

# Corse Parish Council

## Minutes of the Annual Meeting of Corse Parish Council held on Tuesday 4<sup>th</sup> May 2021 at 7.30pm via the remote platform of zoom.

**Present:** Cllr P Burford, Cllr M Jones, Cllr R Hall, Cllr T Jones, Cllr D Preston, Cllr B Buck.

6 members of the public attended.

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### 1. Election of Chairman

Cllr M Jones proposed Cllr P Burford, who was prepared to stand again until the next full meeting of the Parish Council at which time he wishes to step down, this was seconded by Cllr R Hall, in the absence of any further nominations it was resolved that Cllr P Burford be elected unopposed as Chairman, the acceptance of office form is to be signed.

The Election of the Chairman will be added to the July meeting.

### 2. Vice-Chairman

Cllr R Hall proposed Cllr M Jones, who was prepared to stand again, this was seconded by Cllr D Preston, in the absence of any further nominations it was resolved that Cllr M Jones be elected unopposed as Vice Chairman, the acceptance of office form is to be signed.

The Election of the Vice-Chairman will be added to the July meeting.

### 3. Apologies

No apologies were received.

### 4. 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.

### 5. Standing Orders and Financial Regulations

- The Standing Orders were reviewed and remain unchanged except for the that the limits on the Public Contracts as directed by the Public Contracts Regulations 2015 which have been changed as directed, it was proposed by Cllr T Jones that the Standing Orders are accepted as proposed, this was seconded by Cllr B Buck, all Councillors present were in agreement and it was resolved to accept them.
- The Financial Regulations were reviewed, and it was suggested that the lowest value under 'Section 11 contracts' where changing the lower limit needing 3 estimates is changed from £100 to £300 as costs have increased over the years and this has never been reviewed. It was proposed by Cllr T Jones that the Financial Regulations are accepted with the suggested change, this was seconded by Cllr D Preston, all Councillors present agreed, and it was resolved to accept them.

### 6. 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

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**7. External bodies**

Cllr B Buck offered to take over as the Staunton Parish Council meeting representative, Cllr T Jones offered to take over as the Playing Field representative in place of Cllr B Buck. It was proposed by Cllr M Jones to accept the offers for representation, this was seconded by Cllr R Hall and all Cllrs agreed. 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

**8. Asset Inventory**

The asset inventory was circulated, and it was resolved that this was up to date with all assets having been included. The Assets were inspected in January 2021 and another inspection will take place this year in preparation for the Insurance renewal.

It was agreed that the Clerk would ascertain ownership of the three milestones in the Parish, this will be added to the July meeting Agenda.

**9. Risk Assessment**

The Risk Management Strategy was previously circulated, it was resolved by all Cllrs present to accept the Strategy without amendment.

**10. Insurance Cover**

It was noted that the insurance is in the 2<sup>nd</sup> year of a 3-year agreement that ends in March 2022 and it was agreed that it is adequate for the Parish Council's requirements. New quotes will be sought prior to March 2022.

**11. Memberships**

No Councillors or employees currently belong to any professional bodies.

**12. Minutes of previous meeting(s)**

It was proposed by Cllr T Jones that the minutes of the meeting held on the 2<sup>nd</sup> March are accepted as a true record, this was seconded by Cllr D Preston and agreed by all present. It was resolved that the minutes are signed as a true record.

THE LOCAL AUTHORITIES AND POLICE AND CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (ENGLAND AND WALES) REGULATIONS 2020. These minutes were approved by all Councillors at a virtual meeting of the Parish Council held under the above regulations during the Covid 19 lockdown period on 2<sup>nd</sup> March 2021 and are deemed to have been signed as of that date.

**13. Correspondence and Social Media Posts**

It was agreed to read out the recent social media posts and FOI request questions and to minute the Parish Councils responses.

**• The Clerk is the same individual for several Parish Councils. Why are Corse paying for her upgrade office equipment alone?**

Our clerk does indeed look after other parishes as well as ours, however, all Parish Councils finance their own equipment. The laptop and printer provided using Corse Parish Council money is for the Clerk to use for Corse Parish Council business to ensure that the documents stored on it remain in the ownership and control of Corse Parish Council. This way a sound audit trail can be maintained and in the unlikely event of a change of Clerk the transition can be as seamless as possible.

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- **Why does CPC have such large reserves of your money. They are obliged to spend it annually by district.**

Corse Parish Council keeps reserves for future spend, earmarked/allocated reserves for spend that is foreseen or known and a general reserve for emergencies, the District Council has no control over what Parish Councils do with the public money they hold this is a decision for each Parish Council Individually.

There is no requirement to spend all the precept or money held by a Parish Council every year, in fact, it is highly recommended by the Internal and External Auditors and GAPTC that a Parish Council keeps a general reserve of between 3 and 12 months of expenditure.

