

Coulston Parish Council

Minutes of the General Meeting of Coulston Parish Council (CPC) held on Tuesday 8th July 2025 at 7.30pm at the Coulston Village Hall, Coulston, Westbury, Wiltshire, BA13 4NY.

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

In attendance: Tekla Hicks (Clerk), 1 Member of the Public (MOP).

The meeting was opened at 7.30pm.

25-26/21 Apologies

No apologies were received.

25-26/22 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.

25-26/23 Minutes of the previous meeting

25-26/23.1 The minutes of the parish council meeting held on 4th March 2025 were APPROVED UNANIMOUSLY.

25-26/23.2 There were no matters arising from these minutes.

25-26/24 Reports

25-26/24.1 There were no matters to receive from the chair.

25-26/24.2 There were no matters to receive from the Unitary Councillor, Tamara Reay- Absent.

25-26/24.3 There were no matters to receive from the clerk.

25-26/24.4 The up-to-date external meetings schedule was noted.

25-26/25 Public Participation

25-26/25.1 The MOP came to update the meeting regarding the proposed Emergency Hub creation in the village hall so arrives at 8pm and dealt with in matter 25-26/30.1.

25-26/25.2 There were no petitions or deputations received.

25-26/26 Planning matters to discuss

25-26/26.1 The council discussed the following application:

[PL/2025/05420](#) Longmead, New Road, Coulston, BA13 4NZ. Proposal: Erection of a temporary rural workers dwelling (for a further temporary period). Comments by 24.07.2025. RESOLVED UNANIMOUSLY to have no comment on this application. ACTION: Clerk to send to Wiltshire Council.

25-26/26.2 There were no updates to the planning schedule.

25-26/26.3 There were no planning applications received prior to the meeting.

25-26/27 Maintenance to include items as below:

25-26/27.1 Parish Stewards jobs for the next visit were considered. It was agreed to request the steward to clear plants around road signs and to clear the culverts ready for the autumn. APPROVED UNANIMOUSLY. ACTION: Clerk to request.

25-26/28 Finance

25-26/28.1 **Payments** APPROVED UNINAMOUSLY:

25-26/28.1a Clerk's Salary June, July and August.

25-26/28.1b Clerk's PAYE paid via Direct Debit.

- 25-26/28.1c Clerk's expenses.
- 25-26/28.1d TEEC INV-5329 website domain- £36.00.
- 25-26/28.1e ICO Renewal- £52.00.
- 25-26/28.2 **Invoices already paid prior to meeting:**
- 25-26/28.2a Community First Insurance - £187.95. RATIFIED UNANIMOUSLY.
- 25-26/28.3 There were no invoices/requests for payment received after the preparation of the agenda.
- 25-26/28.4 **Monthly Management Accounts**
Members received the monthly financial report and bank reconciliations and Cllr. Markes signed the report and bank reconciliations. APPROVED UNANIMOUSLY.
- 25-26/29 **Telephone Box**
The clerk updated the council that SSE had confirmed the disconnection had been completed. However, as no activity had been witnessed, council requested the clerk follow up with SSE. RESOLVED UNANIMOUSLY. ACTION: Clerk to contact SSE.
- 25-26/30 **Governance**
- 25-26/30.1 **Emergency Hub**
The MOP updated the council that he had attended a meeting with Wiltshire Council and the National Power Outage Manager. Emergency hubs are being rolled out across the UK as a centre for emergency response units to critical incidents or severe weather issues. Examples specific to Coulston would be to create a Community Resilience Hub in the village hall if the emergency services needed to set up a central space with a generator, water storage, resident evacuation space or just a warm place to go. A key safe could be installed for only the emergency services to access the hall. The council had previously discussed the increasing need for WiFi in the village hall for not only council meetings, but for other users of the hall. This would also be a requirement for the Emergency Hub. Grant funding towards this could be available from the parish council. The MOP will attend further meetings and report back to the council.
- 25-26/31 **Correspondence previously sent to note:**
- 25-26/31.1 The council noted the email from Cllr. T Reay regarding Air Quality Sensors.
- 25-16/32 **Confirmation of date of next meeting:** Tuesday 2nd September 2025 at 7.30pm
- 25-26/33 **To close the meeting** – Meeting closed at 8.30pm

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