

# Coulston Parish Council

**Minutes of the General Meeting of Coulston Parish Council (CPC) held on Tuesday 2<sup>nd</sup> September 2025  
at 7.30pm at the Coulston Village Hall, Coulston, Westbury, Wiltshire, BA13 4NY.**

**Present:** Cllrs. Vize (Chair), Fisher, Suter.

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

The meeting was opened at 7.30pm.

**25-26/34 Recording and filming of the meeting**

No members of the public were in attendance.

**25-26/35 Apologies**

No apologies were received prior to the meeting, however Cllr. Markes was absent.

**25-26/36 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.

**25-26/37 Minutes of the previous meeting**

**25-26/37** The minutes of the parish council meeting held on 8<sup>th</sup> July 2025 were APPROVED UNANIMOUSLY.

**25-26/38 Reports**

**25-26/38.1** There were no matters to receive from the chair.

**25-26/38.2** Wiltshire Councillor Reay updated the meeting with news of the proposed safety improvements at Black Dog crossing near Worton (C20) and also at Caen Hill. Traffic lights work at Black dog will start on 3<sup>rd</sup> September. Road closures and restrictions in the area will apply until February. To keep up to date, please visit [www.wiltshire.gov.uk/highways-road-closures](http://www.wiltshire.gov.uk/highways-road-closures).

**25-26/38.3** The clerk updated the meeting that the GDPR village email list had fewer names than the previous one. It was RESOLVED UNANIMOUSLY to create a village flyer to invite residents to contact the clerk should they wish to be on the email list. ACTION: Clerk to create and the council to hand deliver the flyer to each house in the village.

**25-26/38.4** The up-to-date external meetings schedule was noted.

**25-26/39 Public Participation**

**25-26/39.1** No members of the public were in attendance.

**25-26/39.2** There were no petitions or deputations received.

**25-26/40 Planning matters to discuss**

**25-26/40.1** The council discussed the following application:

**PL/2025/06703 Hookside, Stokes Marsh Lane, Coulston, Wiltshire, BA13 4NZ.** Application for the retention of a temporary rural workers dwelling for a further temporary period. Comments by 18.09.2025. RESOLVED UNANIMOUSLY to request an extension due to the summer recess it was felt this matter was not given enough time for thorough consideration by council or residents. Once an extension has been granted, the council will consider, comment and ratify at the next meeting. ACTION: Clerk to send request to Wiltshire Council. Clerk to add to village flyer.

**25-26/40.2** There were no planning applications received prior to the meeting.

25-26/41 **Maintenance to include items as below:**  
25-26/41.1 Parish Stewards jobs for the next visit were considered. It was agreed to request the steward to cut back hedges, brambles and clear drains. APPROVED UNANIMOUSLY. ACTION: Clerk to request.

25-26/41.2 The council discussed Winter preparations. ACTION: Clerk to audit the salt bins and order if necessary.

25-26/42 **Finance**  
25-26/42.1 **Payments APPROVED UNINAMOUSLY:**  
25-26/42.1a Clerk's Salary.  
25-26/42.1b Clerk's PAYE paid via Direct Debit.  
25-26/42.1c Clerk's expenses – travel and WFH allowance.  
25-26/42.1d Cllr Suter expenses – defibrillator supplies.

25-26/42.2 There were no invoices already paid prior to meeting.

25-26/42.3 There were no invoices/requests for payment received after the preparation of the agenda.

25-26/42.4 **Monthly Management Accounts**  
Members received the monthly financial report and bank reconciliations and Cllr. Fisher signed the report and bank reconciliations. APPROVED UNANIMOUSLY.

25-26/42.5 **Budget and Precept**  
Members received and discussed the first draft of the proposed budget for 2026-27. ACTION: Clerk to updated and bring to the next meeting.

25-26/43 **Telephone Box**  
The clerk updated the council that SSE were still chasing the amount outstanding and had instructed debt collection agency representatives. The clerk is still trying to get this removed and concluded.

25-26/44 **Governance**  
25-26/44.1 The council considered but found it not to be 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 if the confidential nature of the following business to be transacted.

25-26/44.2 **Clerk's Appraisal and Salary**  
The council discussed the clerk's appraisal.

25-26/44.3 The council noted the increase in the NJC Salary Scales for 2025-26.

25-16/45 **Confirmation of date of next meeting:** Tuesday 4<sup>th</sup> November 2025 at 7.30pm.

25-26/46 **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.  
09.09.2025