

Coulston Parish Council

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

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

In attendance: Tekla Hicks (Clerk), Cllr. Reay (Wiltshire Council) and 1 x member of the public.

The meeting was opened at 7.30pm.

25-26/47 Recording and filming of the meeting

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

25-26/48 Apologies

No apologies were received prior to the meeting.

25-26/49 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.

25-26/50 Minutes of the previous meeting

The minutes of the parish council meeting held on 2nd September 2025 were APPROVED UNANIMOUSLY.

25-26/51 Reports

25-26/51.1 There were no matters to receive from the chair.

25-26/51.2 Wiltshire Councillor Reay updated the meeting with news of the Community Governance Review (terms of reference should be received by Christmas), the reinstatement of free Blue Badge Parking and the estimated costs to Wiltshire Council and the St. Stephen's Place car park sale in Trowbridge.

25-26/51.3 The clerk updated the council with a confidential HR matter.

25-26/51.4 Cllr. Suter updated the meeting regarding the WiFi in the village hall. It was UNANIMOUSLY RESOLVED to ACTION: Clerk to invite Village Hall Committee to apply for a grant towards installation of WiFi in the village hall.

25-26/51.5 The up-to-date external meetings schedule was noted.

25-26/52 Public Participation

25-26/52.1 By this time in the meeting, no members of the public were in attendance.

25-26/52.2 There were no petitions or deputations received.

25-26/53 Planning matters to discuss

25-26/53.1 The council discussed the following application:

PL/2025/07197 The House of Steps, 11 Coulston, Westbury, Wiltshire, BA13 4NX. Listed buildings consent for the replacement of oil fuelled boiler for heating and hot water with air source heat pump system for heating and hot water. Installation of fully insulated 250 litre slimline heat pump water tank in cellar. It was RESOLVED UNANIMOUSLY to SUPPORT this application.

25-26/53.2 **PL/2025/06703 Hookside, Stokes Marsh Lane, Coulston, Wiltshire, BA13 4NZ.** This matter was discussed at the last meeting, where it was resolved to comment once the village had been notified. This having taken place, it was RESOLVED UNANIMOUSLY to ratify the council's comments to OBJECT to this matter.

- 25-26/54 **Maintenance to include items as below:**
- 25-26/54.1 Parish Stewards jobs for the next visit were considered. It was agreed to request the steward to clear the gullies and leaves in Dark Lane. APPROVED UNANIMOUSLY. ACTION: Clerk to request.
- 25-26/55 **Finance**
- 25-26/55.1 **Payments** APPROVED UNANIMOUSLY:
- 25-26/55.1a Clerk's Salary.
- 25-26/55.1b Clerk's PAYE paid via Direct Debit.
- 25-26/55.1c Clerk's expenses – travel and WFH allowance.
- 25-26/55.2 There were no invoices already paid prior to meeting.
- 25-26/55.3 There were no invoices/requests for payment received after the preparation of the agenda.
- 25-26/55.4 **Monthly Management Accounts**
Members received the monthly financial report and bank reconciliations and Cllr. Markes signed the report and bank reconciliations. APPROVED UNANIMOUSLY.
- 25-26/55.5 **Budget and Precept**
Members received and discussed the second draft of the proposed budget for 2026-27. It was RESOLVED UNANIMOUSLY to approve the budget with amendments, and to ACTION: Clerk to send the Precept Demand to Wiltshire Council for £6,607 for 2026-27.
- 25-26/56 **Telephone Box**
The clerk updated the council that SSE were still chasing the amount outstanding and had instructed debt collection agency representatives. It was APPROVED UNANIMOUSLY to ACTION: Clerk to pay the balance to clear and close the account, but also to report SSE to the Energy Ombudsman for their treatment of the matter.
- 25-26/57 **Governance**
- 25-26/57.1 The council UNANIMOUSLY RESOLVED to adopt the IT Policy as required in the SAPP assertion 10 of the Practitioners Guide 2025.
- 25-26/57.2 The council UNANIMOUSLY RESOLVED to adopt the Councillor's Statement of Assurance as an additional part of the NALC Civility and Respect Pledge.
- 25-26/57.3 The council UNANIMOUSLY RESOLVED to agree the meeting dates for 2026. ACTION: Clerk to notify Village Hall.
- 25-16/58 **Confirmation of date of next meeting:** Tuesday 6th January 2026 at 7.30pm. There being no further business the meeting was closed at 8.39pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the clerk.
05.11.2025

Signed: 