



Membership: Councillors P Oakey (Chair), A Breach (Vice-Chair), J Anderson-Hill, A Howard-Evans.

You are duly summoned to attend Bulkington Parish Council General Meeting on **Wednesday 13<sup>th</sup> November 2024 at 7.30pm** to transact the following business at the location of the Bulkington Village Hall, Bulkington, Wiltshire.

T Hicks,  
Parish Clerk & Responsible Financial Officer

## AGENDA

No.	Item
1.	<p><b>Apologies</b> To receive and accept apologies for those unable to attend.</p>
2.	<p><b>Declarations of Interest</b> To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.</p>
3.	<p><b>Minutes of the previous meeting</b> (i) To approve as a correct record the minutes of the Parish Council meeting held on 24<sup>th</sup> October 2024. (ii) To note any matters arising from the minutes of the meeting held on 24<sup>th</sup> October 2024.</p>
<p><b>Standing Orders will be suspended to allow for public participation</b></p>	
4.	<p><b>Public Participation</b> (i) To enable members of the public to address the Council regarding an item on the agenda. (ii) To receive any petitions or deputations.</p>
<p><b>Standing Orders will be reinstated following public participation</b></p>	
5.	<p><b>Reports from:</b> (i) To receive an update from the Unitary Councillor – Tamara Reay - sent via email. (ii) To receive the Chair's report. (iii) To receive the Clerk's report. (iv) To receive up to date external meetings schedule and to decide who will attend meetings.</p>
6.	<p><b>Matters arising from previous meetings:</b> (i) To receive an update on the blocked ditches.</p>
7.	<p><b>Planning Matters to discuss:</b> (a) To note the BPC Planning Schedule as at 1<sup>st</sup> September 2024. (b) Any other any other applications received before the meeting.</p>
8.	<p><b>Maintenance to include items as below:-</b> (i) To discuss and agree Parish Steward – Consideration of jobs for next visit. (ii) To discuss and agree Maintenance Log – for ongoing items. (iii) To receive update re 'Re-Elming Bulkington' by Great Western Community Forest.</p>
9.	<p><b>Finance</b> (i) <b>Payments for approval:</b> a) Clerk's Salary November 24</p>

	<p>b) Clerk's PAYE November 24</p> <p>c) RBL donation £50</p> <p>(ii) <b>To approve</b> invoices/requests for payment received prior to the meeting.</p> <p>(iii) <b>Monthly Management Accounts</b></p> <p><b>Members to receive</b> the monthly financial report and bank reconciliation. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements.</p>																																							
10.	<p><b>Playground</b></p> <p><b>To receive</b> an update on the playground maintenance.</p>																																							
11.	<p><b>Budget and Precept 2025-26</b></p> <p>Members to review the second suggested draft of the draft budget for 2025-26. The baseline figures have not yet been received from Wiltshire Council. Members to instruct the Clerk for the final draft to be approved at the December meeting.</p>																																							
12.	<p><b>Governance</b></p> <p>(i) <b>To discuss</b> Councillor vacancy.</p>																																							
13.	<p><b>Meetings Planner for 2025</b></p> <p>Members to approve meeting dates and action plan as follows:-</p> <table border="1"> <thead> <tr> <th>2025</th><th>Work Required</th><th>Bank Holidays</th></tr> </thead> <tbody> <tr> <td>8<sup>th</sup> January 2025</td><td> <ul style="list-style-type: none"> <li>Approve final budget.</li> <li>Precept demand to Wiltshire Council</li> <li>Clerk's Appraisal§</li> </ul> </td><td>1<sup>st</sup> January 2025</td></tr> <tr> <td>12<sup>th</sup> February 2025</td><td></td><td></td></tr> <tr> <td>12<sup>th</sup> March 2025</td><td>Review election procedures</td><td></td></tr> <tr> <td>9<sup>th</sup> April 2025</td><td>Sign off accounts</td><td>18<sup>th</sup> April Good Friday 21<sup>st</sup> April Easter Monday</td></tr> <tr> <td>14<sup>th</sup> May 2025</td><td>Annual Parish Meeting Annual Parish Council Meeting – Appoint Chair &amp; Vice-Chair</td><td>5<sup>th</sup> May Early May BH 26<sup>th</sup> May Spring BH</td></tr> <tr> <td>11<sup>th</sup> June 2025</td><td>Sign off AGAR</td><td></td></tr> <tr> <td>9<sup>th</sup> July 2025</td><td></td><td></td></tr> <tr> <td>No meeting in August</td><td></td><td>25<sup>th</sup> August</td></tr> <tr> <td>10<sup>th</sup> September 2025</td><td></td><td></td></tr> <tr> <td>8<sup>th</sup> October 2025</td><td>Budget prep</td><td></td></tr> <tr> <td>12<sup>th</sup> November 2025</td><td>Clerk's salary review</td><td></td></tr> <tr> <td>10<sup>th</sup> December 2025</td><td>Sign off budget</td><td>25<sup>th</sup> December Christmas Day 26<sup>th</sup> December Boxing Day</td></tr> </tbody> </table>	2025	Work Required	Bank Holidays	8 <sup>th</sup> January 2025	<ul style="list-style-type: none"> <li>Approve final budget.</li> <li>Precept demand to Wiltshire Council</li> <li>Clerk's Appraisal§</li> </ul>	1 <sup>st</sup> January 2025	12 <sup>th</sup> February 2025			12 <sup>th</sup> March 2025	Review election procedures		9 <sup>th</sup> April 2025	Sign off accounts	18 <sup>th</sup> April Good Friday 21 <sup>st</sup> April Easter Monday	14 <sup>th</sup> May 2025	Annual Parish Meeting Annual Parish Council Meeting – Appoint Chair & Vice-Chair	5 <sup>th</sup> May Early May BH 26 <sup>th</sup> May Spring BH	11 <sup>th</sup> June 2025	Sign off AGAR		9 <sup>th</sup> July 2025			No meeting in August		25 <sup>th</sup> August	10 <sup>th</sup> September 2025			8 <sup>th</sup> October 2025	Budget prep		12 <sup>th</sup> November 2025	Clerk's salary review		10 <sup>th</sup> December 2025	Sign off budget	25 <sup>th</sup> December Christmas Day 26 <sup>th</sup> December Boxing Day
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14.	<p><b>Clerk's Salary</b></p> <p>The annual national pay award has now been announced and an increase in salary has taken place. This is to be backdated to 1<sup>st</sup> April 2024. The new salary will come into effect from 1<sup>st</sup> December 2024.</p> <p><b>For noting.</b></p>																																							
15.	<p><b>Correspondence Received Since Last Meeting</b></p> <p>(i) Church grant request</p>																																							
16.	<p><b>Confirmation of date of next meeting:</b> Wednesday 11<sup>th</sup> December 2024 @7.30pm</p>																																							

For the public supporting documentation, please scan:

