

Coulston Parish Council

Parish Clerk - Mrs. Tekla Hicks

Clerk-coulstonpc@outlook.com

Membership: Councillors C Vize (Chair), C Markes (Vice-Chair), C Fisher, M Suter.

You are duly summoned to attend Coulston Parish Council General Meeting on **Tuesday 5th November 2024 at 7.30pm** to transact the following business at the location of the Coulston Village Hall, Coulston, Westbury, BA13 4NY.



T Hicks,

Parish Clerk & Responsible Financial Officer

AGENDA

	Item
1.	Apologies To receive and accept apologies for those unable to attend.
2.	Declarations of Interest To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011.
3.	Minutes of the previous meeting (i) To approve as a correct record the minutes of the Parish Council meeting held on 17 th July 2024. (ii) To note any matters arising from the minutes of the meeting held on 17 th July 2024.
Standing orders will be suspended to allow for public participation	
4.	Public Participation (i) To enable members of the public to address the Council regarding an item on the agenda. (ii) To receive any petitions or deputations.
Standing Orders will be reinstated following public participation	
5.	Reports (i) To receive an update from the Unitary Councillor – Tamara Reay. (ii) To receive Chair's report. (iii) To receive Clerk's report. (iv) To receive up to date external meetings schedule and to decide who will attend meetings.
6.	Planning Matters to discuss: (i) To receive an update on the planning schedule. (ii) To discuss any planning applications received prior to the meeting.
7.	Finance (i) Payments for Approval: a) Clerk's Salary October & November b) Clerk's PAYE October & November paid via Direct Debit c) Elite Electrical to move defib meter – Inv 3165 £244.86 – to ratify as paid in October. d) Bratton General Maintenance tree works Inv 3578 £370.00 (ii) Monthly Management Accounts Members to receive the monthly financial report and bank reconciliation. See attached papers. A

	non-signatory member to sign the bank reconciliation and bank statements.																					
8.	Budget and Precept 2025-26 Members to begin the process of budget setting for 2025-26. The Clerk has prepared a first draft and members should review the relevant lines. For discussion and approval. A second and final draft will be presented for the January meeting when baseline tax figures should be available and precept demand to Wiltshire Council can be made. Consideration to be given to future projects or expenditure.																					
9.	Governance (i) To agree to adopt NALC Model Financial Regulations 2024 (ii) To note the most up to date NALC Good Councillor’s Guide has been made available in the shared drive. (iii) To discuss the councillor vacancies and any updates on recruitment.																					
10.	Meetings Planner for 2025 Members to approve meeting dates and action plan as follows:- <table border="1" data-bbox="204 667 1505 1272"> <thead> <tr> <th>2025</th> <th>Work Required</th> <th>Bank Holidays</th> </tr> </thead> <tbody> <tr> <td>7th January</td> <td> <ul style="list-style-type: none"> Approve final budget. Precept demand to Wiltshire Council. </td> <td>1st January</td> </tr> <tr> <td>4th March</td> <td></td> <td></td> </tr> <tr> <td>6th May</td> <td> <ul style="list-style-type: none"> Annual Parish Meeting for Coulston Annual Meeting of Coulston Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair. Sign off annual return which must take place before 1st July. Clerk’s performance review. </td> <td>5th May Early May BH 26th May Spring BH</td> </tr> <tr> <td>1st July</td> <td></td> <td></td> </tr> <tr> <td>2nd September</td> <td></td> <td></td> </tr> <tr> <td>4th November</td> <td> <ul style="list-style-type: none"> Budget Prep Clerk’s salary review </td> <td></td> </tr> </tbody> </table>	2025	Work Required	Bank Holidays	7 th January	<ul style="list-style-type: none"> Approve final budget. Precept demand to Wiltshire Council. 	1 st January	4 th March			6 th May	<ul style="list-style-type: none"> Annual Parish Meeting for Coulston Annual Meeting of Coulston Parish Council to be held after the Parish Meeting – Appoint Chair and Vice-Chair. Sign off annual return which must take place before 1st July. Clerk’s performance review. 	5 th May Early May BH 26 th May Spring BH	1 st July			2 nd September			4 th November	<ul style="list-style-type: none"> Budget Prep Clerk’s salary review 	
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11.	Clerk’s Salary The annual national pay award has now been announced and an increase in salary has taken place at £0.63 per hour. This is to be backdated to 1 st April 2024. The new salary will come into effect from 1 st December and the new salary will be £2,663.04 annually. Monthly gross £221.92. This is an additional monthly amount of £13.22 and the backdated payment amounts to £105.76. For noting.																					
12.	Correspondence previously sent to note: (i) PCC Annual Report 23-24. (ii) Email ref blocked drains from resident. (iii) WC Councillors Briefing Note 24-19 (iv) PCC Dawn Sturgess Inquiry (v) Flood sites update from TR (vi) Traffic Speed Survey invitation																					
13.	Allotments (i) To discuss complaints received regarding fires set at the allotments.																					
14.	Confirmation of date of next meeting: Tuesday 7 th January 2025 2024 at 7.30pm																					



For supporting documents, please see here: