

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 **Monday 8 September 2025 at 7:30 pm in the Meeting Room of St Mary Magdalene Church, Hullavington.**

Yours sincerely,

Justin Robinson

Justin Robinson
Locum Parish Clerk, 2nd September 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**
Apologies from Cllr Sarah Price-Tompkins
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 8 July 2025 and the Extraordinary Meeting held on 23rd July 2025.
4. **Chair's 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 communication received from Parishioners
- b. To note update on this month's PC communications
- c. To note actions including shop notice board refurb and Facebook page.
- d. To note website MOT and email addresses
- e. To note traffic calming feedback report update – Cllr Samra
- f. To note traffic calming action to consult LHFIG in October on short term and long-term measures – Cllr Atkey

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.
 - 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.
6. **Finance and Administration**
 - a. To review and approve the mid-year budget update
 - b. To consider the quote for the fencing along the green.
 - c. To consider and approve the latest version of the Risk Register
 - d. To consider and adopt the updated Financial Regulations
 - e. To consider and approve the updated Asset Register
 - f. To formally accept the free provision of the picnic table and bench as recompense for supply of non-wheelchair accessible picnic bench on the Village Green, valued at £830.00 + VAT.
 - g. To approve the schedule of receipts and invoices for payment
 - h. To consider and adopt the Biodiversity Policy
 - i. To agree to obtain quotations for repointing the churchyard wall
 - j. To review and agree councillors' areas of responsibility
7. **Parish Assets and Amenities**
 - a. To consider the offer from Vistry for the public open space at the Buckly Place site
 - b. To note the purchase of Clerk's laptop, Microsoft 365 subscription and cloud access
 - c. To consider the disposal of the old bench on the village green and agree placement of the plaque
8. **Projects & Working Groups**
 - a. To receive an update from the mobile telephony working group – Cllr Anderson on behalf of Cllr Price-Tompkins
 - b. To receive an update from the Hullavington Community Benefits Society
 - c. To receive a verbal report from the Neighbourhood Development Team and consider the group's terms of reference – Cllr Durrant
9. **Highways and footpaths**
 - a. To receive an update on the ownership of Parsons Walk footpath.
 - b. To receive a report from the Flood management onsite meeting – Cllr Atkey
 - c. To consider the proposal for the LHFIF highways improvement on The Street – Cllr Lawley
10. **In Confidence: Council to resolve to exclude the press and public from the remainder of the meeting owing to the confidential nature of the business to be transacted (staffing matters).**
 - a. **Staffing Committee Update** – To consider and approve the motion to appoint Dannielle Hemmings as Clerk and Responsible Finance Officer
 - b. **Handover status:** To receive a verbal report on the handover from previous clerk

11. Date of Next Meeting

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

Hullavington Parish Council

Minutes of the Ordinary Meeting held on Wednesday 9 July 2025 at 19:30 in the Hullavington Village Hall.

Councillors in attendance:

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

Also present:

11 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),

Several questions were asked:

1. Can it be confirmed that Wiltshire Council will still be paying for the white lines to be painted in Latimer Gardens?
This was confirmed.
2. It was asked if the survey had been completed for the speed indicator and white gates because the parishioner had not seen it.
The Parish Council will continue the survey and is trying to improve communications.
3. Has land been called for, for the Neighbourhood Plan.
Currently his is in progress.
4. Has the defibrillator been checked?
Yes.
5. A parishioner had concerns over glare from a neighbour's solar panels.
6. The Council offered to view the problem. Wiltshire Council Cllr Atkey also offered to investigate the issue.

29/25 Apologies for absence

None

30/25 Declaration(s) of Interest – In accordance with the Parish Councils Model Code of Conduct Order 2001 and revised Wiltshire Council Model Code of Conduct July 2012

None

31/25 Minutes of the Ordinary Parish Council Meeting – To receive and agree as a true record of the Minutes of the Ordinary Parish Council Meeting held on Wednesday 11 June 2025.

The minutes were signed as a correct record.

32/25 Clerk's report

The report was read and circulated.

33/25 Communication

a) Communication received from Parishioners

Eight emails had been received from the post put on Hullavington Happenings Facebook page.

Comments had also been noted about the number of weeds around the village.

A suggestion for use of some CIL money to rectify a flooding area on the street.

An email of thanks to Councillors who attended and supported the Church fete.

Councillors attended the Hub and received various comments and requests from parishioners.

b) Update on this month's Community Communications & actions including new notice board decision and Facebook page.

Ongoing, awaiting .gov emails to launch the dedicated Facebook page.

c) Confirmation of the feedback to IGP on Lime Down recent consultation

Cllr Lawley had circulated a response. This was agreed and signed for submission.

34/25 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 Hullavington Neighbourhood Plan Policies.

- i. PL/2024/11333 – Hullavington Arms – Change of use of former public house to residential use with associated amenity space and car parking – *awaiting Wiltshire Council's decision*.
- ii. 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. – *Awaiting Wiltshire Council's decision*.
- iii. PL/2025/04458 – 4 Grain Store Barn, Farleaze – Change of Use of 25 square metres of land to residential and erection of a single garage and home office – *awaiting Wiltshire Council's decision*.

35/25 Finance and Administration

a) Schedule of receipts and invoices for payment.

It was proposed by Cllr Lawley, seconded by Cllr Samra and unanimously agreed the receipts and payments.

b) Approval of the picnic table and bench to replace the bench on the Village Green, £830.00 + VAT.

It was proposed by Cllr Samra, seconded by Cllr Atkey and unanimously agreed to purchase the picnic bench.

c) Quote for the fencing along the green.

The quote is expected to be received next week.

d) Quote on the removal of Laural tree stumps in the cemetery

It was proposed by Cllr Cundick, seconded by Cllr Anderson and unanimously agreed the quote.

e) Consideration of the latest version of the Risk Register

Carried over to the next meeting.

f) Consideration of the budget review process

It was agreed to use the budget sheet compiled by Cllr Atkey. Budget review to be held at the September meeting.

g) Consideration of the Dignity at Work Policy

Carried over to the next agenda.

h) Consideration of the Biodiversity Policy and Action Plan

Cllr Lawley will review the policy to confirm the government link to chemical policy and circulate prior to the next meeting. The action plan was agreed.

i) Items to consider completing to comply with the Civility and Respect Pledge.