- **The Parish Pound generates income. Why is this not self-funding for its upkeep?**

The Pound does indeed generate income and we are fortunate to have a long-term tenant who offers us stability and for some years after routine maintenance and a small amount placed into an earmarked reserve it has provided a source of cash to assist with parish finances which in turn has allowed the precept to remain stable for many years. However, as anyone with experience of letting property will know, it is the way of things that sooner or later more major refurbishment becomes necessary to retain valued tenants and secure the future. The Parish Council now feel that the expenditure of the Parish Council needs to be met through the Precept and that the income from the Pound needs to be kept for the sole use of refurbishment and upkeep of the building, this has led to an increase in the Precept for 2021-2022.

- **The purchase of the SID by CPC was ultimately due to pressure applied by SPC as they had one and were then asked to deploy it on Corse roads.**

The original SID that is used in Staunton was given jointly to both Corse and Staunton Parish Councils due to unspent S106 money from a housing development becoming available. Corse Parish Council having asked for this to be used in Corse without success put financial plans in place and used its general reserve to purchase one for the use in Corse at a cost £2650. This is now supported by an annual maintenance contract at a cost of £123.

- **CPC did not purchase their defib, this was free, they pay for its upkeep, but they are unanimous to offer its use to non-corse residents.**

The defibrillator was not free, Corse Parish Council purchased this unit in July 2016 at a total cost of £1575, they received a grant from the FoDDC of £500 towards this and paid the remaining £1075 from the general reserves. This is now supported by an annual maintenance contract at a cost of £135.

- **Finally, it is not for Parish Councils to build up a 'community reserve' of public money without clear declaration of its intended use. To be clear, this is delegated public money from District to Parish Councils, to be spend annually and not ring fenced for a 'commercially sensitive' initiative.**

All Parish Councils set their own budget each year and use this to determine the precept that will be needed to ensure that known expenditure can be met. The level of precept is transmitted to the district council as collecting authority and once collected the funding is passed to the parish. That is the beginning and end of district involvement.

A large majority of Parish Councils set up earmarked or allocated reserves to support projects, costs, and initiatives, and maintain a general reserve to be able to support ad hoc requests and unexpected costs. As previously explained, this is recommended by Internal and External Auditors as good practice.

The Parish Council would advise that Corse Parish Council meetings, where all the business is discussed including planning applications, finance, highways, etc are open to the public and Corse Parish Council welcome anyone who wishes to attend to participate in discussions about any items on the Agenda. Information can also be found on the website or by contacting the Clerk.

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## **FOI Questions**

- **Please state your intended use of the increased Precept sum of £2000 for the current year placed in your "Community Initiative" fund currently showing a total of £2500.**

The Parish would like to assure you that the £2000 increase has not been placed into the Community Initiative reserve, the Community Initiative reserve has had £500 per year allocated to it since 2016/17 leaving a total reserve of £2500 as at 31.3.2021.

Of the £2000 precept increase for 2021-2022 £1500 has been allocated to the Pound repairs reserve which will bring this reserve to £2200 for 2021/2022 as the Parish Council have repairs to undertake during this financial year including the replacement of the doors. The remaining £500 increase in precept has been used towards the annual maintenance of the SID at a cost of £123 and the defibrillator at a cost of £135, the remaining £250 has been added into an office equipment reserve for the future replacement of Corse Parish Council equipment.

- **Please state full details of your project, its name, its location, details of the scheme & whether any agreements, promises or contracts have been entered into to date.**

The Parish Council do not have a project that has been agreed and no project underway, there are no agreements and no promises or contracts have been entered into to date.

The Community Initiative Fund was set up to keep in hand monies for any future public project that may arise that would be of benefit to the Parish so that Corse Parish Council would be able to financially support any initiatives.

- **Please state your anticipated FINAL total cost of this Project as this will indicate whether you intend to continue this year's unacceptable increase in future years.**

As there is no specified project there are no anticipated final costs. Corse Parish Council will consider the precept again next year, as it does every year and as it will be by all Parish Councils.

## **14. Public consultation**

**14.1** The Parish Council were asked about the previous minutes of November and March where reference was made the A417 and were asked to please clarify what this referred to. The Parish Council explained that it referred to information received regarding the proposed works to the A417 at Maisemore and that the Parish Council felt that due to the significant costs involved they would like to see the money spent on the surrounding roads that are used during the closures of the A417 to bring them up to a suitable condition.

The Parish Council were asked if they came to this conclusion just because the MP stated there was no money, it was explained that this was not the case and that the Parish Council would be supportive if funding could be found from elsewhere but would not want to see funding diverted from essential works and would not be able to support this.

July felt that it is important for the Parish Council to support.

On the matter of Highways the terrible condition of the road from the BP garage, the road to Ashleworth and the B4211 was raised, and that it was felt that the Parish Council needed to exert pressure on Highways for the works to be done. The Parish Council explained that there is a spreadsheet that they submit to Highways regularly and these items as well as many others are listed. However, the clerk advised that some of the items will be reported on the Highways fault system to progress these quicker.

The matter of the community initiative was raised and it was felt that minutes of both Staunton Parish Council and Corse Parish Council show that discussions regarding Treeona took place during late 2016 / early 2017 followed by the setting up of the community initiative fund, it was felt that as the Parish Council have expressed an interest that they would not be able to comment on future planning applications on this land or participate in any future purchase consideration due to this. The Parish Council confirmed that if they were to enter into any contract it would be brought to a Parish Council meeting for discussion and decision and that no decisions would be made outside of a full meeting. And re-affirmed that the Parish Council has not entered into any contracts.

