

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 6th January 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, StSLCC

Parish Clerk & Responsible Financial Officer

AGENDA

25-26/59 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.

25-26/60 Apologies

To receive and consider apologies for those unable to attend.

25-26/61 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.

25-26/62 Minutes of the previous meeting

To approve as a correct record the minutes of the parish council meeting held on 4th November 2025.

25-26/63 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.

25-26/64 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.

25-26/65 Planning Matters to discuss:

- (i) **To note and discuss** any other planning applications received before the meeting.
- (ii) **To note** the Coulston Parish Council Planning Schedule.

25-26/66 Maintenance to include items as below:

- (i) **To discuss and agree** parish steward schedule – consideration of jobs for next visits.
- (ii) **To discuss** reported flooding in the Village Hall Car Park.

25-26/67 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.

25-26/68 **Confirmation of date of next meeting:** Tuesday 3rd March 2026 at 7.30pm

For supporting documents, please see
www.coulstonparishcouncil.gov.uk or scan the QR code:



* 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.