Cllr Durrant signed – now ready for submission once the dignity at work policy is signed off.

36/25 Parish Assets and Amenities

a) Update on the fencing on the boundary wall in the cemetery

Completed.

b) Consideration of the options for play equipment

Cllr Lawley had made enquiries regarding using the existing CIL money for additional play equipment to that which is already planned for installation on the Bovis site. Cllr Lawley has also made contact with Dyson to investigate any possibilities there. She presented a paper for the Council as a summary. Cllrs Price Tompkins and Durrant are in the process of contacting local land owners which may have suitable areas to use for public open space as part of the Neighbourhood Development Plan process.

37/25 Projects & Working Groups

a) Update from the mobile telephony working group

Cllr Price-Tompkins has carried out a second survey with approximately 120 responses to gain what coverage is in people's homes. When she has compiled the data, she will bring the report to the Council and Roz Savage MP and Wiltshire Council. She is in contact with six other parishes.

b) Update from the Hullavington Community Benefits Society

The Chair of HCBS supplied the annual report to the council for information. Cllr Lawley explained that the group is a vehicle that was put in place to access the community benefit fund for the renovation and purchase of the Stables as a community owned premises and facility. This option has now evaporated given the renewal of the Community Ownership fund; however, the group is in a dormant state in case a future funding opportunity arises or any other appropriate option which would benefit the community.

c) Consideration of the proposed community consultation for the Neighbourhood Development Plan

Background information has been put together; Cllrs Durrant and Price-Tompkins have spoken to six local landowners; the engagement was positive. They would like landowners to limit the development to allow for community space. The community will be updated after the summer holidays.

38/25 Highways and footpaths

a) Update with the extent of Parsons Walk footpath on the definitive map.

Cllr Price-Tompkins spoke to the definitive team in detail and unfortunately no such records exist for Parsons Walk. She will check the title deeds.

b) Consideration of way forward following the community poll on speed restriction option

It was proposed by Cllr Atkey, seconded by Cllr Samra and unanimously agreed that Cllr Atkey will enquire with Wiltshire Council for the feasibility of white gates; and a more extensive traffic calming scheme; a request for a traffic survey has been submitted. Once Wiltshire Council has responded a more widespread community survey will be undertaken.

c) Update on the proposed Flood management onsite meeting

Cllr Atkey is arranging a meeting with the Wiltshire Council flood team to meet onsite to show them the issues including the suggestion submitted by Graeme Slaymaker.

39/25 Date of next meeting

a) Ordinary Parish Council Meeting – Monday 8 September 2025 – to be held in the church at 7.30pm.

Meeting closed at 21.33.

Hullavington Parish Council

**Minutes of the Extraordinary Meeting held on Wednesday 23 July 2025
at 18:00 in the meeting room of St Mary Magdalene Church, Hullavington.**

Councillors in Attendance:

Cllr D Lawley (Chairman), Cllr R Anderson, Cllr J Atkey, Cllr S Durrant, Cllr M Cundick, Cllr S Greenman, Cllr S Price-Tompkins, Cllr S Samra and Cllr A Slater.

Also present: None.

PART 1: PUBLIC SESSION

40/25 Welcome and Introductions

The Chairman formally opened the meeting and welcomed the attendees.

It was **RESOLVED** to appoint Cllr J Atkey as the minute taker.

41//25 Apologies for absence

None.

42//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.

None.

43/25 Resolution to Exclude Public and Press

It was **RESOLVED** under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items of business due to the confidential nature of the business to be transacted.

PART 2: CONFIDENTIAL SESSION

44/25 Acceptance of Clerk's Resignation

The Clerk's letter of resignation dated 9 July 2025 was noted and **ACCEPTED**. It was noted the clerk's final day of employment will be 9 August 2025.

The initial steps taken by the Chair regarding acknowledging the resignation and commencing handover discussions were **NOTED AND ENDORSED**.

A comprehensive plan for the handover of all Council assets, documents, records, digital access, and ongoing responsibilities was **AGREED**. The Clerk's kind offer of assistance was **NOTED AND ACCEPTED** – Cllrs Anderson and Lawley will aim to meet with the Clerk on 2 or 3 August 2025 at the Village Hall.

45/25 Formation and Terms of Reference for Staffing Committee

It was **RESOLVED** to establish a Staffing Committee to oversee the recruitment process for a new Parish Clerk.

The draft Terms of Reference for the newly formed Staffing Committee were **APPROVED – copy attached.**

It was **AGREED** the composition of the Staffing Committee should comprise three members. The following Members were **APPOINTED**: Cllr R Anderson, Cllr D Lawley and Cllr S Samra.

46/25 Recruitment Process for New Clerk

The overall process and timeline for recruiting a new Parish Clerk was **AGREED**, including:

- Staffing Committee to review and update the draft Job Description and Personal Specification. Final versions to be circulated to all Members.
- Advertising platforms and methods to include WALC free advertising, local Facebook Groups and PC notice boards.
- Staffing Committee to review and agree shortlisting criteria and interview process.

Authority was **DELEGATED** to the newly formed Staffing Committee to manage the detailed steps of the recruitment process, with the final recommendation for appointment to be brought back to the full Council for approval.

It was **AGREED** to appoint a Locum to cover until permanent Clerk is appointed. To be handled by the Staffing Committee.

It was **AGREED** that Cllr J Atkey would act as RFO until a permanent Clerk is appointed. It was **AGREED** that Primary User access to the Council's bank accounts should be transferred to Cllr Atkey as an urgent action by the Clerk. Chair to request asap.

47/25 Any Other Confidential Business (if pre-agreed)

There was no other business.

48/25 Date of Next Meeting

Ordinary Parish Council Meeting – Monday 8 September 2025 – to be held in Hullavington St Mary Magdalene Church at 7.30pm.

The meeting closed at 18:33.

