

GREAT HINTON PARISH COUNCIL

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Minutes of the parish council meeting held on Thursday 3rd September 2026, in the Village Hall,
Great Hinton at 7.00pm.

Present: Councillors C. Saunders (Chair), M. Winterburn (Vice-Chair), A. Kwasnicki, S. Mehzen.

In attendance: T. Hicks (Clerk).

Minute No.

26-27/36 Public Participation

26-27/36.1 There were no members of the public present.

26-27/36.2 There were no petitions or deputations received.

26-27/37 Apologies

No member apologies sent as all were present. However, Wiltshire Cllr. Griffin sent his apologies.

26-27/38 Declarations of Interest

No declarations of interest were received.

26-27/39 Minutes of the previous meeting

The minutes of the general parish council meeting held on 2nd July 2026 were considered and UNANIMOUSLY APPROVED with amendments.

26-27/40 Reports

26-27/40.1 The chair had no report for the meeting other than dealt with at other agenda items.

26-27/40.2 The council noted no report as Wiltshire Councillor Andrew Griffin was absent.

26-27/41 Planning Matters to discuss:

26-27/41.1 [PL/2026/04090](#) – Honeysuckle Cottage, Back Street, Great Hinton, Trowbridge, BA14 6BT. Householder permission requested to change use and conversion of a detached double garage to accommodation annexe to the main house. The council UNANIMOUSLY RATIFIED the comment made, agreed via email: The parish council has considered the above application and has no objection to the proposal. However, the council respectfully requests that, should permission be granted, a condition be attached restricting the use of the building to purposes ancillary to the main dwelling, to ensure it does not become a separate independent residential unit.

26-27/41.2 The council noted there were no further planning applications received.

26-27/41.3 The council received the planning schedule.

26-27/41.4 The council UNANIMOUSLY RESOLVED that for future planning application comments to be agreed as a quorate decision by email, and to delegate authority to the clerk to make the comment to Wiltshire Council, if required, between meetings.

26-27/42 Maintenance to include items as below:

26-27/42.1 The council considered new jobs for the parish steward. Cllr. Mehzen will send the requirements form to Wiltshire Council and meet with the parish steward.

26-27/42.2 The council considered and updated the outstanding matters on the new Action Plan. It was UNANIMOUSLY RESOLVED:

26-27/42.2a Christmas cards. It was agreed for Cllr. Saunders for design the card and send to cllrs. Permission to spend for the printing of the cards and all cllrs. to be involved in preparing

the insert newsletter. Final version may be agreed via email due to time constraints.

26-27/42.3 The council considered the installation of waste bins. As the situation has improved, it was UNANIMOUSLY AGREED to monitor the requirement for this and revisit in March 2027.

26-27/43 **Highways, Footpaths & Speeding**

26-27/43.1a The council discussed the footpaths. Hedges are an issue as encroaching the roads and footpaths. As hedgerow maintenance can now take place, it was agreed that Cllr. Mehseu would contact the landowners with overhanging hedges.

26-27/43.1b The council discussed the ongoing speeding issue. It was UNANIMOUSLY AGREED that Cllr. Winterburn to request more information from Wiltshire Councillor as to what would be available (SID, white gates, etc). Cllr. Winterburn to send in agreed Highways Improvement Form (with amendments) to Wiltshire Council LHFIF regarding improved signage on The Narrows. Clerk to add to action plan.

26-27/44 **Finance**

26-27/44.1 It was UNANIMOUSLY RESOLVED to approve the following invoices/requests for payment:

26-27/44.1a Clerk's expenses and salary uplift.

26-27/44.2 It was UNANIMOUSLY RESOLVED to approve the following invoices/requests for payment made before the meeting:

26-27/44.2a Cllr. Winterburn for tree plaques as previously approved - £9.10.

26-27/44.2b Cllr. Kwasnicki to purchase a replacement Coronation Tree – permission to spend up to £150.

26-27/44.3 The council received and APPROVED UNANIMOUSLY the monthly financial report and bank reconciliations. Cllr. Mehseu signed the bank reconciliation and bank statements.

26-27/44.4 **Budget and Precept 2027-28**

The council reviewed the first draft of the proposed budget for 2027-28. It was agreed to bring to the next meeting.

26-27/44.5 The council noted the new National Joint Council for Local Government Services agreed Pay Scales for 2026-27.

26-27/45 **Memorial Hall**

The council noted no outstanding matters.

26-27/46 **Governance**

26-27/46.1 The council reviewed the parish council calendar.

26-27/46.2 The council UNANIMOUSLY APPROVED the adoption of the draft Data Breach Policy.

26-27/46.3 The council UNANIMOUSLY APPROVED the adoption of the draft Subject Access Request Policy.

26-27/46.4 The council UNANIMOUSLY APPROVED the adoption of the meeting dates for 2027.

26-27/47 **Agenda Items for next meeting**

The council agreed the Emergency Plan to be added to the next agenda. Cllr. Winterburn requested a working party to meet prior to the next meeting to share the further workload for this document.

26-27/48 **Confirmation of date of next meeting:** The next meeting will be held on 5th November 2026. There being no further business, the meeting was closed at 9pm.

These minutes are subject to approval at the next council meeting.

Minutes prepared by the clerk. 04.09.2026