

Minutes of Bulkington Parish Council Annual Meeting held on Wednesday 9th May 2024 at 6.30pm at Bulkington Village Hall, Bulkington, Wiltshire.

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

Present: Councillors P Oakey (Chair), C Haslam, A Breach, J Anderson-Hill, A Howard-Evans.

Wiltshire Councillor T Reay, E Speller of Swindon Borough Council

Member of Public – None

Proper Officer: T Hicks

MINUTES

No.	Item	Action
PC/24-25/30	Election of Chair for the Year 2024-25 Nominations will be sought for the position of Chair. Nominations received for Cllr Oakey. Agreed unanimously that Cllr Oakey would be Chair for 2024-25.	
PC/24-25/31	Election of Vice-Chair for the Year 2024-25 Nominations will be sought for Vice-Chair. Nominations received for Cllr Breach to be Vice-Chair. Agreed unanimously that Cllr Breach would be Vice-Chair for 2024-25.	
PC/24-25/32	Apologies To receive and accept apologies for those unable to attend. None.	
PC/24-25/33	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011. None.	
PC/24-25/34 PC/24-25/34.1 PC/24-25/34.2	Reports from: To receive an update from Wiltshire Councillor – Cllr Reay updated the meeting. Please see her report here . To receive an update from the Chair of the meeting. Please see the annual report here .	
PC/24-25/35	Minutes of the previous meeting To approve as a correct record the minutes of the Parish Council meeting held on 10 th April 2024. Approved.	
PC/24-25/36	Matters arising from previous meetings: Moved to maintenance log.	
Standing Orders were be suspended to allow for public participation		
PC/24-25/37 PC/24-25/37.1 PC/24-25/37.2	Public Participation To enable members of the public to address the Council regarding an item on the agenda. None. To receive any petitions or deputations. None.	
PC/24-25/38 PC/24-25/38.1 PC/24-25/38.2 PC/24-25/38.3	Appoint Councillor Portfolios:- Finance and contracts and bank signatories – Cllr Oakey Police Liaison – Cllr Anderson-Hill Parish Stewards and LHFIF – Cllr Breach	Clerk to update board and website

Signed.....

PC/24-25/38.4	Clerk HR – Cllr Anderson-Hill	
PC/24-25/38.5	Defibrillator – Cllr Oakey	
PC/24-25/38.6	Insurance – Cllr Oakey	
PC/24-25/38.7	Emergency Team and Flooding – Cllr Breach	
PC/24-25/38.8	Website and IT – Cllr Howard-Evans	
PC/24-25/38.9	Planning – Cllr Howard-Evans	
PC/24-25/38.10	Village Hall Liaison – Cllr Howard-Evans	
PC/24-25/38.11	War Memorial – Cllr Anderson-Hill	
PC/24-25/38.12	Playing Field & Grounds maintenance – Cllr Breach	
PC/24-25/39	Planning Matters to discuss:	
PC/24-25/39.1	To note the BPC Planning Schedule as at 1 st May 2024. None.	
PC/24-25/39.2	Any other any other applications received before the meeting. None.	
PC/24-25/40	Maintenance to include items as below:	Clerk
PC/24-25/40.1	To discuss and agree Parish Steward - Consideration of jobs for next visit – Clerk to contact PS to say sweeper is breaking up kerb stones.	
PC/24-25/40.2	To discuss and agree Maintenance Log – for ongoing items. Discussion regarding closing the layby at the entrance to Bulkington due to anti-social behaviour and fly-tipping. Agreed to move forward with applying to Wiltshire Council to close the layby and plant with trees/wildflowers. Also noted was the broken finger post by Pinkney Farm crossroads.	Cllr Reay E Speller Clerk
PC/24-25/40.3	To discuss and agree Playground update. Clerk updated the meeting that Inspect and Repair will be mending the zip-wire on 14 th May 24.	
PC/24-25/40.4	To receive a proposal ref 'Re-Elming Bulkington'. Presentation given by E Speller. See presentation here . The Council agreed this would be good for the village and would support an application. E Speller would apply for a grant on behalf of BPC and Cllr Reay to liaise regarding GAPS department. Cllrs agreed to pay E Speller's expenses for repair of damage by deer of new planting on WBMF totalling £83.50.	E Speller Cllr Reay Clerk
PC/24-25/41	Finance	
PC/24-25/41.1	Insurance Renewal Members to approve the annual renewal of the Parish Council's Insurance, and whether to enter a three year contract. Approved.	
PC/24-25/41.2a	Payments for approval: a) WALC renewal - £112.84	
PC/24-25/41.2b	b) Clerk's Salary May	
PC/24-25/41.2c	c) Clerk's PAYE May	
PC/24-25/41.2d	d) Playdale playground final invoice £3310.96	
PC/24-25/41.2e	e) Julie Bailey for audit £230	
PC/24-25/41.3	To agree and approve BPC March and April banking financial statements with accounts listed up to and including 30 th April 2024 along with financial summary sheet. Approved.	
PC/24-25/41.4	Annual Accounts 2023-24 Members to approve the annual accounts for the period 1 st April 2023 to 31 st March 2024.	
PC/24-25/42	Annual Internal Audit Members to receive and note the Annual Internal Audit Report. Noted.	
PC/24-25/43	Annual Governance and Accountability Return 2023-24	
PC/24-25/43.1	Annual Governance Statement 2023-24 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement	

Signed.....

4-25/43.2	attached. Approved. Accounting Statements 2023-24 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. Approved.	
PC/24-25/43.3	Exemption 2023-24 The Parish Council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000. For approval. Approved.	
PC/24-25/43.4	The Clerk is setting the commencement date for the exercise of public rights as Monday 3 rd June and ending on Friday 12 th July 2024.	
PC/24-25/44	Governance	Cllr Howard-Evans
PC/24-25/44.1	To discuss suggested Emergency/Resilience plans. Agreed to form a working party to discuss further and Cllr Howard-Evans to lead.	
PC/24-25/44.2	To review and adopt Communications Policy. Adopted.	
PC/24-25/44.3	To review and update Complaints Policy. Agreed.	
PC/24-25/44.4	To review and adopt Risk Assessment. Adopted.	
PC/24-25/45	Correspondence Received Since Last Meeting Wiltshire Council Area Board Minutes 26/2/24. Noted.	
PC/24-25/46	Confirmation of date of next meeting: 5 th June 2024 at 7.30pm	
PC/24-25/47	To close the meeting – 7.15pm	

Signed.....

