CORSE PARISH COUNCIL

Minutes of the Annual Meeting of Corse Parish Council
held on Tuesday 6th May 2025 held at Corse and Staunton Village Hall at 7.30pm.

Present: Cllr M Jones (MJ), Cllr P Burford (PB), Cllr T Jones (TJ), Cllr D Preston (DP), Cllr B Buck (BB), Cllr A Collings (AC).

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

There were 3 members of the public present and Mr Dave Williams attended as the representative from Staunton Parish Council.

In the absence of the Chair It was resolved that Cllr M Jones (Vice-Chair) chair the meeting.

1. Election of Chair
Nominations were sought for the Chair for 2025-26. MJ was nominated and seconded and as there were no further nominations it was resolved by all Cllrs present that MJ be elected as Chair. MJ signed acceptance of office of Chair form.

2. Election of Vice-Chair
Nominations were sought for the Vice-Chair for 2025-26. AC was nominated and seconded and as there were no further nominations it was resolved by all Cllrs present that AC be elected as Vice-Chair. AC signed the acceptance of office of Vice-Chair form.

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

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

5. Minutes of previous meeting(s)
It was resolved to accept the minutes of the Ordinary Meeting held on the 5th March as a true record and the minutes were signed.

6. Public consultation
It was noted that Highways signs are being repaired and replaced around the Parish.

7. Reports
7.1 District Councillor Philip Burford spoke to Cllrs on the Biosphere status for FoDDC, the Local Plan including the FoDDC housing target and provision, Five Acres Leisure Centre re costs and facilities.
7.2 District Councillor Clayton Williams was not present and no report is available.
7.3 County Councillor Philip Robinson was not present due to the recent County elections and it was agreed to invite the new County Councillor to the July meeting.

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

Planning Ref	Property	Description of Proposed Application	Comments
P0198/25/FUL	Little Newlands, Gloucester Road	Erection of a two-storey rear extension, single story side extension and conversion of garage with associated works,	Corse Parish Council considered the application for Little Newlands and have no comments to make.

 Chairman's Signature …… Date …….

P0268/25/FUL	Little Newlands, Gloucester Road	Erection of a single-storey granny annexe/ancillary accommodation	Corse Parish Council considered the application for Little Newlands and have no comments to make.
The appeal for The Butts was noted, previous comments have been sent to the planning inspectorate and no further comments are needed.			

9. FoDDC Conservation Area Project

BB gave feedback to the Cllrs regarding the recent online meeting that took place. Conservation Policies were discussed and are being considered by the Land Use Consultants considering a setting study re local landscape. Neighbourhood plans were also discussed but are long and not necessarily the best idea. It was agreed to put this agenda item on hold until after the Staunton Parish Council meeting next week.

10. Code of Conduct

Cllrs were reminded of the code of conduct and advised of the most up to date policy, all were in agreement to abide by the code of conduct, it was resolved by all Cllrs present to accept the Code of Conduct.

11. Standing Orders

Council reviewed the updated Standing Orders and as there were no questions it was resolved by all Cllrs present to adopt the Standing Orders.

12. Financial Regulations

Council reviewed the updated Financial Regulations and as there were no questions it was resolved by all Cllrs present to adopt the Financial Regulations.

13. Committees, sub-committees

The following committees are already in place. It was resolved by all Cllrs present to retain these committees and the members for each are listed in the table below. No new committees are needed at this time.

Sub-Committee	**Members**
Staffing and Safety Advisory	Cllr Philip Burford, Cllr Mike Jones, Cllr B Buck, Cllr A Collings
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 unchanged, it was also **resolved** to leave the terms of reference for the committees unchanged.

MJ was in agreement to continue to carry out the quarterly internal checks and all Cllrs were in agreement

14. 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

The Clerk is to seek clarification and advice from GAPTC regarding the request for the Parish Council to be Sole Trustee for the Corse Charity. Once information has been gathered a meeting is to be arranged.

15. Memberships

No Councillors or employees currently belong to any professional bodies.

