutes of Council/Committee Meetings	Indefinite (Permanent)	Statutory Requirement / Archive	Transfer to Local Archive
Agendas and Supporting Reports	5 years	Management / Public Access	Destroy/Delete

Document / Record Series	Minimum Retention Period	Reason / Authority	Final Action
Title Deeds / Leases / Agreements of Council Land/Property	Indefinite (Permanent)	Legal / Audit / Asset Management	Transfer to Local Archive
Byelaws and Orders	Indefinite (Permanent)	Legal Record	Transfer to Local Archive
Annual Reports / Strategic Plans	Indefinite (Permanent)	Historical Value / Archive	Transfer to Local Archive
II. FINANCE & AUDIT			
Annual Governance and Accountability Return (AGAR)	Indefinite (Permanent)	Legal Record / Public Inspection	Transfer to Local Archive
Accounting Records (Invoices, Receipts, Paid Cheques)	6 years + current year	VAT / Audit / Limitation Act 1980	Secure Shredding/Deletion
Bank Statements and Reconciliation Statements	6 years + current year	Audit / Management	Secure Shredding/Deletion
Asset Register	Indefinite (Permanent)	Audit / Asset Management	Retain (Update only)
Scales of Fees and Charges	6 years	Management / Audit	Destroy/Delete
Quotation and Tenders (Successful)	6 years from contract completion	Limitation Act 1980 (Contract)	Secure Shredding/Deletion
III. EMPLOYMENT & HR			
Employee Personnel Files (Clerk/RFO)	6 years after ceasing employment	Management / HMRC / Statutory	Secure Shredding/Deletion

Document / Record Series	Minimum Retention Period	Reason / Authority	Final Action
Employee Payroll Records (Tax/NI)	12 years	HMRC / Superannuation	Secure Shredding/Deletion
Unsuccessful Job Application Forms	6 months	Legal (Equalities Act)	Secure Shredding/Deletion
Employer's Liability Insurance Certificates	40 years from policy date	The Employer's Liability (Compulsory Insurance) Regulations 1998	Secure Shredding/Deletion
IV. HEALTH & SAFETY / LEGAL			
Accident/Incident Books and Reports	20 years	Potential claims / Limitation Act 1980	Secure Shredding/Deletion
Playground/Street Furniture Inspection Reports	21 years	Potential claims (Minors)	Secure Shredding/Deletion
General Risk Assessments	Until superseded + 3 years	Management / Potential claims	Destroy/Delete
V. COUNCIL MEMBERS			
Councillor Declarations of Acceptance of Office	Term of Office + 1 year	Management	Destroy/Delete
Register of Members' Interests	Term of Office + 6 years	Management / Public Inspection	Destroy/Delete
Councillor Contact Details	Duration of Membership	Management	Secure Deletion on departure
VI. ALLOTMENTS			

Document / Record Series	Minimum Retention Period	Reason / Authority	Final Action
Allotment Tenancy Agreements	6 years after end of tenancy	Limitation Act 1980 (Contract)	Secure Shredding/Deletion
Allotment Register and Plans	Indefinite (Permanent)	Management / Asset Record	Retain (Update only)

VII. GENERAL CORRESPONDENCE

Routine Emails/Correspondence (non-business critical)	Review after 1 year	Data Protection Principle (Necessity)	Secure Deletion
Correspondence relating to a specific policy/asset	Follow the retention period for that Policy/Asset.	Management	Secure Shredding/Deletion

3. Disposal Procedure

3.1 Trigger for Disposal The Clerk is responsible for monitoring the retention schedule. Records should be destroyed when their minimum retention period has expired, and there is no outstanding administrative, legal, or audit requirement to keep them (e.g., no pending FOI request or litigation).

3.2 Secure Destruction

- **Confidential Paper Records** (containing personal or sensitive information, e.g., payroll, unsuccessful applications) **must be shredded** using a cross-cut shredder and disposed of as confidential waste.
- **Electronic Records** (files, emails, cloud data) **must be permanently deleted** from all storage locations, including backups and cloud trash folders, to ensure they are non-recoverable.

3.3 Disposal Log The Clerk must maintain a **Disposal Log** (Record of Destruction) for all records containing personal or confidential data that are destroyed. This log should record:

- The category of record (e.g., Unsuccessful Job Applications, Bank Statements).

- The date range of the records destroyed.
- The date of destruction.
- The method of destruction (e.g., cross-shredded, permanently deleted).

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

Mobile Connectivity - November Report

We've had a very positive meeting with Vodafone, which is summarised in the article due to go out to the community. The text in red is the direct quote from VodafoneThree.

Additionally, this situation was raised as a part of a question posed by Roz Savage in parliament and her team has also put a question to the relevant government department.

It's still very early days, but progress is being made. Mobile Network Operators have now requested a meeting with Roz Savage, and we hope to have village representation at that meeting once it's organised.

The main outcome from the Vodafone meeting is that we can expect improvements to be made, although they were not yet able to give a date for when those changes will take effect.

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Mobile Coverage Update: Positive Discussions with VodafoneThree

Hullavington Parish Council is pleased to report on the latest developments in our campaign to improve mobile phone coverage across the parish.

Following our data collection efforts that confirmed existing coverage is poor, we have been actively engaging with major network operators to push for infrastructure improvements in our area.

A representative from **VodafoneThree** provided the Parish Council with a very encouraging update on their future plans for Hullavington.

The representative stated:

"It was great to catch up with Hullavington Parish Council to discuss VodafoneThree's exciting investment plans for the area. VodafoneThree's **£11 billion investment across the UK** will deliver **tangible connectivity benefits** to residents across Hullavington, with **5G coverage significantly improving**, and we will be sure to keep the Parish Council up to date with developments in the coming months."

This statement is highly positive and indicates that the parish should be seeing **tangible improvements** as a result of their major national investment programme.

Questions both written and asked on the House floor have been asked on our behalf by our MP Roz Savage, resulting in further talks to be held in the coming weeks

Next Steps

The Council views this as a promising development and will continue to work with VodafoneThree and other operators to ensure these investment plans translate into **real, reliable signal improvements** for all residents.

We will keep the community informed as soon as we receive further detailed timelines or specifics regarding local work.

For more information, please contact **Sarah Price-Tompkins**

Item 8b

Please accept this as a progress update for Parish Council meeting on 12th November 2025 from the Hullavington Neighbourhood Development Plan Steering Group:

1. Steering Group Members:

- a. Following the 2nd community meeting on 3rd October 2025, we now have a comprehensive group of volunteers, with a variety of skillsets, forming the Steering Group, these include:

- i. Cllr Simon Durrant (Chair)
- ii. Cllr Sarah Price Tompkins (Vice Chair)
- iii. Jan Lloyd (Secretary)
- iv. Pete White
- v. Tracey Tillotson
- vi. Andy Battersby
- vii. Jon Druitt
- viii. PJ Wallace
- ix. Linda Anderson
- x. Gemma Gould
- xi. Mark Cantwell
- xii. Andy Ford
- xiii. Clive Chambers
- xiv. Debbie Roberts

2. Steering Group Meetings:

- a. Meeting No. 2 was held on 1st October 2025 and the draft minutes are attached. As previously advised, due to time constraints, it was not possible for this meeting to be held in the public domain, however moving forward, the monthly meetings will be open.
- b. Meeting No. 3 will be held on 24th November 2025 at 7.30pm, in Hullavington Church and details of the meeting will be made public, enabling any interested persons to attend.

3. Current activities:

- a. The minutes of the meeting dated 1st October 2025, set out a number of activities that are work in progress and have therefore not been repeated within this update.
- b. A number of workstreams within the Steering Group have been established and given a clear direction. Updates will be made available at the meeting on 24th November 2025.
- c. The HNBP Website pages are being updated.

4. Parish Council approvals:

- a. There are no current approvals required, however it is intended to submit Budgetary requirements to November PC meeting.

