

Coulston Parish Council

Minutes of the Annual Meeting of Coulston Parish Council (CPC) held on Tuesday 5th May 2026 at 6.00pm at the Coulston Village Hall, Coulston, Westbury, Wiltshire, BA13 4NY.

Present: Cllrs. Vize (Chair), Markes, Fisher, Suter, Dolman.

In attendance: Tekla Hicks (Clerk) and Cllr. Reay (Wiltshire Council).

The meeting was opened at 6.00pm.

26-27/1 **Election of Chair for the year 2026-27**

Cllr. Fisher was nominated as Chair. Proposed by Cllr. Vize and seconded by Cllr. Suter. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/2 **Election of Vice-Chair for the year 2026-27**

Cllr. Markes was nominated as Vice-Chair. Proposed by Cllr. Suter and seconded by Cllr. Vize. The Declaration of Acceptance of Office was duly signed, and witnessed by the Clerk.

26-27/3 **Recording and filming of the meeting**

No members of the public planned to record or film the meeting.

26-27/4 **Apologies**

No apologies were received.

26-27/5 **Declarations of Interest**

No declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011 were received.

26-27/6 **Minutes of the previous meeting**

The minutes of the parish council meeting held on 3rd March 2026 were APPROVED UNANIMOUSLY.

26-27/7 **Reports**

26-27/7.1 Due to the Annual Parish meeting following on from this meeting, there were no announcements by the chair.

26-27/7.2 Due to the Annual Parish meeting following on from this meeting, there was no update from the Wiltshire Councillor T. Reay.

26-27/7.3 Due to the Annual Parish meeting following on from this meeting, there was no clerk's report.

26-27/7.4 The council noted the up-to-date external meetings schedule.

26-27/8 **Public Participation**

26-27/8.1 There were no questions from members of the public in attendance.

26-27/8.2 There were no petitions or deputations received.

26-27/9 **Planning matters to discuss**

26-27/9.1 There were no new planning applications received before the meeting.

26-27/9.2 The council noted the Coulston Parish Council Planning Schedule.

26-27/10 **Appoint Councillor Portfolios:**

26-27/10.1 Police Liaison – Cllr. Fisher

26-27/10.2 Allotments – Cllr. Markes

26-27/10.3 Parish stewards and Footpaths/Highways – Cllr. Suter

26-27/10.4 Parish council website – TBA

26-27/10.5 Planning – Cllr. Dolman

26-27/11 **Maintenance to include items as below:**

26-27/11.1 It was noted that the Parish Stewards had all been diverted to highways repairs covering the

whole of the county until at least July, so no parish visits were taking place.

26-27/11 A discussion took place regarding the flooding in the Village Hall car park. No update from Wiltshire Council yet but requested an update from Cllr. Reay when possible.

26-27/12 **Finance**

26-27/12.1 **Payments** APPROVED UNANIMOUSLY:

26-27/12.1a Coulston Village Hall meeting room hire- £78.00

26-27/12.1b WALC & NALC subscription- £76.06

26-27/12.1c Clerk's expenses – travel and WFH allowance.

26-27/12.2 Paul Russell T/A PATAS - Internal Audit - £150.

26-27/12.3 **Monthly Management Accounts**

Due to the year end, these were not available and would be brought to the next meeting.

26-27/13 **Annual Accounts 2025-26**

Members RESOLVED TO UNANIMOUSLY APPROVE the annual accounts for the period 1st April 2025 to 31st March 2026.

26-27/14 **Asset Register 2026-27**

Members RESOLVED TO UNANIMOUSLY APPROVE the Asset Register for 2026-27, with amendments.

26-27/15 **Annual Internal Audit 2025-26**

Members RESOLVED TO UNANIMOUSLY APPROVE the Annual Internal Audit Report.

26-27/16 **Annual Governance and Accountability Return 2025-26**

26-27/16a **Annual Governance Statement 2025-26**

Members RESOLVED TO UNANIMOUSLY APPROVE the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached.

26-27/16b **Accounting Statements 2025-26**

Members RESOLVED TO UNANIMOUSLY APPROVE the accounting statements as outlined in Section 2 of the Annual Return and minute accordingly. The chair and clerk signed the Annual Governance Statement and the Accounting Statements which was dealt with at the same time.

26-27/16c **Exemption 2025-26**

Members RESOLVED TO UNANIMOUSLY APPROVE that the parish council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000.

26-27/16d Members noted that the clerk is setting the commencement date for the exercise of public rights as Wednesday 3rd June and ending on Tuesday 14th July 2026

26-27/17 **Governance**

Members RESOLVED TO UNANIMOUSLY APPROVE AND ADOPT for 2026-27:-

26-27/17a Appraisal policy

26-27/17b Biodiversity policy

26-27/17c Co-Option policy

26-27/17d Code of Conduct

26-27/17e Community Emergency Plan

26-27/17f Complaints policy

26-27/17g Data Protection policy

26-27/17h Dignity at Work policy

26-27/17i Disciplinary policy

26-27/17j Document Retention and Publication policy

- 26-27/17k Equality and Diversity policy
- 26-27/17l Financial Regulations
- 26-27/17m Freedom of Information policy
- 26-27/17n GDPR Consent
- 26-27/17o Grant Awarding policy and application form
- 26-27/17p Grievance policy
- 26-27/17q Health & Safety policy
- 26-27/17r Lone Working policy
- 26-27/17s Privacy Notice
- 26-27/17t Risk Assessment
- 26-27/17u Standing Orders

26-27/18 **Confirmation of date of next meeting:** This next meeting was confirmed as being on Tuesday 7th July 2026 at 7.30pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the clerk.
06.05.2026

www.coulstonparishcouncil.gov.uk