Hullavington Parish Council

Chair's report - Sept 2025 meeting

For Circulation

16/08/2025 WC Notes from the Town and Parish Clerks' meeting: highlighted areas
16/08/2025 NALC newsletter - interesting sessions on future income and navigating difficult decisions
19/08/2025 Newspaper posting re Hullavington Arms planning permission
19/08/2025 WC Planning list for the month - nothing local
19/08/2025 Open spaces letter from Roz Savage
20/08/2025 WC planning northern area - nothing local
22/08/2025 NALC bulletin - assertion 10 info
25/08/2025 WC planning weekly lists
26/08/2025 WC Northern area planning mtg
01/09/2025 WC planning weekly lists - ref to Knockdown quarry

Maintenance record

11/08/2025	New picnic bench installed on village green	
11/08/2025	Mowing and laurel treatment in cemetery wall	Cllr Debbie Lawley Text confirmation
16/08/2025	Defrib checks done and confirmed ready for use	Cllr Sandra Samra Email confirmation
18/08/2025	Shop notice board refurbished with cork backing	Cllrs Debbie Lawley and Jon Atkey
27/08/2025	Weeding on Bus stop corner, Green Close entrance	Cllr Debbie Lawley

Comms record

24/07/2025	Advert for Clerk and RFO - WALC, HH and Notice boards	Cllr Debbie Lawley
08/08/2025	Road closure Parklands - HH and notice boards	Cllr Richie Anderson
11/08/2025	New picnic bench HH posting and notice boards	Cllr Debbie Lawley
14/08/2025	Update on changes at PC including clerk leaving - HH and notice boards	Cllr Debbie Lawley
27/08/2025	Road closure Wessex Water - HH and notice boards with updates	Cllr Richie Anderson
28/08/2025	Road closure on 2nd Sept - Norton Rd, HH and notice boards	Cllr Richie Anderson

Chair to Cllrs

20/08/2025 Offer from Bovis re Open Space
20/08/2025 Conditional offer of Clerk's role
22/08/2025 Draft recommendation for appointment of clerk

Parishioners Comms

31/07/2025 Traffic in the village and congrats to Coachstyle
31/07/2025 Concern re hedge at end of village
02/08/2025 Congrats to PC on Biodiversity action plan
12/08/2025 New picnic bench congrats
13/08/2025 Concern re hedge at end of village
17/08/2025 Footpath issue from Don Queen re FP1
21/08/2025 Thanks for the donation for the newsletter PC
27/08/2025 Faulty gate on Dyson footpath behind village green
27/08/2025 Questions re openness on finance matters and code of conduct
29/08/2025 Nasty smell - reported also on Facebook HH
01/09/2025 Dyson report of issues relating to gate and stealing of timber

Traffic Calming results over the past couple of Months.

Cllr Sandra Samra – August 2025

After spending over two months on various platforms of communication, these are the results of the Traffic calming.

Via email

Would like to see a speed sign set further back at the Parkland end of the village, before the 30 signs. Plus yellow lines.

Suggestion of extending the speed signs 30mph back before the first house.

Would like to see the 30mph signs extended out as it blocks his view of leaving Parklands. He was open to anything else we can add.

A previous Chair had made a comprehensive study of the vehicles and speeds. The suggestion was a solar powered speed sign as changing batteries in them can be tricky. (I have requested a quote from Elan City which is attached) High cost as over 3K.

A suggested Chicane rather than a SID or white gates. But would like to see speed humps.

Suggestion of speed humps as the way to go by several parishioners

Concerns over tractors with young children.

White gates but further back before the first driveways coming from Grittleton.

I have previously sent you a brochure on the white gates, but these would need to be set back before the 30mph signs and the Steward would have to extend where he mows.

On Hullavington Happenings covering 2 posts we have had:

2 x No to speed humps

A couple of “yes please” to speed humps, SID and several Yes’s to white gates.

A few people messaged their thanks for what we are doing and were happy to leave it to us.

At the Knit Group I had: 1 NO to Speed humps, everyone liked the idea of white gate but were not bothered about a SID either way. (12 people)

Several people at the coffee mornings have made comments about the tractors, driving too close to the kerb, on their phones and going too fast. One of the farmers is in the process of making alternative routes out of the farm to the fields which should reduce the need to go through the village. Good news!

At the HUB and coffee morning (2) I have had several people just say they want us to do more. White gates & humps were popular, and a couple of people voted for SID's

The notices to offer us preferences remain on the 3 noticeboards, but responses have pretty much dried up.

I spoke to a local business owner, who said White gates please as they look so nice and do the job.

The overall consensus is that we do more! After looking at the results and listening to people from all age groups in the village on their views, I would suggest the following:

1. Not sure we can move the 30mph signs at all?
2. Put a speed hump just before entering the village at Parklands end, possibly with a SLOW sign on the road just before.
3. Put white gates either side of the verges before you reach the first driveway/resident, way before the 30mph signs.

This way you have THREE ways of slowing measures before they hit the village.

We need to make decisions on this as a PC as otherwise nothing will get done. Sadly, we can't make everyone happy, but we can show them that we are taking their concerns seriously and acting.

Next steps are to take options to the October LHFIG board and achieve their input regarding feasibility, short term and long term – Cllr Atkey.

HULLAVINGTON PARISH COUNCIL

Agenda Item: Budget Revisions and Reserve Allocations

Meeting Date: 8 September 2025

Prepared by: Cllr Jon Atkey, Interim Responsible Financial Officer

Motion:

That the Council approves the following budget revisions for the 2025/26 financial year and that it notes the Forecasts shown in the attached Budget Monitoring Report :

Budget Revisions

1. That the receipt of Community Infrastructure Levy (CIL) funds be formally included in the budget, noting this income was previously omitted in error.
2. That the provision for a donation to a Community Benefit Society be transferred to an Earmarked Reserve, as this expenditure will not be required during the current financial year.
3. That **£2,000** be reallocated from Staff Costs to provide for Interim Clerk costs following the Clerk's resignation and to provide a budget for travel.

Supporting Notes:

These proposals reflect changes experienced in the year to date, anticipated needs and prudent financial planning, ensuring funds are directed appropriately and transparently.

Appended below:

- Explanatory tables showing the proposed budget revisions step-by-step.
- Hullavington Parish Council - Budget Monitoring Report 2025-26 - As at 31 August 2025 – with proposed budget changes highlighted in plum.

