

Coulston

Parish Clerk - Mrs. Tekla Hicks

Parish Council

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Minutes of the general meeting of Coulston Parish Council (CPC) held on Tuesday 4th March 2025 at 7.30pm

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

In attendance: Wiltshire Councillor Cllr T Reay.

Proper Officer: Tekla Hicks.

MINUTES

No.	Item	Action
24-25/59	Apologies To receive and accept apologies for those unable to attend. None.	
24-25/60	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.	
24-25/61 24-25/61.1 24-25/61.2	Minutes of the previous meeting To approve as a correct record the minutes of the Parish Council meeting held on 7 th January 2025. Approved without amendment. To note any matters arising from the minutes of the meeting held on 7 th January 2025. None.	
24-25/62 24-25/62.1 24-25/62.2 24-25/62.3 24-25/62.4	Reports To receive Chair's report. No new matters. To receive an update from the Unitary Councillor – Tamara Reay <ul style="list-style-type: none">Wiltshire Council budget for 2025/26 has been agreed at a 4.5% increase.The budget for Q3 of the 2024/25 budget has been overspent by £1.7m (0.3% of overall budget). This is mainly due to adult social care costs but has resulted in a recruitment freeze for the council.Devolution to The Heart of Wessex has missed out on the Priority Programme of Devolution. Therefore, this will not be revisited until 2026 at least. To receive Clerk's report. None. To receive up to date external meetings schedule and who to attend meetings. Noted.	
Standing orders were suspended to allow for public participation		
24-25/63 24-25/63.1 24-25/63.2	Public Participation To enable members of the public to address the Council regarding any item on the agenda. None. To receive any petitions or deputations. None.	
Standing Orders were reinstated following public participation		
24-25/64 24-25/64.1 24-25/64.2	Planning matters to discuss To receive an update on the planning schedule. None. To discuss any planning applications received prior to the meeting. None.	
24-25/65 24-25/65.1	Maintenance to include items as below: To discuss and agree Parish Steward schedule – Consideration of jobs for	

Signed:

24-25/65.2	next visits. The priorities were discussed and it was agreed the clerk to be tasked with notifying the Parish Steward. To discuss flooding issues in the village. This matter is in hand and to be carried forward for monitoring.	Clerk
24-25/66	Finance	
24-25/66.1	Payments for Approval:	
24-25/66.1a	Clerk's Salary February & March. Approved.	
24-25/66.1b	Clerk's PAYE February & March paid via Direct Debit. Approved.	
24-25/66.1c	Clerk's expenses. Approved.	Clerk
24-25/66.1d	SLCC Clerk's Membership (apportioned) £28.80. Approved.	
24-25/66.1e	Turtle Engineering defib works - £150 – To ratify. Ratified.	
24-25/66.2	To approve invoices/requests for payment received prior to the meeting. None.	
24-25/66.3	To agree and approve monthly financial statements with accounts listed along with financial summary sheet. Agreed and signed by the Chair.	
24-25/67	Allotments 2025-26	
24-25/67.1	To discuss and approve the Coulston Allotment Rules and Guidance 2025-26. Agreed no changes were required. Clerk to send renewals for 1 st April.	Clerk
24-25/67.2	To discuss and approve the cost for allotment rental 2025-26. It was agreed that the costs would be the same for the upcoming year. However, the clerk to write to tenants that the council reserves the right to increase charges to up to £35 for the year 2026-27 at renewal.	Clerk
24-25/68	Annual Parish Meetings – 6th May 2025. To discuss and approve details and plans for the Annual Parish Meeting and the Annual Parish Council Meeting. It was agreed that the Annual Parish Council meeting should be 6.15pm to allow for the clerk's appraisal to be held at 6pm. Clerk to invite representatives, and to prepare new residents email address forms for those who wish to be part of the 2025-26 email list. Clerk to arrange refreshments with delegated permission to spend.	Clerk
24-25/69	Governance	
24-25/69.1	To discuss policy review dates. It was agreed that all current policies will now be reviewed annually in May.	
24-25/69.2	To discuss NALC model financial regulations with a view to adopting at the next meeting. It was agreed that the clerk will prepare and bring to May meeting for adoption.	Clerk
24-25/69.3	To discuss Elections 2025. The council discussed the process.	
24-25/70	Correspondence previously sent to note:	
24-25/70.1	Email regarding trees identified as needing attention on Selwood Housing land. Noted.	
24-25/70.2	Dark Lane/B3098 road closure from 07-17/04/2025. Noted.	
24-25/70.3	WALC February newsletter. Noted.	
24-25/70.4	SSE Telephone box electricity disconnection. Clerk has written to SSE and is awaiting a response.	
24-25/71	Confirmation of date of next meeting: Tuesday 6 th May 2025.	
24-25/72	To close the meeting – Meeting closed at 8.30.pm	

Signed: