Corse Parish Council

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29th April 2025

Members of the public are invited to attend the Annual Meeting of Corse Parish Council that has been arranged for Tuesday 6th May 2025 at 7.30pm at Corse and Staunton Village Hall for the transaction of business in the following Agenda. Members of the Council are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights. Items shown in green are for decision all other items are for information only.

All meetings of the Council are open to the public, members of the public will be asked to leave for agenda items taken confidentially in Committee under standing orders.

V Roberts, Clerk

AGENDA

1. **Election of Chair**
   To elect a Chair for 2025-2026 and receive the Chairman's declaration of acceptance of office.
2. **Election of Vice-Chair**
   To elect a Vice-Chair for 2025-2026 and receive the Vice-Chairman's declaration of acceptance of office.
3. **Apologies for Absence**
   To receive and accept any apologies.
4. **Declarations of Interest**
   To receive any declarations of interest in any matter to be discussed at the meeting, Members are requested to identify the nature of the interest and indicate whether it is **personal** or **prejudicial.**
5. **Minutes of previous meeting(s)**
   To agree and accept the minutes of the Bi-Monthly Meeting held on Tuesday 4th March and the Extra Ordinary Meeting held on Tuesday 25th March 2025.
6. **Public consultation**
   To provide members of the public with the opportunity to make statements and ask questions.
7. 7.1 To receive a report from District Councillor Philip Burford.
   7.2 To receive a report from District Councillor Clayton Williams.
   7.3 To receive a report from County Councillor Philip Robinson.
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
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,
P0268/25/FUL	Little Newlands, Gloucester Road	Erection of a single-storey granny annexe/ancillary accommodation
Any further applications received after the publication of this agenda will be advised at the meeting. Details of planning applications can be found on the Forest of Dean District Council website using the following link: https://publicaccess.fdean.gov.uk/online-applications		

9. **FoDDC Conservation Area Project**
   To receive feedback from Cllr B Buck regarding the recent online meeting that took place.
10. **Code of Conduct**
    To review and accept the Code of Conduct.
11. **Standing Orders**
    To review and accept the current Standing Orders and to make any changes proposed or legally required.
12. **Financial Regulations**
    To review and accept the current Financial Regulations and to make any changes proposed or legally required.
13. **Committees, Sub-Committees and Working groups**
    To confirm existing committees, sub-committees or working groups, to agree the number of members, receive and agree Cllr nominations and agree the terms of reference.
    To appoint any new committees, sub-committees or working groups, to agree the number of members, receive and agree Cllr nominations and agree the terms of reference.

14. External bodies

To review representation on external bodies and arrangements for reporting back to the Parish Council.

15. Memberships

To review the Council's and/or employees' memberships of other bodies.

16. Risk Assessment

To review and accept the current Risk Management Controls.

17. Insurance Cover

To agree that the insurance cover in place is still sufficient for the needs of the Council and to minute the renewal date.

18. Financial Matters

18.1 Accounts for payments – May 2025

To approve the payments presented at the meeting and the salary payment made in April.

18.2 Financial statements - May 2025

To approve the financial statements as presented at the meeting, circulated and attached to the minutes.

18.3 Standing Orders/Direct Debits and Salary Payments

To agree Direct Debits/Standing Orders to be set up for 25-26, to minute monthly salary payments for the Clerk as per the salary agreed at the November Meeting and within contract and budget discussions.

18.4 Internet Banking

To discuss and agree if internet banking is to be set up.

18.5 End of Year Figures – 2024-2025

To approve Receipts & Payments to 31st March 2025.
To approve Bank Reconciliation as of 31st March 2025.
To approve the whole year end accounts as of 31st March 2025.
To approve summary of reserves as of 31st March 2025.

18.5 Review of Investments and Bank Accounts

To review the investments, bank accounts and bank mandate to ensure any updates needed are made.

18.6 Internal Audit 2024-2025

To note that the Internal Audit has taken place, to receive and discuss the internal auditor report and to agree to undertake any recommendations made.

18.7 General Power of Competence

To discuss and agree if the Parish Council wishes to exercise GPC and to confirm that it meets the eligibility criteria that the Clerk is qualified and that two thirds of Cllrs are elected.

18.8 Grass Cutting 2025-2026

To confirm grass cutting for 2025-2026 for 12 cuts per year at £17 per cut at the Milestone only and the annual maintenance for the area of the bus shelter at £150 as previously agreed at the meeting held on 7.1.25.

18.9 Grant Application

To receive and consider the recently received grant application from SARA and to agree if a donation is to be made.

19. Annual Governance and Accountability Return 2024-2025

19.1 Annual Return – Governance Statements 2024-2025

To approve and sign Section 1 - Annual Governance Statement 2024-2025.

19.2 Annual Return – Accounting Statements 2024-2025

To approve and sign Section 2 - Accounting Statements 2024-2025.

19.3 Annual Return – Certificate of Exemption 2024-2025

To agree the Parish Council meets the exemption conditions, to agree to certify as exempt, to confirm that the Certificate of Exemption will be completed and submitted by the Clerk.

19.4 Dates for the Exercise of Public Rights

To confirm the dates for the exercise of public rights as being

20. Highways and Footpaths

To discuss Highway and Footpath matters and agree any comments to be made on outstanding matter and to receive any new issues for reporting.

21. Police Matters

To receive and discuss any outstanding or new police matters.

22. Other Items for Information Only/Future Agenda Items

Items brought to the Councils attention for information – no decisions will be made at this meeting, if a decision is needed the item will be placed on the agenda for the next meeting.

23. Date of Next Meeting

Tuesday 1st July 2025 at 7.30pm.
Future meeting dates for 25-26 are 2nd September 25, 4th November 25, 6th January 26, 3rd March 26.