

# 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 10<sup>th</sup> December 2025 at 7:30 pm in the Hullavington Village Hall.**

Yours sincerely,

*Dannielle Hemmings*

Dannielle Hemmings  
Parish Clerk, 4<sup>th</sup> December 2025

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**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**
- 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 12<sup>th</sup> November 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.
  - 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  
Planning permission has been granted. Work is expected to start over the winter

- 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.
- d. PL/2025/09092 – Barn adjacent to Mays Farm, 25 The Street, Hullavington - Change of Use of Agricultural Building to a Dwellinghouse (Class C3) and Associated Works including a Single Storey Rear Extension
  - i. Under consultation – deadline 22/12/2025 decision date 19/01/2026

## **6. Finance and Administration**

- a. To approve the schedule of receipts and invoices for payment
- b. To review and note the budget monitoring report for November.
  - i. To receive update on which trees the parish council is responsible for and pruning requirements regarding the £1000 remaining in the budget (Cllr R Anders/Cllr A Slater)
- c. To receive the update on the Church wall quotations (Cllr R Anderson)
- d. To receive update on investigation into a potential new defibrillator at The Parklands (Cllr R Anderson)
- e. To receive update on the speed indicator device and insurance claim (Clerk)
- f. To consider and approve the budget and precept for 2026/27 (Cllr J Atkey)
- g. To review the updated risk register (Cllrs D Lawley, R Anderson and J Atkey)

## **7. Parish Assets and Amenities**

- a. To receive update on village green improvements (Cllr D Lawley)
- b. To receive update on the village hall defibrillator

## **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 new website supplier and set up (Cllr D Lawley)
- e. To discuss response to the planning inspectorate regarding Lime Down Solar for submission prior to deadline

## **9. Highways and footpaths**

- a. To receive update on LHFIG (Cllr J Atkey)
- b. Review of flooding risks and recent experience (Cllr J Atkey)

## **10. Unitary Councillor Update (Cllr J Atkey)**

## **11. Date of Next Meeting**

Ordinary Meeting of the Parish Meeting Wednesday 14<sup>th</sup> January 2026 at 7.30pm to be held in Hullavington Village Hall.

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## Hullavington Parish Council

### Minutes of the Ordinary Meeting held on Wednesday 12<sup>th</sup> November 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:

3 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)

*No questions from the public were raised*

#### AGENDA – Ordinary Meeting

##### **72/25 Apologies for absence. To receive and approve apologies for absence**

a. *Clerk Dannielle Hemmings*

##### **73/25 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 and reviewed 2023.** To receive any declarations of interest from councillors on items on the agenda.

*None*

##### **74/25 Minutes of the Ordinary Meeting** – To receive and agree as a true record the Minutes of the Ordinary Meeting held on Wednesday 8<sup>th</sup> October 2025.

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

##### **75/25 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.

b. To note this month's maintenance activities

i *Railings on Hill Hayes need addressing as in poor condition*

ii *Agreed that the drain on Norton Road would be cleared but clarification needed re which drain it is. **ACTION: Cllr A Slater***

iii *SG advised that a significant pothole had appeared opposite the Vistry site. Agreed that Vistry should be contacted first, and if then required, contact Highways. **ACTION: Clerk***

iv *JA noted disappointment re the Bradstone wall (not dry-stone walling) around the Vistry site, but it is unclear what was in the planning conditions. Enquires to be made. **ACTION – Cllr D Lawley***

c. To note communication from the council to the community

d. To note communication from parishioners

##### **76/25 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. *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.

#### 77/25 Finance and Administration

- a. To approve the schedule of receipts and invoices for payment
  - i. **ACTION: Clerk to liaise with Cllr M Cundick on notification of payments**
- b. To approve purchase of the village Christmas tree
  - ii. *Purchase of Christmas tree approved. Cllr J Atkey to make payment via parish council card in order to reclaim VAT. ACTION: Cllr J Atkey to make payment via telephone and liaise with Cllr S Greenman. ACTION: Cllr S Greeman to liaise with Dudley Hewit when tree is to be put up (early December)*
- c. To review and note the budget monitoring report for October
  - iii. *Noted that £1000 remained in the budget for pruning, however unlikely any pruning needed. ACTION: Cllr A Slater and Cllr R Anderson - Clarity required regarding which trees PC is responsible for and then assess any requirements.*
- d. To consider the request to allocate a budget for the Neighbourhood Development Plan
  - iv. *It was agreed that NPD Budget requests, in accordance with the rules, will be signed off by Cllr D Lawley and Clerk Dannielle Hemmings, except where quotes are needed for higher levels of expenditure.*
  - v. *Cllr D Lawley proposed the budget request be accepted, seconded by Cllr J Atkey and unanimously agreed*
- e. To receive the update on the Church wall quotations (Cllr R Anderson)
  - vi. *Cllr R Anderson confirmed 2 quotes received with significant differences so further quotes will be obtained. ACTION: Cllr R Anderson to obtain further quotes and inform the church regarding materials used*
- f. To consider Councillors' budget proposals (Cllr J Atkey)
  - vii. *Budget proposals received and unanimously agreed that a preliminary meeting of PC should be held as a working party to discuss the budget. Following that, the proposed budget will be made accessible to the public in line with transparency requirements prior to a final discussion and agreement at the next council meeting. ACTION: Cllr J Atkey to organise*
- g. To approve the proposed IT Policy (Cllr D Lawley)
  - viii. *Proposed by Cllr S Sandra, seconded by Cllr J Atkey and unanimously approved*
- h. To approve the proposed Retention policy (Cllr D Lawley)
  - ix. *Proposed by Cllr Price-Tompkins, seconded by Cllr S Durrant and unanimously approved*
- i. To receive update from the staffing committee on HR policies (Cllr S Samra)
  - x. *HR policies to be circulated for review with discussion and approval at the December meeting. ACTION: Cllr D Lawley to circulate*

**78/25 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)
    - *Noted Area Board approval for funding*
    - **ACTION: Clerk D Hemmings to order new bench and liaise with Cllr R Anderson regarding delivery and removal of dilapidated bench.**
    - *Noted 2<sup>nd</sup> bench in Cemetery is in state of disrepair. Agreed to include this in budget discussions*
    - *Agreed that at budget discussions, consideration of the asset register to be reviewed and updates*
    - *Noted that Chippenham shed has offered planters if required*
- b. To consider the suggestion from Hullavington Community Benefit Society regarding the shop/post office as a possible asset of community value
  - i. *Noted that the Benefit Society have withdrawn this query*
- c. To consider ideas for use of the benefit funds from the HOPS
  - ii. *It was unanimously agreed that the contribution be used for the movement of the village hall defibrillator from inside the hall to outside for more accessibility. Action: HOPS organiser to confirm agreement with Ford Fuels*
- d. To consider the issues raised regarding the village defibrillators
  - iii. *Noted that pads and battery pack for the garage defibrillator will need to be replaced by end of the financial year. Cost approval proposed by Cllr A Slater, seconded by Cllr S Price-Tompkins and unanimously agreed*
  - iv. *Cllr S Samra confirmed posters created for locations and actions required and an advertising campaign planned. ACTION: Cllr S Samra to monitor*
  - v. *Discussion held regarding the potential need for another defibrillator in Parklands, noting the need to power supply/solar. Action: Cllr R Anderson to investigate*

**79/25 Projects & Working Groups**

- a. To receive update from the mobile telephone working group
  - i. *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
  - i. *Report received from Cllr S Durrant and verbal update given. Note the date of next Steering Group meeting (open to the public) is 24th November @ 7.30pm in the church meeting room. ACTION: Cllr S Durrant to continue to report monthly*
- c. To receive update from the community benefits society
  - i. *Update received*
- d. To receive update on the website supplier/quotes obtained and agree a decision (Cllr D Lawley)
  - i. *Quotes received with recommendation to let contract to Aubergine. Proposed by Cllr D Lawley, seconded by Cllr J Atkey and unanimously approved. Action: Cllr D Lawley to commission*

**80/25 Highways and footpaths**

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

- i. Verbal update received. LHFIF confirmed they will visit Hullavington and update Cllrs J Atkey & D Lawley with options for consideration in Council.*

**81/25 Unitary Councillor Update (Cllr J Atkey)**

- a. Verbal update received. Noted that the ANPR camera was approved by the area board and blue badge parking reinstated*
- b. The 'Bobby Van' will be visiting the Hullavington Village Hall to present and discuss on Security matters and ways to safeguard. **ACTION: Cllr D Lawley** to promote this in due course*

**82/25 Date of Next Meeting**

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

Meeting Closed 21.30

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**Clerk's report - December meeting****For Circulation**

10/11/2025	WC Town & Planning update forwarded to councillors	Clerk
11/11/2025	WC News release - Stonehenge - forwarded to councillors	Clerk
11/11/2025	WC Area Board minutes - forwarded to councillors	Clerk
18/11/2025	WC Area Board minutes - forwarded to councillors	Clerk
20/11/2025	WC Town & Planning update forwarded to councillors	Clerk
25/11/2025	WC Agenda for Northern Area Planning Committee forwarded to councillors	Clerk
25/11/2025	Consultation letter for MAYS Farm planning app circulated to councillors	Clerk
25/11/2025	WC Town & Planning update forwarded to councillors	Clerk

**Maintenance record**

07/11/2025	Garage defibrillator checked & status ready	Cllr S Samra
14/11/2025	Pot hole by Vistry site reported to Highways	Cllr D Lawley
17/11/2025	School lights issue - Ticket raised (00408515) Awaiting fixing	Cllr D Lawley
17/11/2025	Railings barrier - Ticket Raised (00408514)	Cllr D Lawley
24/11/2025	Dilapidated bench removed from Village Green	Cllr R Anderson & Cllr A Slater
26/11/2025	Steward visit - gullies cleared & pot holes filled by village green	Clerk
26/11/2025	Steward visit - Drains cleared by village green, Hill Hayes & Belfry Drive	Clerk
01/12/2025	Pothole issue raised by parishioners - raised with highways and repaired (by cemetery corner)	Clerk
03/12/2025	Pothole repaired on Hill Hayes by Farleaze Cottages (00386290)	Clerk

**Comms record**

07/11/2025	Road closure notification - Watts Lane - Posted to HPC facebook and shared to HH	Clerk
14/11/2025	Updating posts regarding flood water	Clerk
17/11/2025	What's on Hullavington - Put on notice boards and shared to HH	Clerk
21/11/2025	Road closure notification - The street posted to HPC facebook and shared to HH	Clerk
24/11/2025	Road closure notification - C1 closed - posted to HPC facebook and shared to HH	Clerk
29/11/2025	Priority services link - posted to HPC facebook and shared to HH	Clerk
30/11/2025	Communication on road closures/opening times following accident by school	Clerk
01/12/2025	Communications on facebook regarding pot hole repairs	Clerk
03/12/2025	What's on December / Christmas fair notices put up on bus stop notice boards	Clerk

**Parishioners Comms**

09/11/2025	Reports in of smell by Gardners Drive	Cllr D Lawley
17/11/2025	DL logged incident with Wessex water ref above - contacted resident to confirm	Cllr D Lawley
25/11/2025	Reports of sunken grave in cemetery - referred to undertakers	Clerk
30/11/2025	Facebook post from parishioners regarding pot hole - Update posted on PC facebook and HH	Clerk

### Receipts and Payments for 10 December 2025

Receipts	Ref	Amount
Chippenham Area Board Grant	R23	£4,365.00
HOPS Community contribution	R24	£425.45
<b>Total</b>		<b>£4,790.45</b>

Payments		Amount
Plastecowood - Bench (Paid on 19/11)	P85	£452.70
Locum payments (Paid on 24/11)	P86	£416.00
Christmas Tree (paid on 24/11)	P87	£50.00
Defibrillator Cabinet UnLocked Yellow (Paid on 24/11)	P88	£562.80
Aubergine website set up fees	P89	£598.80
November grass cutting	P90	£385.00
Vision ICT final invoice	P91	£20.00
Estate fencing deposit invoice	P92	£3,855.24
Salary	P93	£397.81
HMRC		£111.43
<b>Total</b>		<b>£6,849.78</b>

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 November 2025

ANNUAL BUDGET				ACTUAL												FORECAST					FORECAST ANNUAL OUTTURN (1 total Apr-Mar)	FORECAST ANNUAL VARIANCE (Outturn vs Budget)
£	£	£		Apr E	May E	Jun E	Jul E	Aug E	Sep E	Oct E	Nov E	Dec E	Jan E	Feb E	Mar E	101,283	£	£				
1. Balance of Reserves brought forward				47,973	59,647	55,497	53,528	51,094	102,923	114,413	112,367	110,877	107,838	106,848	101,283		25,000	0				
2. Precept				25,000		0	0	0	12,500	0	0	0	0	0	0	0						
Other receipts																						
VAT Refunds				500	0	0	0	0	0	0	0	1,848	0	0	1,825		3,671	3,171				
Cemetery				1,500	135	0	270	0	0	0	0	270	125	125	125		1,050	(450)				
Interest				150	1,343	0	20	3	0	149	0	13	13	13	13		1,565	1,415				
Other receipts				61,779	0	0	0	61,779	0	0	4,365	425	0	0	0		66,569	4,790				
3. Total other receipts				63,929																		
Total Receipts:				88,929	13,978	0	20	273	61,779	12,649	0	4,365	2,554	138	138	1,963	97,855	8,926				
4. Staff Costs				12,000	1,096	1,096	1,173	1,122	1,976	0	509	509	509	509	509	509	9,518	2,482				
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	260	0	416	0	0	0	0	0	676	324				
Travelling				250	28	124	(36)	25	16	0	0	0	0	0	0	0	157	93				
Training				1,000	0	450	0	36	0	0	48	0	0	520	0	0	1,054	(54)				
Stationery				600	146	128	30	65	12	0	0	50	50	50	50	50	562	16				
Office equipment				500	0	0	0	0	499	246	0	10	10	10	10	10	785	(285)				
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	378	0	0	0	0	0	0	378	(118)				
Election costs				2,000	0	0	0	0	0	0	3,041	0	0	0	0	0	3,041	(1,041)				
Chairmans ex				50	0	0	0	0	0	0	0	4	4	4	4	4	17	33				
Members ex				100	0	0	0	0	0	0	0	8	8	8	8	8	33	67				
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	0	21	21	21	21	127	123				
Premises & Facilities																						
Rates (Water)				200	133	0	0	0	0	0	0	0	0	0	0	0	563	67				
Village amenities				50	0	0	0	0	0	0	563	0	0	0	0	0	133	(513)				
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	20	0	0	0	0	20	30				
450																						
Grounds & Open Spaces																						
Grass cutting				7,000	385	770	770	1,155	770	395	770	770	0	0	0	385	6,170	830				
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	422	0	0	0	620	380				
Plants & Christmas Tree				300	0	0	0	0	0	0	0	50	0	0	0	200	250	50				
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	671	20	0	0	1,045	(545)				
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	0	17	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	5,402	1,737	1,128	1,128	1,493	28,448	1,572				
Utilisation of reserves																						
Benches				0	0	0	0	0	830	0	0	377	0	0	0	0	1,207	(1,207)				
Fencing/posts on the Village Green				0	0	0	0	0	0	0	0	3,213	0	3,812	0	7,025	(7,025)					
Cemetery & Churchyard maintenance				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	2,100	2,100	(2,100)					
Recoverable VAT				0	0	0	0	1,124	0	0	75	643	0	762	420	3,024	(3,024)					
Total Payments:				30,020	2,304	4,150	1,989	2,707	9,950	1,159	2,046	5,955	5,993	1,128	5,702	4,013	46,994	(16,974)				
Net Receipts/(Payments)				58,909	11,674	(4,150)	(1,969)	(2,434)	51,829	11,490	(2,046)	(1,490)	(3,039)	(990)	(5,565)	(2,050)	51,260	(7,648)				
7. Total balances carried forward				106,881	59,647	55,497	53,528	51,094	102,923	114,413	112,367	110,877	107,838	106,848	101,283	99,233	99,233	(7,648)				
Analysis of reserves																						
Earmarked Reserves c/																						
Benches				3,000	1,000	1,000	1,000	170	170	170	0	0	0	0	0	0						
Fencing/posts on the Village Green				3,000	3,000	3,000	3,000	3,000	3,000	3,000	7,365	4,152	4,152	0	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						
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						
CIL Funds				0	0	0	0	61,779	61,779	61,779	61,779	61,779	61,779	61,779	61,779	61,779	58,679					
Total Earmarked Reserves c/				29,000	29,000	29,000	29,000	85,159	85,159	85,159	85,159	86,141	86,141	86,141	86,141	79,859						
General Reserve carried forward				18,973	30,647	26,497	24,528	22,094	17,765	29,254	27,208	21,523	21,697	20,707	19,294	19,344						
7. Total balances carried forward				47,973	59,647	55,497	53,528	51,094	102,923	114,413	112,367	110,877	107,838	106,848	101,283	99,233						
Bank Reconciliation (Summary)																						
Caf Cash				44,552	40,403	38,433	35,996	7,825	6,679	4,633	8,143											
Caf Gold - Savings account				698	698	698	702	80,702	43,338	43,338	38,338											
Cambridge & Counties Bank - 100 day account				14,396	14,396	14,396	14,396	14,396	64,396	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	110,877	0	0	0	0	0						
Check total (Total Reserves - Total Cash & Investments)					0	0	0	0	0	0	0											
Printed 04 December 2025																						