Hullavington Parish Council Budget 2025/26

Previous presentation:

Budget 2025 - 2026

Income

Precept	£25,000.00
VAT	£500.00
Cemetery	£1,500.00
Interest	£150.00
Other receipts	£0.00
Total	£27,150.00

Expenditure

Plants for flower tubs	£300.00
Weed spraying	£50.00
Village amenities	£50.00
Tree surgery	£1,000.00
Bus shelter refurbishment	£100.00
Notice board	£50.00
Grass cutting	£7,000.00
Bus shelter paint	£50.00
Rates	£200.00
Wall	£0.00
Staff costs	£14,000.00
Chairmans ex	£50.00
Members ex	£100.00
Stationery	£600.00
Subs	£1,000.00
External Audit	£260.00
Insurance	£1,000.00
Bank	£60.00
Room hire	£250.00
Internal Audit	£350.00
Training	£250.00
Web	£500.00
Election	£2,000.00
Office equipment	£500.00
Donations/loans	£10,300.00
Total	£40,020.00

Reserves

Benches	£1,000.00
Fencing/posts on the Village	£3,000.00
Cemetery/Church wall	£15,000.00
Spare cash	£5,000.00
	£24,000.00

Restated to show movement on Reserves:

Balances brought forward

Income

	£	£	£
Precept	25,000		
VAT	500		
Cemetery	1,500		
Interest	150		
Other receipts	0		
Total		27,150	47,973

Expenditure

Plants for flower tubs	300
Weed spraying	50
Village amenities	50
Tree surgery	1,000
Bus shelter refurbishment	100
Notice board	50
Grass cutting	7,000
Bus shelter paint	50
Rates	200
Wall	0
Staff costs	14,000
Chairmans ex	50
Members ex	100
Stationery	600
Subs	1,000
External Audit	260
Insurance	1,000
Bank	60
Room hire	250
Internal Audit	350
Training	250
Web	500
Election	2,000
Office equipment	500
Donations/loans	10,300
Total	40,020

Net Expenditure for the year **(12,870)**

Balances carried forward

Reserves c/f

Earmarked Reserves

Benches	1,000
Fencing/posts on the Village Green	3,000
Cemetery/Church wall	15,000
	19,000

General Reserve **16,103**

Total value of cash and short term investments **35,103**

Note:

- Planned reduction in Reserves, from £47,973 to £35,103;
- General Reserve reduced from £28,973 to £16,103.

Proposed Budget Changes

Restated to show Payment categories

	£	£	£
Balance of Reserves brought forward			47,973
Receipts			
Precept		25,000	
VAT Refunds		500	
Cemetery		1,500	
Interest		150	
Other receipts		0	
Total			27,150
Payments			
Staff Costs			
Salary costs	14,000		
Locum payments	0		
Travelling	0		
Training	250		
		14,250	
Administration			
Stationery	600		
Office equipment	500		
Insurance	1,000		
Internal Audit	350		
External Audit	260		
Election costs	2,000		
Chairmans ex	50		
Members ex	100		
Bank	60		
Room hire	250		
		5,170	
Premises & Facilities			
Rates (Water)	200		
Village amenities	50		
Bus shelter refurbishment	100		
Bus shelter paint	50		
Notice board	50		
		450	
Grounds & Open Spaces			
Grass cutting	7,000		
Hedge cutting	0		
Tree surgery	1,000		
Plants for flower tubs	300		
Weed spraying	50		
		8,350	
Grants & Community Support			
HCBS (Moved back to reserves)	0		
Other donations/loans	10,300		
		10,300	
Capital Projects			0
Subscriptions & Memberships			1,000
Public Engagement			
Web	500		
Newsletters & surveys	0		
		500	
Contingency		0	
Loan Repayments (if any)		0	
Recoverable VAT		0	
Total excluding utilisation of Reserves			40,020
Utilisation of Reserves			
Benches			0
Fencing/posts on the Village Green			0
Cemetery & Churchyard maintenance			0
Total Payments			40,020
Net Receipts/(Payments)			(12,870)
Balance carried forward			35,103
Reserves			
Earmarked Reserves c/f			
Benches		1,000	
Fencing/posts on the Village Green		3,000	
Cemetery/Church wall		15,000	
Hullavington CBS		0	
CIL Funds		0	
Total Earmarked Reserves c/f			19,000
General Reserve c/f			16,103
Total Reserves carried forward			35,103

Proposed Revisions

	£	£	£
Balance of Reserves brought forward			47,973
Receipts			
Precept		25,000	
VAT Refunds		500	
Cemetery		1,500	
Interest		150	
Other receipts		61,779	
Total			88,929
Payments			
Staff Costs			
Salary costs	12,000		
Locum payments	1,000		
Travelling	250		
Training	1,000		
		14,250	
Administration			
Stationery	600		
Office equipment	500		
Insurance	1,000		
Internal Audit	350		
External Audit	260		
Election costs	2,000		
Chairmans ex	50		
Members ex	100		
Bank	60		
Room hire	250		
		5,170	
Premises & Facilities			
Rates (Water)	200		
Village amenities	50		
Bus shelter refurbishment	100		
Bus shelter paint	50		
Notice board	50		
		450	
Grounds & Open Spaces			
Grass cutting	7,000		
Hedge cutting	0		
Tree surgery	1,000		
Plants for flower tubs	300		
Weed spraying	50		
		8,350	
Grants & Community Support			
HCBS (Moved back to reserves)	0		
Other donations/loans	300		
		300	
Capital Projects			0
Subscriptions & Memberships			1,000
Public Engagement			
Web	500		
Newsletters & surveys	0		
		500	
Contingency		0	
Loan Repayments (if any)		0	
Recoverable VAT		0	
Total excluding utilisation of Reserves			30,020
Utilisation of Reserves			
Benches			0
Fencing/posts on the Village Green			0
Cemetery & Churchyard maintenance			0
Total Payments			30,020
Net Receipts/(Payments)			58,909
Balance carried forward			106,882
Reserves			
Earmarked Reserves c/f			
Benches		1,000	
Fencing/posts on the Village Green		3,000	
Cemetery/Church wall		15,000	
Hullavington CBS		10,000	
CIL Funds		61,779	
Total Earmarked Reserves c/f			90,779
General Reserve c/f			16,103
Total Reserves carried forward			106,882