Hullavington Neighbourhood Planning Steering Group

Minutes of the Meeting held on Wednesday 1st October 2025 at 19.30
at the Coach House, Hullavington.

Attendees:		Apologies
<ul style="list-style-type: none"> • Cllr Simon Durrant (SD) • Cllr Sarah Price-Tompkins (SPT) • Jan Lloyd (JL) • PJ Wallace (PJW) • Mandy House (MH) • Andy Battesby (AB) • Mark Cantwell (MC) 		<ul style="list-style-type: none"> • Linda Anderson (LA) • Jon Druitt (JD) • Tracey Tillotson (TT) • Gemma Gould (GG) • Pete White (PW)

1. Welcome and apologies:

- SD welcomed all to the meeting, noting apologies as above.
- It was **noted** that due to time constraints, it had not been possible to convene this meeting at a place where the public were able to join, however it was **agreed** that future Steering Group meetings would be, with the pre-requisite minimum 3-days being given to display details of such meetings on Parish Council and HNBP websites. **Action: JL**
- It was **agreed** that future meetings would include the requirement for any Declarations of Interest to be received. A register requesting such interests will be circulated for all to complete, and the Steering Group Terms of Reference (TOR) will be signed by all Members. **Action: JL**

2. Minutes of the Meeting held on 2nd September 2025:

- The minutes were **approved** and all actions closed, except for the requirement to produce an outline budget plan for presentation to Parish Council (PC). **CF Action to next meeting.**

3. Steering Group Matters:

- The primary gap on the Steering Group, is project planning. It was **agreed** that a '*backward facing timeline*' would be prepared, with the mid-February 2026 Community Meeting being the backstop. When produced, request a volunteer to put into a Project Plan. **Action: PJW & MC**
- It was **noted** that PC had approved the Steering group TOR, which, after signing, will be placed on the PC and HNBP websites. **Action: JL**
- It was agreed that the role of Young Ambassador's needs to be defined, and that it should aim to encompass all represented groups of youngsters within the community. **Action: JL / PJ to discuss with Tessa Clarke.**
- It was **agreed** that any queries relative to PC matters, should be directed to SD and SPT. **Action: all to note.**

4. Update on landowner discussions and offers:

- There was little information to add to that which was disclosed at the community meeting on 30th August 2025; however, it was **noted** that Cotswold Homes continue to develop their plans and are likely to submit a planning application soon.
- As a village, the expectation is to have 9 to 10 acres of land for Public Open Space, however currently, we have 0.29 acres, rising to 1.45 acres with the new development.
- A previous comment by a parishioner re the status of Dyson airfield and airport safety zones, was **noted** from the 1st community meeting. However, indications suggest that it is not classed as an 'active airport' and is a free fly zone, with limited numbers of planes permitted to land during a year.

Item 8b

- The group **noted** the importance of plans giving consideration to vulnerable persons and recognising the potential impact on people. This will be raised with landowners and developers. **Action: SD.**

5. 2016 – 2026 HNBP:

- The current plan is available for viewing on the PC website.
- It was noted that for the preparation of the existing plan, an £18k Government Grant had been provided, however that is not available now. It was **noted** that whilst funds could be requested from PC, there is a need to use any such funds wisely, relying wherever possible on volunteers to undertake activities e.g., Housing Needs Survey.
- SD has reviewed and updated the Vision and Objectives, and a draft will be circulated for review / comment by the Steering Group, however it was noted that the community needs to say what they want. **Action: JL**
- A Traffic Calming Survey is currently being run through PC, and when complete, the results will factor into the HNBP. **Action: SD / SPT**

6. Steering Group Focus:

A first draft of roles and responsibilities had been circulated ahead of the meeting. Following discussion, it was agreed that the immediate priorities were Land Assessment, Engagement / Outreach; and Communications. An updated version of activities and owners will be circulated. **Action: JL**

It was **agreed** that the following sub-groups would immediately be formed and would be **accountable** to move forward with their workstream activities, reporting back to the Steering Group monthly, seeking approval as appropriate. Each sub-group should understand the impact of what they are doing on other groups.

COMMUNICATIONS: led by PJW / MC with support from LA, MH (for Outreach), Sarah Laskey for Website and Young Ambassadors.

This sub-group will develop the brand; identify stakeholders for engagement with; recommend effective ways of targeting the community, with special consideration for hard-to reach-groups, including the elderly; the youngsters; the Military at Buckley Barracks; etc. It was **suggested** that a 'buddy' or 'champion' system could be put in place.

The group will work closely with SPT and TTn terms of preparations for the Community Meeting in February 2026 (date TBC).

Action: Communications sub-group to meet in October and prepare an outline plan for presentation to Steering Group at November meeting.

COMMUNITY MEETING: led by TT and SPT, working closely with Communications sub-group.

This sub-group will identify an approach for the consultation meeting in February, with an emphasis on ensuring readiness for the meeting; an approach that ensures all relevant information is gathered; ideas for policy areas; expectations of landowners and developers; etc.

Action: Community sub-group to provide an overview of approach at the November meeting.

LAND ASSESSMENT: led by AB and Andy Ford.

This sub-group will develop criteria from the existing information held, update and present to Steering Group. In addition, the group will consider all parcels of land that are under consideration.

Action: AB to arrange a meeting of the Land Assessment sub-group and STP in October and provide an update at November meeting.

Item 8b

HOUSING NEEDS SURVEY: led by LA with input from Communications sub-group.

It was **noted** that the current HNBP, had significant information regarding Housing Needs, but a need to review and refresh. Refer to Wiltshire Survey and tailor in due course for Hullavington, with the Survey being needed for the Community Consultation meeting in February (in-person and on-line).

Action: LA to discuss requirements with SPT and review existing information and based on that produce an outline plan of approach. Summary update to be given at November meeting.

LANDOWNER & DEVELOPER LIAISON: SD and SPT to continue to build the relationship with all landowners and any developers. **Action: SD and SPT** to provide update at November meeting.

ECONOMIC DEVELOPMENT POLICY: led by GG and Clive Chamberlain (CC).

Neither GG nor CC were at the meeting, therefore a meeting will be held with SPT to discuss requirements including producing ideas based on evidence from the business community e.g., shop, post office, church, owner of the Stables, home-workers, etc. **Action: GG, CC and SPT** to meet and then present an update to November meeting.

7. Communications:

- JL advised that the website was under development, with minimal information currently available at www.hullavington.org
- The importance of how future Policies are written (in accordance with Wiltshire requirements) was noted. **Action: Comms sub-group** to investigate and advise in due course.

8. Future Meetings:

- Following discussion, it was **agreed** that sub-group meetings would be arranged by owners, with the intent of reporting back to the Steering Group.
- Formal Steering Group meetings (within the public domain) will typically be held on a Monday between 5 and 6.30pm with venue TBC. On occasions these may be on-line or hybrid, with in-person or on-line available.

9. Date of Next Meetings:

Dates were not discussed; however, the following have been identified:

- Monday 24th November @ 5pm
- December – no meeting
- Monday 12th January 2026 @ 5pm
- Monday 16th February 2026 @ 5pm

Action All: to advise JL if dates are suitable and then arrangements put in place for location, publicity, etc.

**Hullavington Community Benefits Society - update for Parish Council meeting
12th November 2025**

Good evening Dannielle (Cllr Debbie Lawley, John Smith, Treasurer and Mandy House, Vice Chair in copy for information)

There is little to report from the Hullavington Community Benefits Society, however I would ask that the following be noted:

1. The Benefits Society is happy to support the submission for a **Community Area Grant** for the Hullavington Village Improvement Project. As Chair of the Society, I look forward to attending the Area Board meeting on 10th November and providing an overview of the benefits to our community.
2. Today (4th November) I had an exchange with the owner of The Stables / Hullavington Arms who has indicated that the Planning Application queries have been resolved and he anticipates things moving forward. The owner is satisfied that I give a brief update to the community via Hullavington News, advising of this and as and when further information is available re works commencing we will provide an update.