## Hullavington Parish Council - Budget planning for 2026/27

	2025/26 Forecast Actual	2026/27 Proposed Budget
Inflation rate assumption: 3.60%		
<b>1. Balance of Reserves brought forward</b>	<b>£47,973</b>	<b>£99,233</b>
<b>2. Precept</b>	<b>25,000</b>	<b>31,337</b> = Total Receipts minus Other Receipts (Total - Line 3)
<b>3. Other Receipts</b>		
VAT Refunds	3,671	6,550 Calculated pro rata estimate
Cemetery	1,050	1,050 Assume same as previous year
Interest	1,565	4,911 Assume 3.5% earned on average earmarked reserves
Other receipts - HCBS Area Board grant & HOPS	4,790	0 Exceptional items in 2025/26 - Not normally applicable
Other receipts - CIL	61,779	144,150 Remaining 70% of CIL money due
<b>Total Receipts (AGAR Lines 2 + 3):</b>	<b>97,855</b>	<b>187,999</b> = Net receipts + Total Payments
<b>4. Staff Costs</b>	<b>9,518</b>	<b>8,000</b> Allows for increments, pension and annual pay award
<b>5. Loan interest/capital repayments</b>	<b>0</b>	<b>0</b> No loans expected
<b>6. All Other Payments</b>		
Administration	5,239	5,428 Increase for inflation
Premises & Facilities	308	319 Increase for inflation
Grounds & Open Spaces	7,040	7,293 Increase for inflation
Public Engagement	1,045	1,082 Increase for inflation
Grants & Community Support (Donations)	1,017	2,000 Increase for inflation and add a bit
<b>Non-standard costs:</b>		
Admin - Election costs	3,041	0 Assume no election in 2026/27 but provide for in earmarked reserves
P&F - Replacement benches	0	380 To replace one bench (cemetery )
P&F - wood for solid bench in the bus stop	0	150 Chippenham Shed
P&F - Bus shelter refurb (additional to previous £100)	0	400 Materials - Sandra; Richie
P&F - Notice boards	0	4,000 Shop & cemetery notice boards both need replacing
P&F - Defib maintenance	563	980 New battery & pads - plus village hall unit maintenance
P&F - Defib for Parklands	0	2,500 Sandra's estimate including planning, purchase & installation
G&OS - Village Green Maintenance & development	0	2,000 Village Green - Planning & design to incl war memorial, seating, play area, trim trail, etc
G&OS - Cemetery & churchyard maintenance	0	2,500 Average churchyard maintenance cost from Quinquennial Review
G&OS - Flood mitigation	0	500 50% match funding for a Gauze Brook catchment flood mitigation study
<b>Utilisation of reserves (Planned use of reserves):</b>		
Benches	1,207	0
Fencing/posts on the Village Green	7,025	0
Cemetery & Churchyard maintenance	4,790	0
Neighbourhood Development Plan	2,100	15,800 From CIL - Simon's estimates - agreed at PC meeting Nov 2025
Highways infrastructure improvements	0	10,000 From CIL - Match funding for possible successful LHFIFG bid for road safety improvements
Recoverable VAT	3,024	3,160 = 20% of utilised reserves
<b>Total Payments including utilisation of reserves</b>	<b>46,594</b>	<b>66,493</b> = Sum of all payments (Lines 4, 5, & 6)
<b>Net Receipts</b>	<b>51,260</b>	<b>121,506</b> = Difference between total balances c/f
<b>7. Total balances carried forward</b>	<b>99,233</b>	<b>220,739</b> = Total balances carried forward figure from below

