Corse Parish Council

Minutes of the Annual Meeting of Corse Parish Council held on Thursday 12th May 2022 at 7.30pm at Corse and Staunton Village Hall.

Present: Cllr R Hall, Cllr P Burford, Cllr T Jones, Cllr D Preston.

2 members of the public attended, Dave Williams attended on behalf of Staunton Parish Council

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1. **Election of Chairman**
   Cllr P Burford proposed Cllr R Hall, who was prepared to stand again, this was seconded by Cllr T Jones. In the absence of any further nominations it was resolved that Cllr R Hall be elected unopposed as Chairman, the acceptance of office form was signed

2. **Vice-Chairman**
   It was resolved to defer this to the July meeting.

3. **Apologies**
   Apologies were received from Cllr M Jones and Cllr B Buck.

4. **Declarations of Interest**
   No declarations were made at this point.

5. **Co-Option of Councillor**
   The Parish Council had received one application to fill the Councillor Vacancy from Anne Collings. It was resolved to accept the application and Anne was co-opted at the meeting. The acceptance of Office form was signed.

6. **Code of Conduct**
   All Cllrs were reminded of the Code of Conduct and that they had agreed to abide by this when they signed the Declaration of Acceptance of Office. It was proposed by Cllr T Jones to accept the code without change, this was agreed by all Councillors present.

7. **Standing Orders and Financial Regulations**
   - The Standing Orders were reviewed and remain unchanged except for section 18 – contracts the change had been previously circulated and was read out to all at the meeting. It was proposed by Cllr P Burford that the Standing Orders are accepted as proposed, this was seconded by Cllr D Preston, all Councillors present were in agreement and it was resolved to accept them.
   - The Financial Regulations were reviewed and remain unchanged except for section 10 referring to the contracts information as per the Standing Orders Change. It was proposed by Cllr P Burford that the Financial Regulations are accepted as proposed, this was seconded by Cllr D Preston, all Councillors present agreed, and it was resolved to accept them.

8. **Committees, sub-committees**
   There are currently no committees in place.
   It was **resolved** to leave the current delegation arrangements for sub-committees unchanged, it was also **resolved** to leave the terms of reference for the sub-committees unchanged.
   The following sub-committees are already in place. It was resolved by all Cllrs present to retain these sub-committees and the current members agreed to remain on them.
   The sub committees will be reviewed again in July.

Sub-Committee	Members
Staffing and Safety Advisory	Cllr Philip Burford, Cllr Mike Jones, Cllr B Buck
Planning Advisory	Cllr Rich Hall, Cllr Dennis Preston, Cllr Mike Jones
Standards Advisory	Any 3 Councillors

9. External bodies

It was resolved that the following representations on external bodies be accepted.

External Body	Representative 2021-22
Village Hall representative	Cllr Dennis Preston
Playing Field representative	Cllr Trevor Jones
Staunton Parish Council meetings representative	Cllr Barbara Buck
Emergency Planning representative	Cllr Trevor Jones
Corse Charity representative	Cllr Mike Jones

10. Asset Inventory

The asset inventory was circulated, it was proposed by Cllr T Jones to accept the Asset Inventory, this was seconded by Cllr P Burford and agreed by all Cllrs present, it was resolved that this was up to date with all assets having been included. The Assets were inspected in December 2021 and another inspection will take place during the coming financial year.

11. Risk Assessment

The Risk Management Strategy was previously circulated, it was proposed by Cllr T Jones to accept te Risk Assessment Strategy without change, this was seconded by Cllr A Collings and agreed by all Cllrs present, it was resolved to accept the Strategy without amendment.

12. Insurance Cover

It was resolved that the Insurance Policy taken with Zurich on the 1st April 2022 is adequate for the Parish Council's requirements.

13. Memberships

No Councillors or employees currently belong to any professional bodies.

14. Minutes of previous meeting(s)

It was proposed by Cllr T Jones that the minutes of the ordinary meeting held on the 1st March 2022 and the Annual Parish Meeting held on the 12th April 2022 are accepted as a true record, this was seconded by Cllr D Preston and agreed by all present.

15. Public consultation

15.1 It was reported to the Parish Council that the Church wall had been knocked down by a student along Church Lane, this has been reported to Highways.
Parishioners have concerns regarding the hedge at Oridge Street at the junction of the A417 as visibility is impeded when trying to pull out. Photos are to be sent to the Clerk for submission to Highways.
Along Oridge Street the slow signs are missing and a bend warning sign is needed.

16. Reports

16.1 District Cllr P Burford advised that there had been no change since the report that was given last week at the Annual Parish Meeting. There were no questions from members of the public.

16.2 District Cllr B Lewis advised that there had been no change since the report that was given last week at the Annual Parish Meeting. There were no questions from members of the public.

16.3 County Cllr P Robinson sent his apologies for the meeting, he advised that his report for the Annual Parish Meeting had not change. There were no questions from members of the public.

17. Financial Matters

17.1 Accounts for payments – May 2022

It was proposed by Cllr T Jones to agree the payments for May 2022 as previously circulated and presented at the meeting and shown below, this was seconded by Cllr D Preston, this was agreed by all Cllrs and it was resolved that the payments be made.

