



Bulkington Parish Council

Wiltshire

www.bulkingtonparishcouncil.gov.uk

clerk@bulkingtonparishcouncil.gov.uk

Chair – Philip Oakey

Clerk – Tekla Hicks

Membership: Councillors P. Oakey (Chair), S. Macalpine-Downie (Vice-Chair), J. Anderson-Hill, A. Breach.

You are duly summoned to attend the Annual Meeting of Bulkington Parish Council on **Monday 11th May 2026 at 6.30pm** to transact the following business at the location of the Bulkington Village Hall, Bulkington, Wiltshire.

Tekla Hicks.

T Hicks, PSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

- 26-27/1 **Election of Chair for the Year 2026-27**
Nominations will be sought for the position of chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly. After formal election, the retiring chair will make way for the newly elected chair and take up the chair's seat. The newly elected chair will sign the declaration of acceptance of office and deliver it to the clerk
- 26-27/2 **Election of Vice-Chair for the Year 2026-27**
Nominations will be sought for the position of vice-chair. Members will put forward a proposal to vote for their preferred nominee and vote accordingly.
- 26-27/3 **Apologies**
To receive and consider apologies for those unable to attend.
- 26-27/4 **Declarations of Interest**
To receive any declarations of interest for items on the agenda under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
- 26-27/5 **Minutes of the previous meeting**
To approve as a correct record the minutes of the parish council meeting held on 9th March 2026.
- 26-27/6 **Public Participation**
(i) **To enable** members of the public to address the Council regarding an item on the agenda. *
(ii) **To receive** any petitions or deputations.
- 26-27/7 **Reports from:**
(i) **To receive** up to date external meetings schedule.
- 26-27/8 **Planning Matters to discuss:-**
(i) **To note** any planning applications received before the meeting.
(ii) **To note** the BPC Planning Schedule.

- 26-27/9 **Maintenance to include items as below:-**
- (i) **To discuss and agree** Parish Steward – Consideration of jobs for next visit.
 - (ii) **To consider** village entry white gates options.
 - (iii) **To consider** Parish Council owned refuse bins.
- 26-27/10 **Finance**
- (i) **Payments for approval:**
 - (a) Clerk’s expenses.
 - (b) Julie Bailey – Audit £260.
 - (c) WALC subscription Inv 0968 - £122.46.
 - (d) M Goddards & Sons Landscaping Inv 3261 - £381.60
 - (ii) **To approve** invoices/requests for payment received prior to the meeting.
 - (iii) **Monthly Management Accounts**
Members to receive the monthly financial report and bank reconciliation. See attached papers. The chair to sign the bank reconciliation.
- 26-27/11 **Annual Accounts 2025-26**
Members to approve the annual accounts for the period 1st April 2025 to 31st March 2026.
- 26-27/12 **Asset Register 2026-27**
Members to approve the Asset Register for 2026-27.
- 26-27/13 **Annual Internal Audit 2025-26**
Members to receive and note the Annual Internal Audit Report.
- 26-27/14 **Annual Governance and Accountability Return 2025-26**
- (i) **Annual Governance Statement**
Members to approve the Annual Governance Statement as outlined in section 1 of the Annual Return and minute accordingly. Full statement attached.
 - (ii) **Accounting Statements 2025-26**
Members to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time.
 - (iii) **Exercise of Public Rights**
Members to note that the RFO has set the dates for the commencement of the period for the exercise of public rights to be Wednesday 3rd June to Tuesday 14th July 2026.
- 26-27/15 **Appoint Councillor Portfolios**
- i) Highways, Footpaths & ROW Co-ordinator
 - ii) Community & Resilience Co-ordinator
 - iii) Playfield and Social Co-ordinator/Committee
 - iv) Planning Co-Ordinator
 - v) HR/Finance/Policy Co-ordinator
- 26-27/16 **Governance**
- (i) **To approve and adopt or review for 2026-27:-**
 - a) Appraisal policy
 - b) Biodiversity policy
 - c) Co-Option policy
 - d) Code of Conduct
 - e) Community Emergency Plan
 - f) Complaints Policy

- g) Data Protection policy
- h) Dignity at Work policy
- i) Disciplinary policy
- j) Document Retention and Publication Scheme
- k) Equality and Diversity policy
- l) Financial Regulations
- m) Freedom of Information policy
- n) GDPR consent
- o) Grant Awarding policy and application form
- p) Grievance policy
- q) Health and Safety policy
- r) IT Policy
- s) Lone Working policy
- t) Playground Inspection Policy & Risk Assessment
- u) Privacy Notice
- v) Volunteer Policy
- w) Risk Assessment
- x) Standing Orders

26-27/17 **Confirmation of date of next meeting:** Monday 13th July 2026 at 7.30pm.

For supporting documents, please go note the new website at www.bulkingtonparishcouncil.gov.uk

*Bulkington Parish Council meetings are held in public, but they are not public meetings. Members of the public are very welcome to attend, and a session is provided to allow for questions to the chair (total three minutes). Outside of the session, members of the public may only speak upon invitation from the chair. No decisions can be made on items raised during the meeting, but if council so wishes, items may be added to a future agenda for consideration.

04.05.2026