## Reserves

## Earmarked Reserves - Year end forecasts

Elections	0	2,000 Contribution towards a reserve for future election costs
Benches	0	500 £330 addition towards bench replacement fund
Village Green Maintenance & development	0	0 No contingency needed at this time
Cemetery & Churchyard Maintenance	10,210	10,210 Brought forward from previous year - preserved for contingency
Hullavington CBS	10,000	10,000 Brought forward from previous year - pending HSBC drawdown
CIL Funds	59,679	178,029 Balance remaining after providing for NDP activity & highways infrastructure improvements
<b>Total Earmarked Reserves c/f</b>	<b>79,889</b>	<b>200,739</b>
<b>General Reserve carried forward</b>	<b>19,344</b>	<b>20,000</b>
Additional money for the General Reserve	0	0 Simon's suggestion £4,000; consensus is to hold at £20k
<b>7. Total balances carried forward</b>	<b>99,233</b>	<b>220,739</b>

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## Hullavington Parish Council - Risk Register

**Date of Preparation:** August 2025 following review May 2025

**Prepared by:** Cllrs Lawley, Anderson & Atkey

**Approved by Council:** 8<sup>th</sup> Sept 2025 (Minute Ref: nnnn)

**Review Frequency:** Annually (Next Review: May 2026)

**Key:**

- **Likelihood (L):** 1 (Very Low - almost impossible), 2 (Low - unlikely but possible), 3 (Medium - might happen), 4 (High - likely to happen), 5 (Very High - almost certain)
- **Impact (I):** 1 (Insignificant - minor inconvenience), 2 (Minor - small financial loss, minor disruption), 3 (Moderate - significant financial loss, service disruption, minor reputational damage), 4 (Major - large financial loss, serious disruption, significant reputational damage, legal action), 5 (Catastrophic - council unable to function, severe legal/financial/reputational damage)
- **Risk Score (Severity):** L x I
  - 1-5: Low - green
  - 6-10: Medium - yellow
  - 11-15: High – amber
  - 16-25: Very High - red
- **Risk Category:** (Financial, Governance, Assets)
- **Risk Description:** Clear and concise statement of the potential risk.

- **Likelihood:** (Numerical scale 1-5)
- **Impact:** (Numerical scale 1-5, often considering financial, reputational, legal, operational impact)
- **Severity/Risk Rating:** (Calculated from Likelihood x Impact, colour-coded Red/Amber/Yellow/Green)
- **Existing Controls/Mitigation:** What is currently being done to reduce the risk.
- **Further Action Needed (if any):** What more needs to be done.
- **Responsibility:** Who is responsible for managing this risk or taking further action (e.g., Clerk, RFO, specific councillor).
- **Target Date (for actions):** When the further action should be completed.
- **Review Date:** When the risk will next be reviewed by the council.

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
<b>Finance</b>									
Budgeting	Precept under/overestimated	1	3	3	Financial Regs, Section 4. Budget & precept planner prepared by Cllr Atkey and completed in detail by Councillors prior to formal annual review.	Budget planner and precept planner to be saved and updated for use next year.	RFO with support from Interim RFO	December 2025	January (Wilts Council to advise date)
Financial control	Budget under/overspend	1	4	4	Monthly budget monitoring reports introduced by interim RFO	N/A	N/A	N/A	N/A
Bank payments	Fraudulent or incorrect transactions. Exposure to scams.	1	5	5	Financial Regs, Sections 6 to 9. Two-person authorisation process – RFO plus one Cllr. 3 cheque signatories Receipts/payments schedules available at monthly meetings. Monthly bank reconciliation.	Authorisation process to be documented. Align reconciliation process with monthly budget monitoring.	RFO & Cllr Anderson with support from Interim RFO (Cllr Atkey)	January 2026	February 2026
Treasury management	Poor return on cash holdings	1	5	5	Financial Regs, Section 12. RFO maintains adequate current account balance and invests the remainder in deposit and savings account to maximise interest. Bank balances reported to council monthly.	RFO to review savings accounts for best value	RFO	Jan 2026	Feb 2026

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Payroll	Incorrect PAYE or pension submissions	2	5	10	Financial Regs, Section 11. New process introduced following appointment of new Clerk & RFO	Document the new process	RFO & Chair	Jan 2026	Feb 2026
Audit and compliance	Late or incorrect AGAR submission Late publication of Notice of Public Rights and AGAR	1	4	4	Financial Regs, Section 3.	Document timetable to ensure timely compliance, including internal audit	RFO	May 2026	June 2026
Asset management	Assets not insured or underinsured. Not all property identified	2	5	10	Financial Regs, Sections 16 & 17. Asset Register maintained by RFO Insurance policy filed.	Updated Asset Register to be reviewed by whole council and published on the PC website	RFO	Sept 2025	Oct 2025
Cash handling	Loss, theft or misuse	1	1	1	Financial Regs, Section 10. No cash held. The Financial Regulations provide for the unlikely event that cash might be received.	N/A	N/A	N/A	N/A
VAT reclaim	Loss of VAT not reclaimed. Lack of compliance with HMRC regulations leads to sanctions	2	4	8	Financial Regs, Para 13,6. Qualifying VAT recorded on cashbook spreadsheet. RFO applies for refund before March each year.	Decide threshold for interim reclaims and document the process. Nominated Cllr to check VAT reclaim forms against cashbook spreadsheet.	RFO	Jan 2026	Feb 2026

