

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 5th March 2024 at 7.30pm

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

In attendance: 3 Members of the Public

Proper Officer: Tekla Hicks

MINUTES

| No. | Item | Action |
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| 1. | <p>Apologies</p> <p>To receive and accept apologies for those unable to attend. Cllr Tamara Reay. Cllr Fisher advised they would be attending later.</p> | |
| 2. | <p>Public Participation</p> <p>(i) To enable members of the public to address the Council regarding an item on the agenda. MOP asked if there had been any progression to matter of change of Google Maps postcode pin to village hall. Cllr Vize and MOP advised that the change had been lodged with Google and awaiting update. MOP asked if the Parish Council would contact residents to ask that they use What 3 Words for deliveries to avoid delivery drivers becoming lodged in the archway to The Courtyard. Cllrs advised the MOP to attend the Annual Parish Meeting to talk to residents, but that they would put this advice on the Coulston Parish Website. It was agreed that a map of the village be created with just house names and numbers.</p> <p>(ii) To receive any petitions or deputations.</p> | Clerk |
| 3. | <p>Declarations of Interest</p> <p>(i) To receive any declarations of interest under the Parish Council's Code of Conduct issued in accordance with the Localism Act 2011. None.</p> | |
| 4. | <p>Minutes of the previous meeting</p> <p>(i) To approve as a correct record the minutes of the meeting held on 9th January 2024. The Parish Council considered and approved (without amendment) the minutes of the Coulston Parish Council meeting held on 9th January 2024 and which were signed by the Chairman of that meeting, Cllr Markes as a correct record.</p> | |
| 5. | <p>Reports from:</p> <p>(i) To receive an update from the Unitary Councillor – Tamara Reay (sent via email and delivered by the Clerk).</p> <p>(ii) To receive an update from the Chair of the meeting. Parish Steward update.</p> <p>(iii) To receive an update from the Clerk. Maintenance log update.</p> | |
| 6. | Matters arising from previous meetings: | |
| 7. | Planning: | |

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| 8. | <p>Finance</p> <p>Cllr Fisher joined meeting.</p> <ul style="list-style-type: none"> (i) To agree and approve the CPC January and February 2024 banking financial statement with accounts listed up to and including 29th February 2024 along with financial summary sheet. The Council agreed without amendment. (ii) To agree and approve Invoices and Payments:- <ul style="list-style-type: none"> (a) Clerk's expenses – approved. (iii) To agree Internal Auditor – It was agreed to retain Mrs S Dolman as Internal Auditor for 2023-24 end of year AGAR. (iv) To agree to ass another Councillor to Lloyds Bank Mandate. It was agreed that Cllr Fisher would be another signatory and online banking user. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 9. | <p>Governance</p> <ul style="list-style-type: none"> (i) To agree to adopt <ul style="list-style-type: none"> (a) Financial Regulations (b) Finance Risk Assessment <p>Due to Policies not being available, the clerk will draft and bring to next meeting.</p> (ii) To discuss any new Councillor's applications (if received). None had been received as it was agreed to advertise in the following places:- The News, Parish Website, Leaflets at Annual Parish Meeting (iii) To discuss and approve 2024-25 Allotment agreements and tenancy lists. It was agreed as to send out renewals on 1st April at a rate of £25 as agreed last year. There is now one vacant plot to offer to residents in the first instance. Should this not be filled by the May meeting, to be discussed the possibility of offering to a wider area. (iv) To discuss plans for the Annual Parish Meeting and the Annual Parish Council Meeting. APCM at 6pm. APM at 7.30pm. Refreshments to be organised by the Clerk. Publicise through The News and website. Clerk to invite PCSO, Church Warden, Cllr Reay. (v) To discuss and approve signing up to Civility and Respect Charter. Agreed to adopt. | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 10. | <p>Correspondence</p> <ul style="list-style-type: none"> (i) To discuss and agree whether to enter the Best Kept Village Competition. Agreed to decline invitation this year. (ii) To note Wiltshire PCC update. Noted. (iii) To note WALC Newsletter February 2024. Noted. (iv) To note Correspondence ref Wessex Water works starting on 4/3/2024. Noted. (v) To note Information regarding Community First Trustee vacancy. Noted. (vi) To discuss and agree to hold any D-Day Celebrations. None planned. (vii) To discuss Emergency Contact Hub. Agreed to send information to the Parish Hall. Discussed the Emergency Pla, and it was noted that it was never adopted formally. Agreed to adopt at next meeting. | <p>Clerk</p> |
| 11. | <p>Confirmation of date of next meeting: Tuesday 7th May 2024 at 6pm. Annual Parish Meeting at 7.30pm</p> | |

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| 12. | To close the meeting – Meeting closed at 8.35pm | |
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Draft Unapproved