ANNUAL BUDGET			ACTUAL					FORECAST							FORECAST	
															ANNUAL OUTTURN	FORECAST VARIANCE
			(Total Apr-Mar)		(Outturn vs Budget)											
£	£	£	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £	£	£
Balance of Reserves brought forward			47,973	58,304	54,155	52,185	49,751	101,580	112,023	111,976	110,194	109,656	109,117	107,775		
Receipts																
Precept	25,000		12,500	0	0	0	0	12,500	0	0	0	0	0	0	25,000	0
VAT Refunds	500		0	0	0	0	0	0	1,329	0	0	0	0	250	1,579	1,079
Cemetery	1,500		135	0	0	270	0	125	125	125	125	125	125	125	1,280	(220)
Interest	150		0	0	20	3	0	13	13	13	13	13	13	13	111	(39)
Other receipts	61,779		0	0	0	0	61,779	0	0	0	0	0	0	0	61,779	0
Total		88,929	12,635	0	20	273	61,779	12,638	1,466	138	138	138	138	388	89,748	820
Payments																
Staff Costs																
Salary costs	12,000		1,096	1,096	1,173	1,122	1,976	196	587	587	587	587	587	587	10,183	1,817
Locum payments	1,000		0	0	0	0	0	312	416	208	0	0	0	0	936	64
Travelling	250		28	124	(36)	25	16	0	36	36	0	0	0	0	229	21
Training	1,000		0	450	0	36	0	0	0	0	0	0	520	0	1,006	(6)
Administration	14,250															
Stationery	600		146	128	30	65	12	50	50	50	50	50	50	50	732	(132)
Office equipment	500		0	0	0	0	0	500	0	0	0	0	0	0	500	0
Insurance	1,000		0	866	0	0	0	0	0	0	0	0	0	0	866	134
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	260	0	0	0	0	0	0	260	0
Election costs	2,000		0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0
Chairmans ex	50		0	0	0	0	0	4	4	4	4	4	4	4	29	21
Members ex	100		0	0	0	0	0	8	8	8	8	8	8	8	58	42
Bank	60		5	5	5	5	5	5	5	5	5	5	5	5	60	0
Room hire	250		0	32	0	0	12	50	21	21	21	21	21	21	219	31
Premises & Facilities	5,170															
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	40	0	0	0	0	0	0	40	10
Grounds & Open Spaces	450															
Grass cutting	7,000		385	770	770	1,155	770	770	385	0	0	0	0	385	5,390	1,610
Hedge cutting	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0
Tree surgery	1,000		0	0	0	0	198	0	0	1,000	0	0	0	0	1,198	(198)
Plants for flower tubs	300		0	0	0	0	0									

Produced: 2 Sept 2025

- Forecast total expenditure excluding utilisation of reserves is less than budgeted due to lower than budgeted staff and grass cutting costs.

Hullavington Parish Council - Risk Register

Date of Preparation: August 2025 following review May 2025

Prepared by: Cllrs Lawley, Anderson & Atkey

Approved by Council: 8th 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
Finance									
Budgeting	Precept under/overestimated	3	3	9	Financial Regs, Section 4. Councillors meet annually to review receipts and payments line by line and project for the year ahead by consensus.	RFO to propose 5 year forward plan for receipts, payments and movements on reserves for councillors' review and approval.	RFO with support from Cllr Atkey	October 2025	January (Wilts Council to advise date)
Financial control	Budget under/overspend	2	4	8	Monthly budget monitoring reports introduced by interim RFO	All councillors to review monthly reports of actuals against budget and to approve forecast outturns.	RFO and Council with support from Cllrs Atkey & Anderson	Sept 2025	Sept 2025
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.	Review authorisation process. Align reconciliation process with monthly budget monitoring.	RFO & Cllr Anderson with support from Cllr Atkey	Sept 2025	Oct 2025
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.	<ul style="list-style-type: none"> Approve updated financial regulations. RFO to review savings accounts for best value	Council RFO	Sept 2025 Dec 2025	Oct 2025 Jan 2025

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. Process under review pending appointment of new Clerk	Introduce pro-forma payroll invoices for sign-off by chair.	RFO & Chair	Oct 2025	Nov 2025
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.	Updated Financial Regulations to be reviewed and approved by whole council	RFO	N/A	N/A
VAT reclaim	Loss of VAT not reclaimed. Lack of compliance with HMRC regulations leads to sanctions	1	4	4	Financial Regs, Para 13,6. Qualifying VAT recorded on cashbook spreadsheet.	Nominated Cllr to check VAT reclaim forms against cashbook spreadsheet. Minimise purchases by individuals to maximise VAT qualifying for reclaiming	RFO	Quarterly	Quarterly

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 – draft update Aug 2025	Approve updated financial Regs. RFO to oversee process	Full Council RFO & Councillors	Sept 2025 When needed	Sept 2026 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	3	3	9	Financial Regs, para 1.7; HPC Grants & Donations Policy.	Review Policy & monitoring process.	RFO & Council	Mar 2026	Mar 2027
Reserves management	Excessive or inadequate reserves	3	5	15	Financial Regs, para 4.6. Reserves noted annually. Some earmarked reserves created at last year-end.	General and Earmarked Reserves requirements to be planned for future years as part of annual budget setting process. Consider need for reserves policy.	Council with RFO support	Oct 2025	Nov 2025
Governance									
Insurance	Risks to third parties, property and individuals	2	4	8	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	Oct 2025

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
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	April 2026
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	End Sept	Oct 25
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	Sept mtg	Oct 25
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	End Sept	Oct 25
Transparency	Failure to register Interests, gifts, hospitality offers	1	2	2	Deposited with Wiltshire Council. (WC)	None	Councillors		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	4	4	16	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	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	Mid Sept	Sept 25
Communication	Poor communication within the council or with the public.	2	3	6	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	Sept	Oct 25
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.	1	3	4	Resilience plans in place and regularly updated	Mtg to confirm attenuation plan with relevant parties	Community emergency coord – J Atkey	End Sept	Oct 25
IT security	Inadequate IT security or loss of electronic data.	3	3	9	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	Locum Clerk	Aug	Sept 25

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
Parish Infrastructure									
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
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

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
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
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

Risk Category	Risk Description	Likelihood 1-5	Impact 1-5	Severity L * I	Existing controls	Further action needed	Responsibility	Target Date	Review Date
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 PARISH COUNCIL

FINANCIAL REGULATIONS

Contents

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

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

1. General

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

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

1.7. In addition, the council shall:

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

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk and RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council

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

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

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

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

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

4. Budget and precept

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

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

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

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

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

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

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

5. Procurement

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

- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk and RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order, or make any contract on behalf of the council, unless instructed to do so in advance by a resolution of the council. Where such authorisation is granted, the member(s) must act in accordance with the council's procurement procedures, ensure best value, and provide all relevant documentation to the Clerk and RFO for record-keeping and audit. Authorised purchases must be within approved budgets and reported to the next council meeting. Members must not make personal payments expecting reimbursement unless explicitly authorised in advance.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary,

whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with CAF Bank and with Cambridge & Counties Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.

6.6. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £500 excluding VAT, within an agreed budget.

- ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.7. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500

unless authorised by council or finance committee in writing before any order is placed.

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

10. Petty Cash

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

11. Payment of salaries and allowances

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

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final

cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

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

16. Assets, properties and estates

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

17. Insurance

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

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

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

HULLAVINGTON PARISH COUNCIL

Agenda Item: Approval of Updated Financial Regulations

Meeting Date: 8 September 2025

Prepared by: Cllr Jon Atkey, Interim Responsible Financial Officer

Preamble

The council's Financial Regulations have been reviewed to ensure they reflect the latest guidance from the National Association of Local Councils (NALC), ensuring compliance with current legislation and best practice in financial governance.

In preparing the proposed update:

- All placeholder text — including curly and square brackets — has been removed
- Appropriate details have been confirmed to reflect the specific structure, procedures, and staffing arrangements of Hullavington Parish Council

Key updates include:

- **Clarified roles and responsibilities** for councillors, the Clerk, and the Responsible Financial Officer (RFO), particularly in light of recent staffing transitions
- **Updated procedures** for online banking, electronic payments, and internal controls
- **Refreshed thresholds and authorisation limits** to align with council spending patterns and audit recommendations
- **Enhanced transparency measures**, including clearer reporting requirements and procurement protocols

This tailored document strengthens financial oversight, supports regulatory compliance, and ensures the Council's procedures are both robust and locally relevant.

Motion

That Hullavington Parish Council approves the adoption of the updated Financial Regulations document, dated 8 September 2025, which reflects current best practice, aligns with the latest NALC model, and incorporates local amendments as agreed. This document shall replace the previous version and take effect immediately.

HULLAVINGTON PARISH COUNCIL ASSET REGISTER - AS AT 31 MARCH 2025

Asset Description	Location	Date Acquired	Acquisition Cost £	Insurance value £	AGAR Value £	Disposed
Land and buidings						
Cemetery car park	Cemetery	Jan-03		18,418.00	18,418.00	Dec-24
Cemetery shed	Cemetery		9,190.00	10,854.00	10,854.00	
Cemetery gates - old	Cemetery				0.00	
Cemetery gates - new	Cemetery on The Street	Dec-02			1,220.00	
Bus shelter	Queens Head				7,841.00	
Bus shelter	Parklands	Mar-05			8,878.00	
The Green	Adjecent to The Street				0.00	
Garden area behind the bus stop	Adjacent to The Street				0.00	
Footpath & fences connecting The Hall & Greens Close					0.00	
Furniture, fixtures and fittings						
Bench - green metal	The Green	Oct-94			331.00	
Bench - Greenwood replacement	Opposite Hullavington Arms	Feb-21			500.00	
Bench	Parklands				500.00	
Bench	School field				500.00	
Bench	Cemetery				500.00	
Bench	Between Newtown & Greens Close on The Street				500.00	
Bench	Cemetery				500.00	
Bench seating	Bus shelter, Watts Lane	Sep-22	750.00	750.00	750.00	
Book shelves	Bus Shelter, Watts Lane	Sep-22	497.00	497.00	497.00	
Filing cabinet	Village Hall	Sep-09	109.00	109.00	109.00	
Noticeboard	Bus shelter by Watts Lane	Feb-14	204.00		204.00	
Noticeboard	Cemetery	Mar-17	Donated by Cllr Martin		250.00	
Noticeboard	Garage	Feb-14	104.49		104.49	
Sign on the village green	Village Green	Dec-18	Donated by Kier Construction		0.00	
Equipment						
Funeral bier	Cemetery			0.00	0.00	Dec-24
Defibrillator	Wall of Village shop	Jan-19	1,890.00	1,890.00	1,890.00	
Speed indicator device	Parklands end of the village	Mar-23	3,618.00		0.00	Mar-25
Total Value			16,362.49	32,518.00	54,346.49	

Receipts and Payments for 13 August 2025

Receipts	Ref	Amount
BACS CREDIT Wiltshire COUNCIL 309354 - CIL money	R21	£61,778.75
Total		£61,778.75

Payments		Amount
Clerk's salary, traveling, stationery	P64	£828.90
Pension		£216.67
HMRC		£342.93
Clerk's salary	P65	£444.24
Pension		£159.93
Bank charges		£5.00
Grass cutting	P66	£770.00
Sandra Samra - reimburse defibrillator signs	P67	£11.96
Plastecowood Ltd	P68	£996.00
Railings around the cemetery	P69	£5,748.00
Vision ICT	P70	£216.00
Acer	P71	£198.00
Room Hire	P72	£12.00
		£9,949.63

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

Receipts and Payments for 8 September 2025

Receipts		
Transfer from CAF Cash a/c 00017300	R22	£80,000.00
Total		£80,000.00

Payments		Amount
Transfer to CAF Gold a/c 00093813	P73	£80,000.00
Bank charges		£5.00
Currys Group Ltd, DGS Retail Ltd Clerk's laptop	P74	£498.96
		£80,503.96

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

HULLAVINGTON PARISH COUNCIL

BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Hullavington Parish Council (hereinafter referred to as the Council) will from time to time consider what action it can properly take to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the parish to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan, identifying areas significant for community well-being and biodiversity.

Land and property management

The Council will:

- carry out a review of biodiversity of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards and respecting sensitivities such as burial areas, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs), wildlife corridors, the Local Nature Recovery Strategy and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

This policy will be reviewed every three years.

Author	D Lawley, Chair
Owner	Hullavington Parish Council
Approval Body	Full Hullavington Parish Council

Date Approved	
Version Number	1.0

Hullavington Community Benefits Society Limited (“the Society”)

Update to Parish Council (8.9.2025)

The purpose of this report is to provide an update to Parish Council on any completed or planned activities undertaken by “the Society”.

