

Coulston Parish Council

www.coulstonparishcouncil.gov.uk

clerk@coulstonparishcouncil.gov.uk

Chair- Colette Fisher

Parish Clerk- Tekla Hicks

Membership: Councillors C. Fisher (Chair), C. Markes (Vice-Chair), M. Suter, N. Dolman, J. Lawrence.

You are duly summoned to attend the general meeting of Coulston Parish Council on **Tuesday 1st September 2026 at 7.30pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.

Tekla Hicks

T Hicks, PSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

26-27/30 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.

26-27/31 Apologies

To receive and consider apologies for those unable to attend.

26-27/32 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.

26-27/33 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 7th July 2026.

26-27/34 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.

26-27/35 Planning Matters to discuss:

- (i) To resolve the following matter:**
 - a) [PL/2026/04271](#) Long Barn, Coulston Farm, New Road, Coulston, Westbury, BA13 4GG. Householder permission sought for single storey extension to existing dwelling. To ratify: No objection.
- (ii) To note and discuss** any other planning applications received before the meeting.
- (iii) To note** the Coulston Parish Council Planning Schedule.

26-27/36 Maintenance to include items as below:

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

26-27/37 Governance

- i) To approve and adopt** draft Data Breach Policy.
- ii) To approve and adopt** draft Subject Access Request Policy.
- iii) To consider and approve** meeting dates for 2027.

26-27/38 Finance

(i) **Payments for Approval:**

- (a) Clerk's expenses
- (b) TEEC Inv 5776 - £42.00 for domain subscription for old domain.
- (c) TEEC Inv 5736 - £36 for new domain subscription.
- (d) TEEC Inv 5735 – £84.00 for WCAG Scan as per Internal Audit request.

(ii) **To approve** invoices/requests for payment received after the preparation of the agenda.

(iii) **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.

(iv) **Budget and Precept**

Members to review and discuss first draft of the proposed budget and precept demand for 2027-28.

(v) ***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 of the confidential nature of the following business to be transacted.*

(vi) **Clerk's Appraisal and Salary**

To discuss the clerk's appraisal.

26-27/39 Agenda items for next meeting

To discuss or request matters for next agenda.

26-27/40 Confirmation of date of next meeting: Tuesday 3rd November 2026 at 7.30pm.

For supporting documents, please see www.coulstonparishcouncil.gov.uk

* 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.