

Hullavington Parish Council

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

Councillors in attendance:

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

Also present:

8 members of the public.

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

Question regarding the budget for the year. Regarding reserves and the criteria for setting reserves. Answered during the meeting by Cllr J Atkey.

49/25 Apologies for absence

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

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

None

51/25 Minutes of the Ordinary Parish Council Meeting –

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

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

52/25 Chair's report

- a. To note communication received from Parishioners

Comments received regarding the well-received Coachstyle extra services, traffic calming, hedge trimming, congratulations on Biodiversity Plan and picnic bench, thanks from the newsletter Editors for the donation to a PC.

Footpath issues footpath one resolved, Dyson gate fixed/ Smell reports raised and at the cemetery end.

- b. To note update on this month's PC communications

Facebook updates & notice boards - Clerk advertisement, road closures, picnic bench

- c. To note actions including shop notice board refurb and Facebook page awaiting the social media Policy.

- d. To note website MOT and email addresses

Accessibility report now updated. Government addresses in place, secure socket level applied to website. Improvements ongoing.

- e. To note traffic calming feedback report update – Cllr Samra completed feedback

Ready to go forward – Next action as follows in point f

- f. To note traffic calming action to consult LHFIF in October on short term and long-term measures – Cllr Atkey

53/25 Planning Applications –

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

- a. PL/2024/11333 – Hullavington Arms – Change of use of former public house to residential use with associated amenity space and car parking.

i. Change of target finish date to October following notice in Wiltshire Gazette

- b. PL/2025/03530 – Kingway Nurseries – Full planning application for the demolition of the remaining horticultural nurseries and erection of employment facilities comprising office and product development premises (Class E) and warehouse and light industrial facilities (Class

B2 and B8). Ancillary uses include a mobility hub, café, and accommodation, together with landscaping, drainage, and other associated works.

i. *No change*

54/25 Finance and Administration

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

55/25 Parish Assets and Amenities

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

56/25 Projects & Working Groups

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

ACTION To be added to next agenda

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

57/25 Highways and footpaths

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

58/25 In Confidence:

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

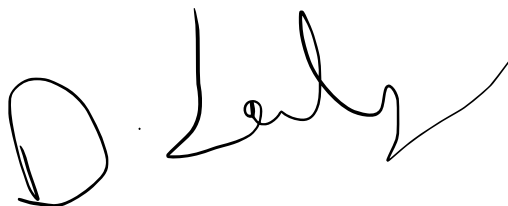
- a. **Staffing Committee Update** – To consider and approve the motion to appoint Dannielle Hemmings as Clerk and Responsible Finance Officer. **Approved**
- b. **Handover status:** To receive a verbal report on the handover from previous clerk – c/f to next meeting

59/25 Date of Next Meeting

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

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

Meeting closed at 21.30.

A handwritten signature in black ink, appearing to be 'D. J. Atkey', written in a cursive style.