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Procurement	Poor value for money. Breach of procurement thresholds or unfair process	2	3	6	Financial Regs, Section 5	RFO to oversee process	RFO & Councillors	When needed	Sept 2026
Procurement	Failure of contractors to deliver services to standard or on time.	2	3	6	RFO & Councillors review service delivery and take action if necessary.	Consider need for improved contract monitoring process	RFO & Council	Mar 2026	Mar 2027
Grant awards	Inappropriate use or lack of monitoring	2	3	6	Financial Regs, para 1.7; HPC Grants & Donations Policy. Monthly budget monitoring.	Review Policy & monitoring process.	RFO & Council	Mar 2026	Mar 2027
Reserves management	Excessive or inadequate reserves	1	5	5	Financial Regs, para 4.6. Reserves noted annually and monitored monthly.	N/A	N/A	N/A	N/A
<b>Governance</b>									
Insurance	Insufficient cover risks to third parties, property and individuals	1	3	3	Insurance and annual reviews to ensure approp. levels in place	Review the insurance policy – new bench to now in situ. Take note of asset risks below	RFO	By end Sept	May 2026
Employment	Lack of compliance with employment law leads to sanctions	1	3	4	Has been seen by internal audit and confirmed as exists. Salary adhering to spine points according to years worked.	Employment contract for Clerk, working hours and job description to adhere to WALC and SLCC best practice.	Staffing Committee	Recruitment of new clerk – August 2025 completed	April 2026

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Legal powers	Lack of ensuring activities are within legal powers of the PC	1	4	4	Clerk & RFO to be fully trained with advice available from Charles Arnold Baker manual. Legal advice available from WALC and SLCC membership	CiLCA qualified clerk requirement of role	Clerk	On-going to Oct 2026	On-going verification checks
Meetings	Meetings not run according to Standing Orders or made accessible to the public	2	2	4	Notices and agendas signed, dated, displayed for correct period.	Full adherence to Transparency Code & SO	Clerk	On-going	Oct 26
Meetings	Timely reporting of minutes, agendas and supporting papers to council	2	2	4	Minutes approved monthly. Copies available at meetings/website/Clerk.	Consistent availability of supporting papers within 3 days clear	Clerk	On-going	Oct 26
Transparency	Failure to comply with the regulations applying to Parish Councils incl. the audit trail for public access. (e.g., Local Government Act, Freedom of Information Act, Data Protection Act).	1	3	4	Legal notices displayed on public noticeboards for statutory period. Clerk and councillors training, legal advice when needed, regular review of policies (e.g., Standing Orders,).	Adheres to the Transparency Code for Smaller Authorities. Financial Regulations to be corrected. Now in place – August 2025	Clerk/RFO	On-going	May 2026
Transparency	Failure to register Interests, gifts, hospitality offers	1	2	2	Deposited with Wiltshire Council. (WC). Committee handling HNPD also complying	None	Councillors	On-going	May 26



Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Record keeping	Loss of Council records or lack of Clerk	1	4	4	Records archived with WC (historical), access to temporary support (e.g., from County Associations of Local Councils). Loss of previous cashbooks and Clerk's email following handover. Clerk's email copies now secured – Nov 25.	Business continuity plan, cross-training of staff/councillors, secure record keeping (physical and electronic backups. New cloud backup to be put in place. Clerk's email to be secured, IT policy to be agreed, dedicated Clerk's laptop to be procured	Clerk	On-going	May 2026
Communication	Poor communication within the council or with the public.	1	3	3	Regular council meetings, clear communication channels (website, noticeboards, social media), engaging with community groups.	Improved use of notice boards, enact comms action plan, gov.uk emails in place and social media policy and FB page active	Clerk with support from councillors	On-going	Oct 2026
Conduct	Reputational damage due to poor conduct	3	2	6	Code of Conduct for councillors, robust complaints procedure, transparent decision-making	Further efforts on team working - adherence to the civility and respect pledge,	All Cllrs	On-going	Nov 25
Emergencies	Emergencies occur from natural events (e.g., flooding, storms) or disaster.	3	3	9	Resilience plans in place and regularly updated. More work needed on flood risk and issues with Kingway bridge	Mtg to confirm attenuation plan with relevant parties. Mtg being progressed - new flood monitor volunteered	Community emergency coord – J Atkey	End of Jan	Feb 2026

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
IT security	Inadequate IT security or loss of electronic data.	1	4	4	Robust IT policies, regular data backups (off-site), strong passwords, anti-virus software	Website refresh booked with MOT. secure cloud storage to be put in place and IT policy. New website provider appointed	Clerk	Jan 2026	March 2026
<b>Parish Infrastructure</b>									
HPC assets	Lost or damaged assets	3	2	6	Clerk and RFO maintains the Asset Register and is reviewed by the Council annually. Insurance to cover loss or damage.	Establish whether the Village Hall should be included. Photos of all Assets to be taken and filed.	Clerk/RFO	Sept	May 26
Infrastructure	The Council does not have adequate practices and processes for maintaining the Parish's asset infrastructure	4	3	12	The Council reviews practices and processes annually, ensuring responsibilities are clearly allocated for all assets and infrastructure	Ongoing Inspection and Maintenance checks. See Hullavington Parish Council Asset Inspection Schedule, report to Council.	Richie Anderson Clerk/RFO	Dec 2025	Dec 25
H&S	Lack of compliance with H&S regulations	4	3	12	Updates from WALC reviewed for compliance. Regular H&S Policy review and assessments	H&S Risk Assessments to be reviewed and carried out where they are missing.	Richie Anderson	Oct 2025	Oct 25

