

Coulston Parish Council

Minutes of the general meeting of Coulston Parish Council (CPC) held on Tuesday 1st September 2026 at 7.30pm at the Coulston Village Hall, Coulston, Westbury, Wiltshire, BA13 4NY.

Present: Cllrs. Fisher (Chair), Markes (Vice-Chair), Dolman and Lawrence.

In attendance: Tekla Hicks (Clerk).

The meeting was opened at 7.30pm.

26-27/30 Public Participation

26-27/30.1 There were no questions from members of the public.

26-27/30.2 There were no petitions or deputations received.

26-27/31 Apologies

Apologies were received from Cllr. Suter. The reasons for this absence were UNANIMOUSLY APPROVED.

26-27/32 Declarations of Interest

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

26-27/33 Minutes of the previous meeting

The minutes of the parish council meeting held on 7th July 2026 were UNANIMOUSLY APPROVED and signed by the chair.

26-27/34 Reports

26-27/34.1 The chair updated the meeting with items regarding Summer events, trees that may need attention and speeding issues in the village over the Summer. It was UNANIMOUSLY AGREED for the clerk to investigate options for the council to address speed reduction, and to request that the 20mph painted roundels are refreshed by Wiltshire Council.

26-27/34.2 Wiltshire Councillor T. Reay sent a report in her absence which had been circulated and will be shared with residents via email.

26-27/34.3 The clerk updated the meeting regarding her clerking roles for other councils.

26-27/34.4 The council noted the up-to-date external meetings schedule and the clerk to update attendees.

26-27/35 Planning matters to discuss

26-27/35.1 [PL/2026/04271](#) Long Barn, Coulston Farm, New Road, Coulston, Westbury, BA13 4GG.

Householder permission sought for single storey extension to existing dwelling. The council UNANIMOUSLY RESOLVED to ratify the comment already made – no objection. It was noted that Wiltshire Council have agreed this matter 'with conditions' but that these conditions were not detailed on their website. The clerk to request detail from Wiltshire Council.

26-27/35.2 There were no new planning applications received before the meeting.

26-27/35.3 The council noted the Coulston Parish Council Planning Schedule.

26-27/36 Maintenance to include items as below:

The council discussed outstanding matters and it was agreed for the clerk to send the list to Wiltshire Council.

26-27/37 Governance

26-27/37.1 The council UNANIMOUSLY RESOLVED to adopt the Data Breach Policy.

26-27/37.2 The council UNANIMOUSLY RESOLVED to adopt the Subject Access Request Policy.

26-27/37.3 The council UNANIMOUSLY RESOLVED to adopt the proposed meeting dates for 2027. The clerk to book these with the Village Hall.

- 26-27/38 **Finance**
- 26-27/38.1 **Payments** APPROVED UNANIMOUSLY:
- 26-27/38.1a Clerk's expenses and salary uplift (April to September).
- 26-27/38.1b TEEC Inv 5776- £42.00 for domain subscription for old domain.
- 26-27/38.1c TEEC Inv 5736- £36 for new domain subscription.
- 26-27/38.1d TEEC Inv 5735 – £84.00 for WCAG Scan as per Internal Audit request.
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- 26-27/38.2 The council UNANIMOUSLY RATIFIED payment made to Cllr. Suter for reimbursement of defibrillator pads, as previously agreed in July at minute 26-27/28.
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- 26-27/38.3 **Monthly Management Accounts**
Members received the monthly financial report and bank reconciliation, and the chair signed the report and bank reconciliations. APPROVED UNANIMOUSLY.
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- 26-27/38.4 **Budget and Precept**
Members reviewed the first draft of the proposed budget and precept demand for 2027-28. It was agreed to bring to the next meeting to approve.
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- 26-27/38.5 The clerk advised the meeting that due to no public being present, there was no need to consider and if 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.
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- 26-27/38.6 **Clerk's Appraisal and Salary**
The council discussed the clerk's appraisal. Due to the satisfactory completion of this, it was UNANIMOUSLY RESOLVED to move the clerk up to the next pay scale from September 2026. The council also formally noted the new agreed NJC Pay Scales for 2026-27.
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- 26-27/39 **Agenda items for next meeting**
The council discussed matters for next agenda.
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- 26-27/40 **Confirmation of date of next meeting:** This next meeting was confirmed as being on Tuesday 3rd November 2026 at 7.30pm.

There being no further business, the meeting was closed at 8.15pm.

These minutes are subject to approval at the next council meeting. Minutes prepared by the clerk.
02.09.2026

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