

Coulston Parish Council

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Chair: Christine Vize Parish Clerk: Tekla Hicks

Minutes of the Annual Meeting of Coulston Parish Council (CPC) held on Tuesday 6th May 2025 at 6.00pm.

Present: Cllrs Vize (Chair), Fisher (arrived at 6.30pm), Suter, Markes (Vice-Chair).

In attendance: None.

Proper Officer: Tekla Hicks.

DRAFT MINUTES

No.	Item	Action
25-26/1	Election of Chair for the year 2025-26 Cllr Vize nominated as chair. Proposed – Cllr Suter. Seconded – Cllr Markes. The Declaration of Acceptance of Office was duly signed and then signed and witnessed by the clerk.	
25-26/2	Election of Vice-Chair for the year 2025-26 Cllr Markes nominated as vice-chair. Proposed – Cllr Suter. Seconded – Cllr Vize. The Declaration of Acceptance of Office was duly signed and then signed and witnessed by the clerk.	
25-26/3	Apologies To receive and accept apologies for those unable to attend. None.	
25-26/4	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.	
25-26/5	Minutes of the previous meeting	
25-26/5.1	To approve as a correct record the minutes of the Parish Council meeting held on 4 th March 2025. Approved without amendment.	
25-26/5.2	To note any matters arising from the minutes of the meeting held on 4 th March 2025. None.	
25-26/6	Reports	
25-26/6.1	To receive Chair's report. None.	
25-26/6.2	To receive an update from the Unitary Councillor – Tamara Reay. None.	
25-26/6.3	To receive Clerk's report. None.	
25-26/6.4	To receive up to date external meetings schedule and who to attend meetings. Noted.	
Standing orders were suspended to allow for public participation		
25-26/7	Public Participation	
25-26/7.1	To enable members of the public to address the Council regarding any item on the agenda. None.	
25-26/7.2	To receive any petitions or deputations. None.	
Standing Orders were reinstated following public participation. 6.30pm Cllr Fisher arrived.		
25-26/8	Appoint Councillor Portfolios:	
25-26/8.1	i) Finance and bank signatories – Cllrs Suter and Markes	
25-26/8.2	ii) Police Liaison – Cllr Vize	
25-26/8.3	iii) Neighbourhood Watch – None: to be removed.	
25-26/8.4	iv) Allotments – Cllr Fisher	
25-26/8.5	v) Parish stewards and Footpaths/Highways – Cllr Suter	
25-26/8.6	vi) Parish council website – Cllr Fisher. It was agreed to purchase a new	

Signed:

	website and email package to comply with SAPPP Practitioner's Guide 2025 regulations. Clerk to investigate and carry forward.	Clerk
25-26/9	Planning matters to discuss	
25-26/9.1	To receive an update on the planning schedule. None.	
25-26/9.2	To discuss any planning applications received prior to the meeting. None.	
25-26/10	Maintenance to include items as below:	Clerk
25-26/10.1	To discuss and agree Parish Steward schedule – Consideration of jobs for next visit in June. It was agreed just the usual jobs to be requested.	
25-26/11	Telephone Box	
25-26/11.1	To discuss and resolve telephone box electricity supply disconnection. It was agreed that the clerk had done everything in her powers to get the telephone box disconnected using the SSE registered suppliers. However, this was not possible so it was resolved to pay for SSE to disconnect the electricity supply and for CPC to pay the disconnection fee. This would result in no further bills being produced.	Clerk
25-26/12	Finance	
25-26/12.1	Payments for Approval:	
25-26/12.1a	Clerk's Salary April & May.	
25-26/12.1b	Clerk's PAYE April & May paid via Direct Debit.	
25-26/12.1c	Clerk's expenses	Clerk
25-26/12.1d	SLCC clerk's CiLCA qualification fee (apportioned) £54.00	
25-26/12.1e	Sally Dolman Annual Audit fee 2025/01/CPC- £105	
25-26/12.1f	Coulston Village Hall (Incl. Annual Allotment Rent) - £72	
25-26/12.1g	WALC Membership for WALC and NALC subscription - £78.35	
25-26/12.2	To ratify invoices already paid prior to meeting:	
25-26/12.2a	Microsoft 365 annual renewal - £84.99	
25-26/12.3	To approve invoices/requests for payment received after the preparation of the agenda. None.	
25-26/12.4	Monthly Management Accounts Members to receive the monthly financial report and bank reconciliations. See attached papers. A non-signatory member to sign the bank reconciliation and bank statements. Approved.	
25-26/13	Annual Accounts 2024-25 Members to approve the annual accounts for the period 1 st April 2024 to 31 st March 2025. Approved without amendment.	
25-26/14	Asset Register 2025-26 Members to approve the Asset Register for 2025-26. Approved.	
25-26/15	Annual Internal Audit 2024-25 Members to receive and note the Annual Internal Audit Report. Noted.	
25-26/16	Annual Governance and Accountability Return 2024-25	
25-26/16.1	Annual Governance Statement 2024-25 Members to approve the annual governance statement as outlined in Section 1 of the Annual Return and minute accordingly. Full statement attached. Statement approved and signed.	
25-26/16.2	Accounting Statements 2024-25	

Signed:

Members to approve the accounting statements as outline in Section 2 of the Annual Return and minute accordingly. The chair and clerk are required to sign the Annual Governance Statement and the Accounting Statements which will be dealt with at the same time. Statement approved and signed.

- 25-26/16.3 **Exemption 2024-25**
The parish council is declaring exemption and declares that during the financial year, the higher of the authority's total gross income for the year or total gross expenditure for the year did not exceed £25,000. For approval. Statement approved and signed.
- 25-26/16.4 **Exercise of Public Rights of Inspection**
The clerk is setting the commencement date for the exercise of public rights as Monday 3rd June and ending on Monday 14th July 2025. Noted.
- 25-16/17 **Governance**
25-26/17.1 **To approve and adopt for 2025-26:- All approved and adopted.**
25-26/17.1a Appraisal policy
25-26/17.1b Biodiversity policy
25-26/17.1c Co-Option policy
25-26/17.1d Code of Conduct
25-26/17.1e Community Emergency Plan
25-26/17.1f Complaints policy
25-26/17.1g Data Protection policy
25-26/17.1h Dignity at Work policy
25-26/17.1i Disciplinary policy
25-26/17.1j Document Retention and Publication policy
25-26/17.1k Equality and Diversity policy
25-26/17.1l Financial Regulations
25-26/17.1m Freedom of Information policy
25-26/17.1n GDPR Consent
25-26/17.1o Grant Awarding policy and application form
25-26/17.1p Grievance policy
25-26/17.1q Health & Safety policy
25-26/17.1r Lone Working policy
25-26/17.1s Privacy Notice
25-26/17.1t Risk Assessment
25-26/17.1u Standing Orders
- 25-26/17.2 **Councillors to note** that the Good Councillors Guide has been published for 2025 and can be accessed in the shared drive online. Noted.
- 25-26/18 **Correspondence previously sent to note:**
None.
- 25-26/19 **Confirmation of date of next meeting:** Tuesday 8th July 2025 at 7.30pm.
- 25-26/20 **To close the meeting** – Meeting closed at 7pm

Signed: