

Minutes of the Bulkington Parish Council Annual Meeting held on Monday 11th May 2026 at Bulkington Village Hall, Bulkington, Wiltshire.

Present: Councillors P. Oakey (Chair), J. Anderson-Hill, A. Breach, S. Macalpine-Downie (Vice-Chair), J. Socik.
In attendance: Proper Officer T. Hicks, Wiltshire Cllr. T. Reay, two members of the public (MOP).

MINUTES

- 26-27/1 **Election of Chair for the Year 2026-27**
Cllr. Oakey nominated as Chair. Proposed – Cllr. Anderson-Hill. Seconded – Cllr. Macalpine-Downie. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.
- 26-27/2 **Election of Vice-Chair for the Year 2026-27**
Cllr. Macalpine-Downie nominated as Vice-Chair. Proposed – Cllr. Anderson-Hill. Seconded – Cllr. Oakey. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.
- 26-27/3 **Co-Opting of Vacancy**
The council considered the application received, with reference to the BPC Co-Opt Policy. Cllr. Socik. The applicant was nominated by Cllr. Macalpine-Downie and seconded by Cllr. Anderson-Hill. The council UNANIMOUSLY APPROVED this application.
- 26-27/4 **Apologies**
None.
- 26-27/5 **Declarations of Interest**
There were no declarations of interest received.
- 26-27/6 **Minutes of the previous meeting**
The minutes of the parish council meeting held on 9th March 2026 were APPROVED UNANIMOUSLY.
- 26-27/7 **Public Participation**
26-27/7.1 The MOPs asked questions regarding the playground, the refuse bins, the maintenance of the village (pavements and hedges), the increased parking on the pavements, and the damage to fencing around the War Memorial. It was agreed that the Clerk would write to the relevant residents and update the village via Spotlight.
Another MOP requested the parish council consider a village newsletter, delivered to each household.
- 26-27/7.2 There were no petitions or deputations received.
- 26-27/8 **Reports**
26-27/8.1 The members received the up-to-date external meetings schedule.
- 26-27/9 **Planning Matters to discuss**
26-27/9.1 The council noted that no applications were received before the meeting.
26-27/9.2 The council noted the BPC Planning Schedule.
- 26-27/10 **Maintenance**
26-27/10.1 The council noted that the Parish Steward would return to the village after 6 months of no support as they had been diverted for pothole repairs since November. The council UNANIMOUSLY AGREED that the weeds in the kerbs, the overhanging hedges and the large

pothole near The Chestnuts would be the initial priorities and the Clerk to send priority list to Wiltshire Council.

- 26-27/10.2 The council agreed to send the Clerk availability to visit the sites in the village to confirm site options for the white gates. Carry forward.
- 26-27/10.3 The council discussed the refuse bin replacement options. It was UNANIMOUSLY AGREED that the Clerk be instructed to challenge Wiltshire Council's refusal to adopt the bin at near Brasspan Bridge.
- 26-27/11 **Finance**
- 26-27/11.1 **Payments Approved:**
- 26-27/11.1a Clerk's expenses.
- 26-27/11.1b Julie Bailey – Audit £260.
- 26-27/11.1c WALC subscription Inv 0968 - £122.46.
- 26-27/11.1d M Goddards & Sons Landscaping Inv 3261- £381.60
- 26-27/11.2 Chair's postage expenses for returning defib pads were approved.
- 26-27/11.3 **Monthly Management Accounts**
Members received the monthly financial report and bank reconciliation. Cllr. Oakey signed the bank reconciliation and bank statements.
- 26-27/12 **Annual Accounts 2025-26**
Members UNANIMOUSLY RESOLVED to approved the annual accounts for the period 1st April 2025 to 31st March 2026.
- 26-27/13 **Asset Register 2026-27**
Members UNANIMOUSLY RESOLVED to approve the Asset Register for 2026-27.
- 26-27/14 **Annual Internal Audit 2025-26**
Members received and noted the Annual Internal Audit Report.
- 26-27/15 **Annual Governance and Accountability Return 2025-26**
- (i) **Annual Governance Statement**
Members UNANIMOUSLY RESOLVED 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 UNANIMOUSLY RESOLVED to approve the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The chair and clerk signed the Annual Governance Statement and the Accounting Statements.
- (iii) **Exercise of Public Rights**
Members UNANIMOUSLY RESOLVED 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.
- 26-27/16 **Appoint Councillor Portfolios.** Members UNANIMOUSLY RESOLVED the portfolios as follows:
- i) Highways, Footpaths & ROW Co-ordinator – Cllr. Macalpine-Downie.
 - ii) Community & Resilience Co-ordinator – Cllr. Breach.
 - iii) Social Co-ordinator/Committee – Cllr. Anderson-Hill.
 - iv) Planning Co-Ordinator – Cllr. Breach.
 - v) HR/Finance/Policy Co-ordinator – Cllr. Oakey.
 - vi) Playfield – it was agreed that this would be all councillors.

- 26-27/17 Governance**
- 26-27/17.1 Council UNANIMOUSLY RESOLVED to adopt/review for 2026-27:-
 - 26-27/17.1a Appraisal policy
 - 26-27/17.1b Biodiversity policy
 - 26-27/17.1c Co-Option policy
 - 26-27/17.1d Code of Conduct
 - 26-27/17.1e Community Emergency Plan
 - 26-27/17.1f Complaints Policy
 - 26-27/17.1g Data Protection policy
 - 26-27/17.1h Dignity at Work policy
 - 26-27/17.1i Disciplinary policy
 - 26-27/17.1j Document Retention and Publication Scheme
 - 26-27/17.1k Equality and Diversity policy
 - 26-27/17.1l Financial Regulations
 - 26-27/17.1m Freedom of Information policy
 - 26-27/17.1n GDPR consent
 - 26-27/17.1o Grant Awarding policy and application form
 - 26-27/17.1p Grievance policy
 - 26-27/17.1q Health and Safety policy
 - 26-27/17.1r IT Policy
 - 26-27/17.1s Lone Working policy
 - 26-27/17.1t Playground Inspection Policy & Risk Assessment
 - 26-27/17.1u Privacy Notice
 - 26-27/17.1v Volunteer Policy
 - 26-27/17.1w Risk Assessment
 - 26-27/17.1x Standing Orders
- 26-27/18 Council confirmed the date of the next meeting would be Monday 13th July 2026 at 7.30pm.

12.03.2026