

Coulston Parish Council

www.coulstonparishcouncil.gov.uk clerk@coulstonparishcouncil.gov.uk

Chair: Christine Vize Parish Clerk: Tekla Hicks

Membership: Councillors C. Vize (chair), C. Markes (vice-chair), C. Fisher, M. Suter.

You are duly summoned to attend Coulston Parish Council General Meeting on **Tuesday 2nd September 2025 at 7.30pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.

Tekla Hicks

T Hicks, StSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

25-26/34 Recording and filming of the meeting

To receive all those present if any member of the public is intending to record or film the meeting.

25-26/35 Apologies

To receive and consider apologies for those unable to attend.

25-26/36 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.

25-26/37 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 8th July 2025.

25-26/38 Reports

- (i) **To note** any announcements by the chair.
- (ii) **To receive** an update from the Wiltshire Councillor T. Reay.
- (iii) **To receive** clerk's report.
- (iv) **To receive and note** up to date external meetings schedule.

25-26/39 Public Participation

- (i) **To enable** members of the public to address the council regarding any item on the agenda*.
- (ii) **To receive** any petitions or deputations.

25-26/40 Planning Matters to discuss:

- (i) **To discuss and comment** on the following application:
[PL/2025/06703](https://www.wiltshire.gov.uk/planning/online-applications/2025/06703) **Hookside, Stokes Marsh Lane, Coulston, Wiltshire, BA13 4NZ.** Application for the retention of a temporary rural workers dwelling for a further temporary period. Comments by 18.09.2025.
- (ii) **To note and discuss** any other planning applications received before the meeting.

25-26/41 Maintenance to include items as below:

- (i) **To discuss and agree** parish steward schedule – consideration of jobs for next visits.
- (ii) **To discuss** Winter preparations (salt bin requirements etc).

25-26/42 Finance

- (i) **Payments for Approval:**
 - (a) Clerk's Salary.
 - (b) Clerk's PAYE paid via Direct Debit.
 - (c) Clerk's expenses – travel and WFH allowance.
 - (d) Cllr Suter expenses – defibrillator supplies.
- (ii) **To ratify** invoices already paid prior to meeting:
- (iii) **To approve** invoices/requests for payment received after the preparation of the agenda.
- (iv) **Monthly Management Accounts**
Members to receive the monthly financial report and bank reconciliations. See attached papers.
A non-signatory member to sign the bank reconciliation and bank statements.
- (v) **Budget and Precept**
Members to review and discuss first draft of the proposed budget for 2026-27.

25-26/43 Telephone Box

To receive an update on the telephone box electricity supply disconnection.

25-26/44 Governance

- (i) **To consider** and if appropriate, to pass the following resolution: That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the public, including the press, be excluded from the meeting because if the confidential nature of the following business to be transacted.
- (ii) **Clerk's Appraisal and Salary**
To discuss the clerk's appraisal.
- (iii) **To note** the increase in the NJC Salary Scales or 2025-26.

25-26/45 Confirmation of date of next meeting: Tuesday 4th November 2025 at 7.30pm

For supporting documents, please see here:



* Coulston 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 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.