

Coulston Parish Council

Parish Clerk - Mrs. Tekla Hicks

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Minutes of the general meeting of Coulston Parish Council (CPC) held on Tuesday 17th July 2024 at 7.30pm

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

In attendance: Wiltshire Councillor Cllr T Reay, 1 x MOP

Proper Officer: Tekla Hicks

MINUTES

No.	Item	Action
24-25/20	The Clerk to invite nominations for the vacant role of Chair of this meeting. Cllr Suter nominated Cllr Vize to be Chair of the Parish Council. Votes were unanimous and Cllr Vize is now Chair of Coulston Parish Council until May 2025.	
24-25/21	Apologies To receive and accept apologies for those unable to attend. None.	
24-25/22	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. None.	
24-25/23	Chair's Announcements None but Cllr Reay gave an update on Wiltshire Council matters. This involved increased spending on highways and flooding issues.	
24-25/24 24-25/24.1 24-25/24.2	Minutes of the previous meeting To approve as a correct record the minutes of the Parish Council meeting held on 7 th May 2024 . Approved. To note any matters arising from the minutes of the meeting held on 7 th May 2024. None.	
Standing orders were be suspended to allow for public participation.		
24-25/25 25-25/25.1 24-25/25.2	Public Participation To enable members of the public to address the Council regarding an item on the agenda. Member of the public addressed the Council on the matter of cyclists through the village. It was agreed that cyclists should be asked not to exceed appropriate speeds through the village and can be loud. They should also not use Dark Lane as visibility and width restrictions mean it is unsafe to do so. To receive any petitions or deputations. It was noted that the parish council had been asked to remind residents not to park in the parish council parking spaces at the village hall as these should remain for the use of hirers of the village hall only. Clerk to be notified by the village hall of events being held at the village hall and to notify residents accordingly of times and dates when the parking spaces would be required. It was agreed to purchase two cones to give to the village hall for this purpose.	Clerk
Standing Orders were reinstated following public participation		
24-25/26	Planning Members to receive an update on the planning schedule. None. However, Cllr Reay gave Cllrs an update on recent Planning Committee updates, with	

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specific reference to the planning application at Pell House. Please see the official statement below:

"As discussed at the meeting earlier this week, please find below a note relating to the Pell House planning application and Alternative Provision.

Nic Thomas, Director of Planning responded to my enquiries to inform me that a planning officer had visited Pell House with reference to the planning application PL/2024/02570. He explained that the Alternative Provision (AP) business was discussed in detail, and this together with the details given in the planning application submission were fully assessed to determine whether planning permission would be required, or not.

The business is for outdoor activity-based AP for vulnerable primary aged children. There is a maximum of 5 children at any one time (though not all at once as the children each do different activities at different times) and each child has a 1:1 mentor/carer. The assessment reviewed the timetables for the activities, and this confirms that no activities take place at the application site. There is only the drop off, and pick up, of a child, and on occasion that child and/or their carer would use the toilet. The activities take place in locations such as gyms, soft plays, golf courses, shops etc. In many cases, the child for that activity is picked up from their own house or primary school and taken directly to and from the activity location- not visiting the application site at all.

In the light of this, the planning officer concluded that the level of use for this small business does not rise to the level that would trigger a material change of use. The site remains a C3 residential use, where a small business can be run from without necessarily changing the use of the site. The use does not constitute a material change of use to the dwelling and the outbuilding and is therefore a de minimis matter that does not require planning permission.

In addition, as part of the consultation process for this application, the Council's Highways team confirmed that "the driveway has sufficient car parking provision, accommodating space for at least 4-5 cars and the proposals would therefore not be likely to create any on-street car parking issues".

The applicant was advised that if the use described above intensifies in the future, there would be a point at which a material change of use could be argued to have occurred, and so it is important that Wiltshire Council Planning Department is advised.

Following this, I contacted Kathryn Davis, Director of Education and Skills for an update on AP commissioning.


She has told me that the business provides AP for children of primary school age and all activities are outdoor based and no activities take place at the site. The Council does not hold responsibility for this provision. Schools, and others, are able to commission AP from the provider. Commissioners

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	<p>(typically, primary schools) are responsible for monitoring the suitability of the provision for learners. The provider is not DfE registered. This is allowed, as the business does not deliver an offer that provides all, or substantially all, of a child's education (in line with government legislation). The Council does not directly commission provision from this provider.</p> <p>Schools as commissioners can utilise funding for children with EHCPs for AP, where appropriate. This is Council funding that is provided to schools, but where schools remain the responsible commissioner for choosing provision for a child on their roll. LA oversight of outcomes for these children is via Annual Review of their EHCPs and, ongoingly, via their SEND Lead Worker in our statutory SEND team.</p> <p>I explained to Kathryn Davis that there has been some local concern about the facility, and requested a point of contact for residents to raise any further concerns, given that residents will not know which schools (or other commissioners) have commissioned provision. Kathryn has agreed that any concerns can be directed to her (kathryn.davis@wiltshire.gov.uk) so that she may triage, and ensure a response comes from the appropriate team or directorate.</p> <p>I hope this is helpful for local residents."</p>	
<p>24-25/27 24-25/27.1 24-25/27.1a 24-25/27.1b 24-25/27.1c 24-25/27.1d 24-25/27.2 24-25/27.3</p>	<p>Finance Payments for Approval: Insurance renewal as approved at last meeting- £187.85. Approved. Clerk's expenses to 30th June 2024 - £172.26. Approved. Clerk's Salary June & July. Approved. Clerk's PAYE June & July paid via Direct Debit. Approved. To agree and approve CPC May and June banking financial statements with accounts listed up to and including 30th June 2024 along with financial summary sheet. Agreed and approved. AGAR W10076 2023-24. To note confirmation of exempt status for the AGAR 2023-24 from PKF Littlejohn. Noted.</p>	Clerk
24-25/28	<p>Electricity supply to defibrillator To discuss issue with SSE invoicing of electricity supply for defibrillator increasing from £4 per month to £75 per month. Cllr Suter has contacted the village hall and will organise for an electrician to link the defibrillator to the village hall supply. The electricity is only required to keep the defib warm in extremely low temperatures. Therefore, the Clerk to stop payments to SSE straight away.</p>	Cllr Suter Clerk
<p>24-25/29 24-25/29.1 24-25/29.2</p>	<p>Governance To agree to start reviewing NALC Model Financial Regulations 2024 and to adopt at September 2024 meeting. Agreed that Clerk to edit and prepare. To discuss Councillor Vacancy and how to fill it. Clerk to send to poster to Village email administrator.</p>	Clerk Clerk
<p>24-25/30 24-25/30.1</p>	<p>Correspondence previously sent to note: The News – requesting who will be the correspondent for The News going forward. Agreed that Clerk would email the residents of the village for volunteers.</p>	Clerk

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24-25/30.2	Request for witness to serious road traffic accident.	
24-25/30.3	New Police Sergeant introduction email.	
24-25/30.4	Proposed Police drop in sessions invitation.	
24-25/30.5	Town and Parish Council Meeting minutes 28/06/2024.	
24-25/30.6	Bobby Van Bid email. Agreed £40 donation.	Clerk
24-25/31	Confirmation of date of next meeting: Monday 2 nd September 2024 at 7.30pm. Please note new date.	Clerk to advertise
24-25/32	To close the meeting – Meeting closed at 8.45pm	


 Christine Muz
 Chair 5/11/2025.

DRAFT UNTIL SIGNED

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