CORSE PARISH COUNCIL

Minutes of the Annual Meeting of Corse Parish Council
held on Tuesday 7th May 2024 held at Corse and Staunton Village Hall at 7.30pm.

Present: Cllr M Jones, Cllr P Burford, Cllr T Jones, Cllr D Preston, Cllr B Buck, Cllr A Collings.

The meeting was chaired by Cllr M Jones and the minutes were taken by the Clerk.

Dave Williams attended as the Staunton Parish Council representative.

It was resolved that Cllr M Jones chair the meeting in the absence of the Chairman.

1. **Election of Chair**
   Nominations were sought for the Chair, as nominations were only received for Cllr R Hall who was absent it was resolved to place the election of Chaiman on the July meeting agenda.
   Prior to the meeting advice was sought from GAPTC who advised that this is the correct process to follow.

2. **Election of Vice-Chair**
   Nominations were sought for the Vice-Chair, Cllr B Buck nominated Cllr M Jones who advised that he was prepared to stand again, as there were no further proposals the nomination for Cllr M Jones was seconded by Cllr A Collings. The Acceptance of Vice-Chair form was signed.

3. **Apologies**
   Apologies were received from Cllr R Hall, it was resolved to accept the apologies.

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

5. **Code of Conduct**
   Cllrs considered the Code of Conduct and it was proposed by Cllr T Jones to accept the code without change, this was seconded by Cllr D Preston and agreed by all Councillors present.

6. **Standing Orders and Financial Regulations**
   - The Standing Orders were reviewed and remain unchanged, it was proposed by Cllr B Buck that the Standing Orders are accepted as proposed, this was seconded by Cllr M Jones and agreed by all Councillors present and it was resolved to accept them.
   - The Financial Regulations have been substantially altered and the advice is to treat them as a new document. It was resolved to defer this to the July meeting, the Clerk will alter and circulate to the Cllrs ahead of the meeting.

7. **Committees, sub-committees**
   There are currently no committees in place.

   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.

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

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.

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

8. External bodies

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

External Body	Representative
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

9. Asset Inventory

The asset inventory was discussed, it was resolved to accept the Asset Inventory without change. The assets will be inspected during the year.

10. Risk Assessment

The Risk Management Strategy was discussed and it was resolved to accept the Risk Management Strategy without amendment.

11. Insurance Cover

It was resolved that the Insurance Policy taken out with Zurich on the 1st April 2024 is adequate for the Parish Council's requirements and still fit for purpose.
The Clerk is to check that the insured value of The Pound includes the flooring, brickwork, wiring etc. to ensure this covers a complete rebuild.

12. Memberships

No Councillors or employees currently belong to any professional bodies.

13. Minutes of previous meeting(s)

It was proposed by Cllr A Collings that the minutes of the Ordinary Meeting held on the 5th March and the Annual Parish Meeting held on 2nd April 2024 be accepted as a true record, this was seconded by Cllr T Jones and agreed by all present. The minutes were signed.

14. Public consultation

14.1 There were concerns raised over the actions of Cllr C Williams at a recent planning committee meeting, the Parishioner will be writing to the FoDDC regarding this matter as will Staunton Parish Council. Information will be sent to Corse Parish Council when available regarding this matter.

15. Reports

15.1 District Cllr P Burford was in attendance but had no report as this was given at the Annual Parish Meeting.
15.2 District Cllr C Williams was unable to attend and there was no report to be given.
16.3 County Cllr P Robinson was unable to attend and there was no report to be given.

16. Financial Matters

16.1 Accounts for payments – May 2024

It was proposed by Cllr T Jones to agree the payments for May 2024 as presented at the meeting and shown below, this was seconded by Cllr P Burford, this was agreed by all Cllrs and it was resolved that the payments be made.

Date	Payee	Details	Gross (£) to date
7.5.24	V Roberts	Salary April & May	478.07
7.5.24	V Roberts	Mythic Beasts - Webhosting Monthly Fee - Reclaim	3.00
7.5.24	HMRC	PAYE / NI April & May	108.80
7.5.24	GAPTC	Annual Membership/Subscription	174.19
7.5.24	Phil Cooke Web Services	Migration of Parish Council Website & Associated Tasks	30.00

16.2 Financial statements - May 2024

It was proposed by Cllr T Jones to agree the income, expenditure, bank re-conciliation and budget against expenditure as of May 2024, this was seconded by Cllr P Burford, this was agreed by all Cllrs and it was resolved to accept the statements.

16.3 End of Year Figures – 2023/2024

It was proposed by Cllr D Preston that the bank reconciliation as of 31st March 2024, the year-end accounts as of 31st March 2024, the summary of reserves as of 31st March 2024 and the receipts & payments to 31st March 2023 be accepted as a correct record, this was seconded by Cllr M Jones and agreed by all Cllrs present, it was resolved to accept the statements.

16.4 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.

16.5 Internal Audit 2023-24

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 resolved that the budget be discussed at the July meeting so that consideration can be given to the advice to increase the general reserve.

16.6 General Power of Competence

The Parish Council discussed the General Power of Competence and resolved that the Parish Council met the criteria with a CiLCA trained Clerk and with at least two thirds of Cllrs being elected, it was proposed by Cllr B Buck that the Parish Council adopt GPC, this was seconded by Cllr D Preston, it was resolved by all Cllrs present to adopt GPC.

16.7 Grass Cutting 2024-25

The current grass cutting for the areas at the Prince of Wales and the Milestone and it was resolved to continue with the cutting at the previously agreed intervals and cost.

16.8 Beacon

Corse Parish Council in conjunction with Staunton Parish Council have been offered the opportunity to purchase a beacon from a resident, following discussions it was resolved not to proceed with the purchase (5 Cllrs voted against, 1 Cllr voted for and 1 Cllr abstained)

17. Annual Governance and Accountability Return 2023-24

17.1 Annual Return – Governance Statements 2023-2024

The Annual Governance Statements for year ending 31st March 2024 were 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.

17.2 Annual Return – Accounting Statements 2023-2024

The Accounting Statements for year ending 31st March 2024 were 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.

17.3 Annual Return – Certificate of Exemption 2023-2024

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.

17.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Monday 3rd June 2024 to Friday 12th July 2024, the dates will be submitted to the External Auditor, added to the website and posted in the noticeboard.

18. Planning

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

Planning Ref	Property	Description of Proposed Application	Comment
No planning applications had been received.			

19. Highways

To discuss the most recent updated Highway's report

It was agreed that the following matters would be raised with Highways:

- The Gloucester/Worcester sign on Straight Lane needs to be re-instated
- Repainting of the white lines through the Parish
- Philip Robinson and Highways are to be reminded that it was previously agreed the drains would be carried out again this time of the year
- Sunken drain on A417 near Nutshell Cottage needs repairing and the clanking sewer cover will be reported to Severn Trent Water

20. Police Matters

There were no matters to be discussed.

21. Meeting Dates 2024-25

The meeting dates as circulated were agreed for 24-25, these will be added to the website and placed into the Parish Magazine

22. Other Items for Information Only/Future Agenda Items

The works to the Churchyard are to take place on the 18th May at 10am

23. Date of Next Meeting

Tuesday 2nd July 2024 – Ordinary Meeting.

The meeting closed at 8.55pm

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