Completed Activities (August 2025):

- Annual Return (AR30) for year ending 31st March 2025 was submitted to FCA via the on-line Mutual Society Portal on 5th August 2025 and approved on 7th August 2025;
- A change of registered office address from 1 Ivy Court, Frog Lane, Hullavington, SN14 6RU to new Chair & Secretary (Jan Lloyd) at 19 Royal Field Close, Hullavington, SN14 6DY was submitted on 5th August 2025 and approved on 7th August 2025;
- Contact with the owner of The Stables maintained re start date of renovations work – due to commence in August 2025, however delayed due to planning considerations relative to the Hullavington Arms (details unknown).
- New website pages created to keep the community informed - <https://hullavington.org/the-hullavington-community-benefits-society/>

Planned Activities (September / October 2025):

- Partial change to “The Society” Rules (as approved at the Special Members’ Meeting (7th July 2025) will be submitted to FCA. The changes are minor and reflect the current position whereby the owner is renovating and planning to operate the Stables as a Pub and Café as opposed to the community buying and running it.
- Tax Return to be submitted.
- The next quarterly Management Group meeting is to be held on 29th August 2025. The agenda will include a discussion relating to the various projects that were previously ‘co-ordinated’ by the wider Community Benefits Society Group e.g., footpaths; Gauzebrook; war memorial; bus stop library; tricky recycling; etc. Feedback will be given to Parish Council following the meeting.
- Various policy documents that were prepared in readiness for the community buying and managing The Stables need to be updated (within 3–6 month timescale)

Jan Lloyd, Chair & Secretary, Hullavington Community Benefit Society Limited

HULLAVINGTON PARISH COUNCIL

NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP

TERMS OF REFERENCE



Version	Date Drafted	Date approved	Approved by	Date for review
0.1	16.8.2025			
0.2	01.9.2025			

Steering Group terms of reference

Hullavington Neighbourhood Development Plan Steering Group

Established [ADD DATE] (including relevant Parish Council date)

1. Purpose of the steering group

- a. The Hullavington Neighbourhood Development Plan Steering Group will oversee the preparation of the Hullavington Neighbourhood Development Plan (NDP) so that it can progress to independent examination, successful community referendum and be adopted by Wiltshire Council to become planning policy, under the Localism Act 2011.
- b. The Steering Group is a Sub-Committee of Hullavington Parish Council (the Council). It is appointed by the Council, which has been determined by the Council.
- c. The Steering Group will engage the local community throughout the plan-making process to ensure that the NDP accurately represents the views and ambitions of residents and other stakeholders.
- d. The Steering Group will focus solely on the NDP and not other areas of interest to the community, for example Lime Down, etc.

2. Principles:

- a. **Wiltshire Council** is the responsible body for bringing a neighbourhood plan into planning policy.
- b. The Steering Group will undertake the process in a democratic, transparent and fair fashion, encouraging widespread participation and giving equal consideration to opinions and ideas from all members of the community.
- c. All decisions made shall be fully evidenced and supported through consultation with the local community and will be reported back to the Council for approval.

3. Roles and responsibilities

- a. Agree and prepare a project plan with timetable;
- b. Identify ways of involving the whole community and gather the views and opinions of as many individuals, groups and organisations in the community as possible, ensuring consultation is as wide and thorough as possible;
- c. To undertake analysis and evidence gathering to support the NDP production process;
- d. Actively support and promote the preparation of the NDP throughout the duration of the project;
- e. Prepare an outline budget for essential expenditure costs relating to the project and submit to the Council for review and approval;
- f. Work positively with the Local Planning Authority to ensure the plan is in conformity with the strategic policies of the adopted NDP;
- g. Agree, subject to ratification by the Parish Council, a final submission version of the NDP for submission to Wiltshire Council;
- h. Actively support and promote the preparation of the plan throughout the duration of the project.
- i. Provide monthly update reports to the Council;

4. Membership

- a. The Steering Group will be made up of a cross-section of volunteers;
- b. The Steering Group members and the responsibility of those members is as follows:

Position	Role	Name(s)
Chair	Chairs Steering Group meetings and liaise with parish council	
Vice-Chair	Steps in when Chair is away	

Secretary	Arranges and minutes meetings.	
Project manager	Creates, monitors and maintains the project plan (schedule), undertakes agreed actions.	
Project team members	Use their individual skills and experiences to undertake various aspects of project work.	
Parish Clerk / Treasurer	Ensures relevant Council procedures and policies are followed and RI think there's something missing here	

- c. The positions of Chair, Vice Chair, and Secretary will be ratified by the Steering Group;
- d. All members are expected to play an active part on the team. Members will remain in the positions until the project is completed. If these positions should become vacant, the Group will elect an alternate.
- e. Expressions of interest for membership of the Steering Group will be open to the public for one month after the first consultation meeting (31.8.2025);
- f. Steering Group membership will be reviewed from time to time.

5. Decision making

- a. **The Parish Council** is the qualifying body for the purpose of preparing the NDP. The preparation of plan documents, consultation and community engagement exercises will be undertaken by or on behalf of the Council by the Steering Group;
- b. The Steering Group has full delegated authority from the **Parish Council** to deliver its plan-making functions up to and including publication of the Consultation Draft Plan. The Group will report (monthly) to the Council setting out progress on its work.
- c. The Parish Council will approve the Submission for Regulation 14 consultation and onward submission to Wiltshire Council;
- d. Decisions made by the Steering Group should normally be by consensus at Steering Group meetings. Where a vote is required, each member shall have one vote. A minimum two thirds of members shall be present where matters are presented for decisions to be taken. A simple majority vote will be required to support any motion. The Chairman should have one casting vote.

6. Meetings

- a. Steering Group meetings will take place monthly, or as required and meetings may be face-to-face, online or hybrid
- b. The dates of future meetings will be made publicly available via the Parish Council Website, Steering Group webpage.
- c. Notice and associated papers shall normally be despatched three clear days before the date of the meeting.
- d. A record of meetings and minutes will be circulated to Steering Group members and the Parish Council in a timely fashion.
- e. Minutes will be made publicly available on the website.

7. Working groups

- a. The Steering Group may appoint working groups, which will be sub-committees of the Steering Group, when specialist skills are required, whose terms of reference shall be determined by the Steering Group. Unless the Council determines otherwise, all members of a Working Group may be non-councillors.
- b. Working groups shall be free to set their own ways of working so long as they support the Steering Group reporting requirements monthly to the Parish Council.
- c. Any working group will provide monthly reports to the Steering Group.
- d. Members of the community will be encouraged to participate in the process at all stages.

8. Finance

- a. The Steering Group will abide by the Council's Financial Regulations at all times.
- b. The Steering Group will prepare an outline budget for essential funding requirements that are unable to be sourced elsewhere. Subject to the Council's approval, the budget and any other approved funding will be held by the Parish Council, which will ring-fence the funds for NDP work.
- c. Working groups needing funds should apply through the Steering Group to Parish Council in order to manage the Parish Council interface.
- d. The Steering Group will notify the Parish Council when approved expenditure is due to be incurred.

9. Conduct and conflicts of interest.

- a. Steering Group members should conduct themselves in an appropriate manner as representatives of the Parish Council and community and declare any interest where there is a potential financial or pecuniary benefit to themselves, or their company/ organisation arising from the decisions or recommendations of the group.
- b. Members of the Steering Group will:
 - i. Be clear and open when their individual roles or interests are in conflict;
 - ii. Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, or religion and belief;
 - iii. Actively promote equality of access and opportunity.

10. Data Protection

- a. Requirements of the Data Protection Act are to be met having regard to both the relationship with the Parish Council and also the need to provide Wiltshire Council with a list of consultees at the Submission stage of the process.
- b. A named Data Protection Officer (DPO) will be appointed and will be responsible for informing and advising on data protection obligations and monitoring compliance.

11. Freedom of Information Act/Environmental Information Regulations

- a. Transparency in decision making at all stages of the neighbourhood plan processes is essential. Any material that is used or collected to inform the neighbourhood plan (in particular consultation material) must be available for public inspection in accordance with the Freedom of Information Act/Environmental Information Regulations.

12. Changes to the terms of reference

- a. This constitution may be amended with the support of at least two thirds of the current membership at the Steering Group meeting and with the approval of the Parish Council.

13. Dissolution

- a. The Steering Group will be dissolved once its objective has been attained and/or when at least two thirds of its members and the parish council consider its services are no longer required. b. The Steering Group in conjunction with the Parish Council will then dispose of any remaining funds held in accordance with any conditions imposed by the grant funder and in the best interests of the parish.

Highways Improvement Request Form

Contact Details

Name:	Debbie Lawley, Hullavington PC Chair	Date:	31/07/2025
Address:	1 Ivy Court, Hullavington, Wilts, SN14 6RU		
Telephone No:	07976 206095		
Email Address:	debbie.lawley@hullavington-pc.gov.uk		

Issue Details

Location of Issue:	The Street between houses 87-89, Hullavington. What3words likening.clusters.hush
Community Area:	Chippenham
Parish or Town Council:	Hullavington Parish Council
Nature of Issue: (max 600 characters)	
Issue created by over run of large vehicles, eroding the verge and blocking the gullies through vehicle flood wash. This now causes potholes and flooding of the road, even in relatively light rain. The road has been repaired on a number of occasions. The wash leads to blocked gullies which exacerbates the issue. Our Wiltshire Councillor for By Brook, Jon Atkey, attended on-site along with Nick Dye, Wiltshire Council Portfolio Holder for Flooding and Water Quality.	
How long has it been an issue?	This issue has been outstanding since at least 2020.
What would you like done to resolve this issue? (max 600 characters)	
The highways engineer (Becky) visited 30 th July 2025. She is suggesting the insertion of kerbing and backfill of the verge. The drains were originally inserted into the verge in a similar way to the gullies that line the village green. The road will need repair and possible reinforcing to stop future subsidence and to direct water into the drains. A previous visit from a highways engineer recommended full height HB2 kerbs with a vertical face of at least 125mm.	
Have you been in touch with your local Wiltshire Councillor? (Yes/No)	Yes

***This form needs to be completed and e-mailed or sent to your local Town or Parish Council.
Town and Parish contact details are available via the link below:***

<https://cms.wiltshire.gov.uk/mgParishCouncilDetails.aspx>

Town or Parish Council Comments: (To be completed by Town or Parish Council only. Max 600 characters)

Recommendation for the Appointment of a New Clerk to the Parish Council

To: The Members of Hullavington Parish Council **From:** The Staffing Committee **Date:** 8th September 2025 **Subject:** Recommendation for the Appointment of the Parish Clerk

1. Background

Following the resignation of the previous Parish Clerk, the Parish Council agreed to establish a Staffing Committee to manage the recruitment process for a new Clerk and Responsible Financial Officer. The recruitment was carried out in accordance with the recruitment policy defined by the Civility & Respect Recruitment manual as recommended by Wiltshire Association of Local Councils (WALC).

2. Summary of Recruitment Process

The role was advertised on WALC website, local Facebook groups including Hullavington Happenings and village notice boards from 24th July 2025 to 12th August 2025.

- A total of 7 applications were received from 8 enquiries.
- The Staffing Committee shortlisted 5 candidates for the interview stage.
- All shortlisted candidates were interviewed on 18th and 19th August by the Staffing Committee.

3. Recommendation for Appointment

Following a thorough and confidential interview process, the Staffing Committee unanimously recommends the appointment of Dannielle Hemmings, candidate four.

4. Justification

The recommended candidate demonstrated a strong understanding of the duties and an interest in the role, including the legal, and administrative responsibilities of a Parish Clerk. Her skills and experience are well-suited to the requirements of the job description and person specification. We were especially impressed by Dannielle's personal qualities that she would bring to the role, showing curiosity and a willingness to learn. Danielle is local to the village and eager to serve her community. We are confident she will gain the support and respect of Councillors and Parishioners alike.

5. Proposed Motion

The following motion is submitted for the Council's approval:

"That the Parish Council approves the appointment of Dannielle Hemmings to the part-time post of Clerk and Responsible Financial Officer at Spinal Point 18, effective 22nd September 2025 and authorises the Chair of the Staffing Committee to finalise the terms and issue a formal contract of employment, subject to satisfactory references."

Submitted by:

Debbie Lawley,

Chair of the Staffing Committee, Hullavington Parish Council.