CORSE PARISH COUNCIL

Minutes of the Annual Meeting of Corse Parish Council
held on Tuesday 5th May 2026 held at Corse and Staunton Village Hall at 8.00pm.

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

The meeting was chaired by MJ and the minutes were taken by the Clerk.

1. **Election of Chair**
   Nominations were sought for the Chair for 2026-27. 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 2026-27. 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) and Cllr P Burford (PB), it was resolved to accept the apologies.

4. **Declarations of Interest**
   There were no declarations of interest made.

5. **Minutes of previous meeting(s)**
   It was resolved to accept the minutes of the Ordinary Meeting held on the 3rd March 2026 as a true record, the minutes were signed.

6. **Public consultation**
   There were no members of the public present.

7. **Reports**
   - **7.1** District Councillor Philip Burford was not present.
   - **7.2** District Councillor Clayton Williams was not present.
   - **7.3** County Councillor Stuart Graham presented his report at the Parish Meeting held prior to the Annual Meeting of the Parish Council.

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

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

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

11. **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 the current time.

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

It was **resolved** that the previously agreed terms of reference for the above committees remain in place with no changes needed at this time.

It was **resolved** that the previously agreed delegation arrangements are to remain in place, no changes are needed at the current time.

AC will continue to carry out the quarterly internal checks and all Cllrs were in agreement.

12. 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

13. Council Policies

It was resolved to accept the following previously agreed policies without changes.
Biodiversity Policy, Complaints Policy, Data Protection Policy, Document Retention and Record Management Policy, FoI Policy, Grant Awarding Policy, Health & Safety Internal Checks Policy, IT Policy, Press and Media Policy, Privacy Policy (General), Privacy Policy (Staff and Volunteers), Reserves Policy, Risk Management Policy, Social Media Policy. It was resolved that the Schemes of Delegation would remain in place.

14. Asset Inventory

The Asset Inventory was discussed and it was resolved to accept this without change. The annual Parish Council walkabout to inspect the assets will be arranged for later in the year.

15. Risk Assessment

It was resolved to accept the Risk Assessment Managements Controls without change.

16. 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 insurance is in the 2nd year of a 3 year LTA that covers 25-26, 26-27 and 27-28.
The Parish Council agreed that the current Insurance Cover is adequate for the needs of the Parish and that no changes are needed at this time.

17. Memberships

Councillors confirmed that they do not belong to any professional bodies.

18. Planning

There were no planning applications to be discussed.

19. Financial Matters

19.1 Accounts for payments – May 2026

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
5.5.26	Clerk & RFO	Salary and Home Working April 2026	256.07
5.5.26	HMRC	PAYE & NI April 2026	58.60
5.5.26	GALC	Annual Membership	209.38
5.5.26	Charlotte Matthews	Internal Audit 2025-26	180.00
5.5.26	Phil Cooke Web Services	Transfer of Website and support	60.00
5.5.26	Viking Office UK Ltd	Printer Paper	30.49
5.5.26	Cartridge Save	Printer Ink	44.04

19.2 Financial statements - May 2026

It was resolved by all Cllrs present to agree the receipts and payments, bank re-conciliation and budget against expenditure for May 2026.

19.3 Standing Orders/Direct Debits and Salary Payments

The following payments were previously agreed to be made by standing orders/direct debits, it was resolved that the standing orders/direct debits be agreed again for 2026-27.

Information Commissioner's Office for the annual membership (annually)
Mythic Beasts for the website hosting (monthly)
Mythic Beasts for the domain name renewal (annually/bi-annually)

The salary for the Clerk will be paid monthly on or around the 26th of each month by cheque or internet banking payment as per the salary agreed at the November 2025 meeting and agreed during the 2025 contract and budget discussions. Payments will be shown on the finance sheets at the next Parish Council meeting.

19.4 End of Year Figures – 2025/26

It was resolved by all Cllrs present that the receipts & payments figures, the bank reconciliation, the whole year-end accounts and the summary of reserves for the year ended the 31st March 2026 be accepted as a correct record.

19.5 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.

19.6 Internal Audit 2025-26

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.

19.7 General Power of Competence

The Parish Council assured itself that it still meets the criteria for the GPoC with a CiLCA trained clerk and two thirds of Cllrs are elected. This will be included on the agenda for discussion following the next Parish Council elections.

19.8 Grass Cutting 2026-27

It was resolved by all Cllrs present that the grass cutting continue at the Milestone at an annual cost of £204 (12 cuts at £17 per cut), it was resolved that the annual maintenance of the bus shelter area continue at an annual cost of £150.

20. Annual Governance and Accountability Return 2025-26

20.1 Annual Return – Governance Statements 2025-2026

The Annual Governance Statements for year ending 31st March 2026 were individually read out at the meeting, it was agreed by all Cllrs present that the Parish Council had carried out their duties in respect of all Governance Statements and it was **resolved** by all Councillors present to approve these.

20.2 Annual Return – Accounting Statements 2025-2026

The Accounting Statements for year ending 31st March 2026 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.

20.3 Annual Return – Certificate of Exemption 2025-2026

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.

20.4 Dates for the Exercise of Public Rights

The Clerk advised that the dates for the exercise of public rights will be Wednesday 3rd June 2026 to Tuesday 14th July 2026, the dates will be added to the website and posted in the noticeboard.

21. Highways

Highways matters were discussed, Highways are to be reminded of the outstanding issues and the drain outside the Drs Surgery and the sign at the ends of Straight Lane that is still wobbling/leaning. Highways matters will be added to the July Agenda for further discussion.

22. Police Matters

There were no matters to be discussed.

23. Other Items for Information Only/Future Agenda Items

There were no matters for information or future agendas.

24. Date of Next Meeting

Tuesday 7th July 2026 – Ordinary Meeting.

The meeting closed at 8.55pm