Source	Details	Amount
Natwest	Interest	0.19
The Cross Garage	Pound Rental Qtr 4 2021-22	475
FoDDC	Precept	6565

Payee	Details	Power	Amount	Chq No
V Roberts	Tree Guards (Designer Metal) Ltd	GPC	£426.00	673
Clerk	Salary & Home Working, Webhosting	GPC	£511.66	674
HMRC	PAYE/NI	GPC	£93.20	675
GAPTC	Internal Audit 2021-22 & Annual Membership	GPC	£329.31	676
Noticeboard Company	Replacement Noticeboard	GPC	£922.16	677

17.2 Financial statements - May 2022

It was proposed by Cllr T Jones to agree the financial statements and bank re-conciliation as of May 2021 as previously circulated, this was seconded by Cllr D Preston, this was agreed by all Cllrs and it was resolved to accept the statements.

17.3 End of Year Figures – 2021/2022

It was proposed by Cllr D Preston that the bank reconciliation as of 31st March 2022, the year-end accounts as of 31st March 2022, the summary of reserves as of 31st March 2022 and the receipts & payments to 31st March 2022 be accepted as a correct record, this was seconded by Cllr T Jones and agreed by all Cllrs present. It was resolved to accept the statements.

17.4 Review of Investments and Bank Accounts

The Parish Council currently bank with Natwest and it was resolved by all Councillors present that the funds were secure and to continue with this banking arrangement.

17.5 Internal Audit 2021-2022

The previously circulated Internal Audit was discussed including the recommended actions. It was agreed by all Cllrs present to undertake all the recommended actions and the Clerk is to ensure that these are undertaken.

It was also noted that the Parish Council has assured itself that the auditor is independent and competent'

17.6 The Pound

Cllr R Hall is to contact Rands to seek quotations, this will be added to the July Agenda.

17.7 Noticeboard

The Clerk advised that the noticeboard had been delivered and is to be installed by Mr Jones. The cost of the purchase of the noticeboard has been covered through the Build Back Better Scheme.

17.8 Milestone

It was agreed to install steel posts each side of the restored Milestone, Cllr D Preston is to make enquiries re the posts. It was agreed by all Cllrs present to add the area around the Milestone to the grass cutting areas and the Clerk is to contact the grass cutter to arrange, it is hoped that the posts and keeping the grass cut down in the area will prevent any further damage taking place.

18. Annual Governance and Accountability Return 2021-2022

18.1 Annual Return – Governance Statements 2021-2022

The Annual Governance Statements for year ending 31st March 2022 were previously circulated by the Clerk and read out at the meeting, it was agreed by all Cllrs present that the Parish Council had carried out their duties and it was **resolved** by all Councillors present to approve these.

18.2 Annual Return – Accounting Statements 2021-2022

The Accounting Statements for year ending 31st March 2022 were previously circulated by the Clerk and read out at the meeting, it was agreed by all Cllrs present that the Accounting Statements were correct, and it was **resolved** by all Councillors present to approve these.

18.3 Annual Return – Certificate of Exemption 2021-2022

It was resolved by all Cllrs present that the Parish Council has met all the requirements to declare itself exempt, the Certificate of Exemption will be submitted to the External Auditor. The AGAR will be uploaded to the website including explanations of variances and reserves held.

18.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Monday 13th June 2022 to Friday 22nd July 2022, these dates will be submitted to the External Auditor, added to the website and posted in the noticeboard.

19. Planning

To make recommendations to the Planning Authority upon the suitability of the following planning applications/appeals

P0544/22/FUL	Walkers Farm, Corse	Siting of a constructed timber framed building for holiday use. (revised scheme)	Corse Parish Council considered the above application for Walkers Farm, Corse and have no objections but would like to be assured that the proposed log cabin is made of natural timber.
P0533/22/LBC P0533/22/FUL	Corse Grange Cottage, Gloucester Road	Listed building consent for the erection of a single storey extension to bungalow with associated works Erection of single storey extension and detached annexe ancillary to the main dwelling with associated works.	The Parish Council considered the planning application for Corse Grange Cottage and have no comments to make.
P0454/22/LDI	Well Cottage, 28 Hasfield Road	Application under section 191 to establish whether the use of land and building as part of the residential curtilage is lawful.	The Parish Council considered the planning application for Well Cottage and have no comments to make.
P0536/22/FUL	Land Off , Lime Street, Eldersfield	Conversion of agricultural building to a dwelling with post and rail fencing and associated works	The Parish Council considered the planning application for Lime Cottage and have no comments to make

20. Highways

20.1 To discuss the most recent updated Highway's report

The most recent update has been circulated, please advise Clerk of any additional items.
It was noted that Highways should be informed that 2 signs in Straight Lane have been knocked down, the post for the SID outside the BP garage has been knocked down, they are also to be reminded of the potholes along the A417 in the area of the BP garage,

21 Police Matters

21.1 The SID is to be returned to Church Lane to collect additional data to be submitted to the Police re the speeds in the lane in connection with the previous accident(s) and the Church wall being knocked down.

22. Other Items for Information Only/Future Agenda Items

- It was agreed to undertake the Oak tree planting on the weekend of the 21st/22nd May – the Clerk is to arrange this at the day and time most suitable to Cllrs.

26. Date of Next Meeting

Tuesday 5th July 2022

The meeting closed at 9.20PM

Chairman's initials signature..... Date:.....