16. Risk Assessment

The Risk Management Strategy was discussed and it was resolved to accept without amendment.
The asset inventory was discussed, it was resolved to accept without change. The assets will be inspected again during the year.

17. Insurance Cover

It was resolved that the Insurance Policy taken out with Zurich on the 1st April 2025 is adequate for the Parish Council's requirements and is fit for purpose. The updated insurance valuation for a rebuild of The Pound has been included. The insurance is on a 3year LTA for 25-26, 26-27 and 27-28.

18. Financial Matters

18.1 Accounts for payments – May 2025

It was resolved to accept and make the payments for May 2025 as presented at the meeting and shown below.

Date	Payee	Details	Gross (£) to date
30.4.25	Clerk/RFO	Salary April 2025, Home Working and Website Hosting Monthly Fee	254.90
6.5.25	HMRC	PAYE & NI	56.80
6.5.25	GAPTC	Annual Membership	188.62
6.5.25	GAPTC	Annual Internal Audit 24-25	210.00

18.2 Financial statements - May 2025

It was resolved by all Cllrs present to agree the income, expenditure, bank re-conciliation and budget against expenditure as of May 2025.

18.3 Standing Orders/Direct Debits and Salary Payments

The following payments were agreed to be made by standing orders or direct debits
Information Commissioner's Office – annual membership
Mythic Beasts - website hosting
Mythic Beasts – domain name renewal

The salary for the Clerk will be paid monthly on or around the 25th of each month by cheque or internet banking payment as per the salary agreed at the November meeting and agreed during the contract and budget discussions. Payments will be shown on the finance sheets at the next meeting.

18.4 Internet Banking

After consideration it was resolved by all Cllrs present that internet banking be set up. The Clerk is to begin this process.

18.5 End of Year Figures – 2024/2025

It was resolved by all Cllrs present that the bank reconciliation as of 31st March 2025, the year-end accounts as of 31st March 2025, the summary of reserves as of 31st March 2025 and the receipts & payments figures to 31st March 2025 be accepted as a correct record.

18.6 Review of Investments and Bank Accounts

The Parish Council does not have any investments, the Parish Council bank with Natwest and it was resolved by all Councillors present that all monies were secure and to continue with this banking arrangement.

18.7 Internal Audit 2024-25

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

18.8 General Power of Competence

This agenda item does not need discussion except following a Parish Council election, this will be included on the agenda following the next Parish Council elections.

18.9 Grass Cutting 2025-26

It was resolved by all Cllrs present that the grass cutting should continue in the area of the Milestone at the previously agreed intervals and costs.

18.10 Grant Application

The recent grant application received from SARA was considered, it was resolved that the current time the Parish Council are unable to provide a grant.

The grant application, assets, complaints, freedom of information, data protection and the press/media policies were all considered and as there were currently no amendments to make it was resolved to agree the policies. The Clerk will review all policies during the year and will advise any updates needed to the Parish Council.

19. Annual Governance and Accountability Return 2024-25

19.1 Annual Return – Governance Statements 2024-2025

The Annual Governance Statements for year ending 31st March 2025 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.

19.2 Annual Return – Accounting Statements 2024-2025

The Accounting Statements for year ending 31st March 2025 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.

19.3 Annual Return – Certificate of Exemption 2024-2025

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.

19.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Tuesday 3rd June 2025 to Monday 14th July 2025, the dates will be added to the website and posted in the noticeboard.

20. Highways

Highways matters were discussed, the Clerk is arranging an onsite meeting with the Highways representative and will advise of the date once known.

21. Police Matters

There were no matters to be discussed.

22. Other Items for Information Only/Future Agenda Items

- The sign that has been placed on the verge along the A417 is to be reported to Highways
- The access to The Pound is to be assessed, Cllr M Jones is to contact the land-owner and will update the Parish Council at a future meeting.

23. Date of Next Meeting

Tuesday 1st July 2025 – Ordinary Meeting.

The meeting closed at 8.40pm