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Dog fouling	Fouling of public areas by dogs	4	1	4	Litter bins throughout village; Inspected 6 monthly. Reminders in village comm., as required.	N/A	Richie Anderson		May 26
Gardner's Drive	Issues relating to the use of grassed area at entrance to Gardner's Drive	2	2	4	In Wiltshire Council ownership inc. trees.	Establish ownership	Richie Anderson	Dec 25	May 26
Village Hall	Issues relating to the village hall incl loss, injury or financial risks	3	5	15	Responsibility is devolved to Village Hall Management group, inc. H&S. Periodic reports to HPC	Ongoing H&S Risk assessment, Fire Risk Assessment, Routine Fire and Maintenance Checks. PAT Testing yearly, Fixed wiring inspection every 5 years.	Simon and Richie	Oct 25	Oct 25
Cemetery & Churchyard	Vehicle access and egress to cemetery causes problems	2	2	4	Visibility splay maintained. Internal car park is available Ongoing 6 monthly inspection	N/A	Richie Anderson		May 26
Pedestrian access to cemetery	Pedestrian access becomes challenging under icy conditions	2	3	6	Salt bin adjacent to gate. Sep/Feb inspection	N/A	Richie Anderson		May 26
Burial grounds	Access to graves over uneven ground.	2	2	4	Grass mown during the season: Warning notice displayed. 6 monthly inspections	N/A	Richie Anderson		May 26

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Monuments	Monuments become unstable	2	2	4	6 monthly inspections for stability and condition. Owners notified, where possible, of HPC remedial action.	Agree approach in churchyard with PCC for future maintenance responsibilities	Richie Anderson	Dec 25	May 26
Trees	Trees become problematic due to growth or wind damage	3	3	9	6 Monthly Inspections and pruning when required.	Assign responsibility	Richie Anderson	Oct 25	May 26
Churchyard	Churchyard walls become unstable through lack of maintenance	3	2	6	6 monthly inspections for stability and condition.	Plan Repairs as identified in Church Structural Survey over a period of 4 years	Richie Anderson/ Jon Atkey	ongoing to: 2029 & future	Oct 25

Hullavington Neighbourhood Development Plan. December 2025 PC update.

The third NDP team meeting was held in the church on November 24<sup>th</sup>. Our thanks to Ali Reed who opened and closed the church meeting room for us. The meeting was held in public and attended by members of the public and councillors who are not directly involved in the NDP development. Their support is appreciated.

NDP teams reported progress in their specific areas:

Communications team has created a “brand guide” for all future communications. Community Meetings team is developing plans for the all-important community engagement. Land Assessment team are reviewing AECOM reports from previous years and planning updates in preparation for any planning applications that occur. Housing Needs Survey team are developing a set of question areas and routes to ensure we reach the greatest number of our community as possible. Developer & Landowner Liaison are seeking discussions on plans with prospective developers and have visited Eastington to understand the affordable housing initiatives that have been taken there. Environment and Economic Development team is analysing the existing businesses already in Hullavington and looking for ways to strengthen economic opportunities in our parish.

Register of interests created and signed. Personal and professional liability of team members investigated following concerns.

## HULLAVINGTON NEIGHBOURHOOD PLANNING STEERING GROUP



### Minutes of Meeting No. 3 held on 24.11.2025 at 19.30pm. St Mary Magdalene Church, Hullavington.

**Steering Group Members in attendance:** Cllr Simon Durrant (SD) - (Chair), Cllr Sarah Tompkins (ST) – (Vice Chair), Jan Lloyd (JL) – Secretary, PJ Wallace (PJW), Gemma Gould (GG), Linda Anderson (LA), Tracey Tillotson (TT), Andy Battersby (AB), Mark Cantwell (MC), Andy Ford (AF), Clive Chamberlain (CC), Rob Baker (RB)

**Apologies:** Jon Druitt (JD), Mandy House (MH), Pete White (PW), Debbie Roberts (DR)

**Also present:** 7 members of the public.

#### 1. Administration and Governance:

- 1.1. Welcome and attendance – SD welcomed the Steering Group (SG) and members of the public.
- 1.2. Apologies for absence – noted as above.
- 1.3. Declarations of Interest – there were not declarations of interest. Any members not yet having completed the Register, will do.
- 1.4. The minutes of the meeting 1.10.2025 were confirmed.

#### 2. Project Progress:

- 2.1. Project status against timeline – it was confirmed that the project was on track, with significant progress made by the working groups. A Project Plan is required.
- 2.2. Specialist work group updates / reports:
  - 2.2.1. Land Assessment – AB/AF provided an overview of activities to date, which include: reviewing the Aecom Report (October 2017), walking around the 8 x land parcels identified within the report; taking photos of existing and potential parcels; and identifying constraints where applicable. The following actions were agreed:
    - The requirement for a suitably sized plan identifying the parcels. **Action: SPT.**
    - To include all potential sites in the land assessment and consider colour coding in terms of suitability (to be presented to SG in 2026). **Action: AB, AF & JD.**
    - Aerial shots of each area to be obtained. **Action: RB**
  - 2.2.2. Environmental / Biodiversity – DR was not at the meeting, however a meeting with SPT will be arranged to discuss progress and the impact of the Wildlife Buffer Zone. **Action: SPT/DB**
  - 2.2.3. Commercial / Economic Development – CC advised that 2 meetings of the group had been held and the intention is to engage with a variety of people and businesses e.g., homeworkers and local businesses, with an intention to communicate with them to

understand what they need to benefit their ways of working or business. To date, more than 40 businesses have been identified, however the number of home-workers is currently unknown.

2.2.4. Landowner & Developer liaison – SD/SPT have been investigating costs of providing a 'hub/sports facility' and had visited Eastington to investigate affordable housing options. A meeting with the Wiltshire S106 manager is to take place. It was **agreed that AF** should be involved in future discussions re Housing Association opportunities. Updates from known developers had been sought, in particular relating to timescales, with the planning applications thought to be slipping towards end of Summer 2026. Close communications will continue. **Action: SD/SPT**

2.2.5. Planning liaison & Engagement – PW was not present but had confirmed the need to continue liaising with Wiltshire Council Area Planning. Cllr Jon Atkey advised that following an Examination of the Wiltshire Local Plan, the Inspectors had 'paused' the process whilst key issues are reviewed. Details are set out in the report, however the need for the community to drive the Hullavington Neighbourhood Development plan forward, in order to offer as much protection, was noted. The report will be made available for the SG for review and consideration. **Action: Cllr Jon Atkey**

2.2.6. Housing Needs – LA reported that meetings had been held with SD and SPT to discuss the questions to be asked (circa 6), taking account of other such surveys. Confirmed that all consultation will be fair and open; compliant with Data Protection; and undertaken in a way all people can participate e.g., on-line, paper, at meetings, etc.

### 3. Community Engagement and Consultation:

3.1. Consultation Strategy – TT confirmed several meetings of the group had been held, with several ideas developed to encourage significant participation. It was **agreed** that the consultation event would be the weekend of 7<sup>th</sup> and 8<sup>th</sup> March 2026, potentially also on Thursday 5<sup>th</sup> March. A full proposal will be presented to the Steering Group. **Action: TT/SPT**

3.2. Review of recent engagement, including community meetings – JL noted that the community meetings on 30<sup>th</sup> August and 3<sup>rd</sup> October 2025 had attracted 110+ people, with 3 attending the on-line meeting in October. Thanks were given to Sarah Laskey for the work developing the HNBP Website with links to the Parish Council website.

3.3. Stakeholder engagement & consultation, including Young Ambassadors – PJW advised that an engagement document is being drafted and will ensure appropriate levels of communication and engagement with groups including the young; retirees; Buckley Barracks; Wellington Place; etc. A meeting with Young Ambassadors is to be held shortly and a plan developed re engagement with youngsters. **Action: PJW**. It was noted that the Plan is Parish wide and not just Hullavington. **Action: PJW to present to the Steering Group.**

3.4. Keeping the community informed (Website, Hullavington News, etc) – MC has produced Brand Guidance for the group and will produce templates for use. An app has been developed to allow for receipt of comments; future voting; etc; with the ability to categorise results, with an in-built moderator tool. In due course, the app will be available on the website. **Action: MC to further develop and liaise with Sarah Laskey re website application.**

### 4. Finance and Reporting to Parish Council:

4.1. Budget requirements – SD confirmed that a budget submission was presented to PC at the November meeting. Budget requirements primarily relate to legal expenses and publicity. PC will review the submission at the December meeting and confirm if granted. **Action: SD**

4.2. Parish Council Reports – JL confirmed that a written and verbal update, with copies of the previous minutes had been provided to the November meeting.

4.3. Approvals – there were no approvals required.

**5. Next Steps and Closure:**

5.1. It was noted that except for the following, all actions from the 1<sup>st</sup> October 2025 meeting had been completed / closed / updated as above:

- Vision and Objectives had been circulated by SD, with comments received from SPT. Any further comments to be provided to SD before a final draft is presented. **Action: All**
- Timeline to be produced - **Action: RB** to discuss project plan with Nick Cole
- Traffic Calming Survey – SD confirmed that suggestions had been presented to LHFIG and are under consideration. Update at next meeting. **Action: SD**

5.2. Date, Time and Location of next Steering Group meeting – 12<sup>th</sup> January 2026 at 7.30pm.  
Venue TBC.

5.3. Any other business – the following questions were raised by members of the public:

- Whether the size of each site and number of houses can be provided and do we know how much housing Wiltshire wants? SD confirmed that this level of detail is as yet unknown as planning applications have yet to be submitted. The need to produce a robust HNBP was again cited.
- Whether the March 2026 consultation meeting will give people the opportunity to vote for preferred housing development sites? SD advised that the March meeting will give people detail and will allow for comments.
- Cllr Jon Atkey, commended the team for the level of engagement within the Steering Group and community.

5.4. Close of meeting – the meeting closed at 9.15pm