

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 4th November 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

25-26/47 Recording and filming of the meeting

The chair will ask all those present if any member of the public is intending to record or film the meeting.

25-26/48 Apologies

To receive and consider apologies for those unable to attend.

25-26/49 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.

25-26/50 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 2nd September 2025.

25-26/51 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 discuss** WIFI in the village hall – Cllr Suter.
- (v) **To receive and note** up to date external meetings schedule.

25-26/52 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.

25-26/53 Planning Matters to discuss:

- (i) **To discuss and comment** on the following application:
[PL/2025/07197](#) The House of Steps, 11 Coulston, Westbury, Wiltshire, BA13 4NX. Listed buildings consent for the replacement of oil fuelled boiler for heating and hot water with air source heat pump system for heating and hot water. Installation of fully insulated 250 litre slimline heat pump water tank in cellar. Comments by 21.11.2025.
- (ii) **To note and discuss** any other planning applications received before the meeting.

25-26/54 Maintenance to include items as below:

To discuss and agree parish steward schedule – consideration of jobs for next visits.

25-26/55 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.

(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 2026-27

Members to review, discuss and approve second draft of the proposed budget for 2026-27.

25-26/56 Telephone Box

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

25-26/57 Governance

- (i) **To discuss and adopt** the IT Policy as required in the SAPPP assertion 10 of the Practitioners Guide 2025.
- (ii) **To discuss** the adoption of the Councillor's Statement of Assurance as an additional part of the NALC Civility and Respect Pledge.
- (iii) **To discuss and agree** the meeting dates for 2026.

25-26/58 Confirmation of date of next meeting: Tuesday 6th January 2026 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) on matters on the agenda. 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.