Clyffe Pypard and Bushton Parish Council

Annual Parish Council Meeting on Wednesday 27th May 2026 7.00pm

Dear Councillors

I hereby give notice that a meeting of Clyffe Pypard and Bushton Parish Council will take place on Wednesday 27th May 2026 at 7.00pm at the village hall. All members of the Council are summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting set out hereunder.
Maria Hedges – Clerk clerk@clyffepypardbushton.org.uk

AGENDA

1. Election of Chairman - To elect the Chairman for 2026/27.

1a. Chairman's Declaration of Acceptance of Office - To receive and sign the declaration.

2. Election of Vice-Chairman - To elect the Vice-Chairman for 2026/27.

2a. Vice-Chairman's Declaration of Acceptance of Office - To receive and sign the declaration.

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3. Apologies for Absence

4. Declarations of Interest

5. Minutes

To approve the minutes of:
a) Extraordinary Parish Council Meeting – 6 May 2026
b) Annual Parish Meeting – 6 May 2026

Public Participation

6. Public Questions - Members of the public may ask questions or comment on items on the agenda.

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7. Chairman's Annual Report (2025–26)

8. Roles & Responsibilities - To review and confirm member roles and responsibilities (see attached).

9. Review of Standing Orders and Financial Regulations - To review and adopt for 2026/27.

10. Review of Asset Register - To review and approve the updated Asset Register (see attached).

11. Review and Confirmation of Insurance Cover

12. Review of Subscriptions to Other Bodies (e.g., WALC, ICO, SLCC)

13. 2024 Policies - To allocate responsibility for an annual review of each of these policies (see PC Website) in line with relevant regulations/legislation

- Code of Conduct
- Training Policy (2024)
- Recruitment & Staffing Policy (2024)
- Web & Electronic Communications Policy (2024)
- Contact Information Policy Statement (2024)
- Document Retention Policy (2024)
- Complaints Policy (2024)
- Planning Policy (2024)

14. Review of Meeting Dates

To approve the schedule of meetings for June 2026 – March 2027.

Parish Council meeting	?? June 2026	Parish Council meeting	30th September 2026
Parish Council meeting	25th November 2026	Parish Council meeting	27th January 2027
Parish Council meeting	24th March 2027		

Finance

15. Accounts - To receive the year-end accounts.

16. Internal Audit - To appoint the internal auditor for 2024/25.

17. Audit 2024/25 – Annual Governance Statement - To approve and sign.

18. Audit 2024/25 – Annual Accounting Statement - To approve and sign.

19. Audit 2024/25 – Certificate of Exemption - To approve and sign.

20. Budget - To review the budget position.

21. Bank Reconciliation - To review and approve the year-end bank reconciliation.

22. Payments - To approve payments (if any).

Reports & Parish Business

23. Village Hall Report

24. Roads, Footpaths & Parish Steward

25. Planning Applications

Application No: PL/2026/02933
Application Type: Full planning permission
Proposal: Erection of general purpose agricultural storage barn, laying of agricultural track, repositing of agricultural access and associated works.
Site Address: The Rosiers, Wood Street, Clyffe Pypard, Swindon, SN4 7PZ

26. Report from Wiltshire Councillor

27. Correspondence

28. Councillors' Observations

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29. Date of Next Meeting – confirm June date