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It was advised that some information was circulating that the Chairman had taken part in meetings at The Swan regarding its' future, the Chairman advised that he had not taken part in any meetings of this nature.

It was agreed that the Clerk would liaise with the parishioner regarding the minutes and that information would be sent to the Clerk and the Parish Council would respond accordingly.

**14.2 There were no other matters.**

**15. Reports**

15.1 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.

15.2 District Cllr B Lewis sent his apologies.

15.3 There were no questions from the public for Brian Robinson.

**16. Financial Matters**

**16.1 Accounts for payments – May 2021**

It was proposed by Cllr B Buck to agree the payments for May 2021 as previously circulated, this was seconded by Cllr T Jones, this was agreed by all Cllrs and it was resolved that the payments be made.

**16.2 Financial statements and bank re-conciliation - May 2021**

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

**16.3 End of Year Figures – 2020/21**

It was proposed by Cllr T Jones that the bank reconciliation as of 31<sup>st</sup> March 2021, the year-end accounts as of 31<sup>st</sup> March 2021, the summary of reserves as of 31<sup>st</sup> March 2021 and the receipts & payments to 31<sup>st</sup> March 2021 be accepted as a correct record, this was seconded by Cllr B Buck and agreed by all Cllrs present. It was resolved to accept the statements.

**17. Annual Governance and Accountability Return 2020-2021**

**17.1 Annual Return – Governance Statements 2020-2021**

The Annual Governance Statements for year ending 31<sup>st</sup> March 2021 were previously circulated by the Clerk, 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 2020-2021**

The Accounting Statements for year ending 31<sup>st</sup> March 2021 were previously circulated by the Clerk, 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 2020-2021**

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 14 June to Friday 23 July 2021, these dates will be submitted to the External Auditor.

**17.5 Review of Investments and Bank Accounts**

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

**18. Planning**

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

P0524/21/FUL	Froghaven, Prince Crescent, Staunton	Erection of a single storey rear extension with associated works and alterations to existing patio area.	No comment
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P0038/21/DISCON	Cedarholm, School Crescent	Discharge of conditions 04 (bio-diversity enhancement) and 05 (root protection) of planning permission P1893/20/FUL.	No comment
P0453/21/FUL	10 Boundary Place, Corse	Erection of a single storey rear extension. Demolition of existing conservatory and attached canopy.	No comment
P0039/21/DISCON	Yew Tree Cottage, Gloucester Road	Discharge of condition 07 (verification report) of planning permission P1232/18/OUT.	No comment
P0647/21/FUL	Stone End Farm, Church Lane	The change of use of land to allow the siting of a yurt for use as well-being and coaching space and associated works including the erection of a compost toilet and shed. Associated parking to be provided.	No comment
P0791/21/TCA	Seahaven School Crescent	Pollard 1 x Poplar to a height of approximately 6 metres	The Parish Council have no comments to make on the works but would like to see every effort made to preserve the trees.

## 19. Highways

### 19.1 To discuss the most recent updated Highway's report

See previous minute under public consultation Agenda Item 14

## 20. Police Matters

**20.1** It was agreed to ask for information regarding the fraud presentation that could be placed on the website and into the Parish Magazine and to consider holding a presentation later in the year.

**20.2** Any questions for the GAPTC meeting with the Police are to be sent to the Clerk.

**20.3** There were no new matters, the contact information for the PCSO will be added to the Parish Council's website.

## 21. Dog Waste Bin and Collections

The Clerk presented the costs for the purchase of the bin and the ongoing emptying contract, due to the costs the Clerk has applied for a bin to be placed in the area which can be added to the Biffa collections. It was agreed to await the outcome of this enquiry.

## 22. Levelling Up Fund

The levelling up fund had been available for community projects but is now closed, there are however other available funds should any groups wish to apply.

## 23. Highnam Outreach Service

The information received was noted. It was also to be noted that Corse and Staunton village Hall have previously offered the use of the hall several times to enable this service but this offer has not been taken up.

## 24. ERS Licensing and applications

The Parish Council considered this ERS Licensing information, no comment is to be made

## 25. Other Items for Information Only/Future Agenda Items

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- The Clerk advised that David Fellows had been in touch regarding a planning application for a holiday home on Walkers Farm that is to be submitted, he would be interested in a site visit from the Parish Council once the plans have been submitted. The Parish Council agreed to wait for the application to be submitted.
- The Clerk advised that the vacancy will now be advertised.
- A request for additional shelves has been received and these are to be installed by Cllr M Jones.
- The provision of a new bench is to be added to the July meeting.
- A FOI request is to be made to the Parish Council, once received a meeting will be called.

**26. Dates of Meetings - 2021-2022**

Tuesday 6<sup>th</sup> July 2021, Tuesday 7<sup>th</sup> September 2021, Tuesday 2<sup>nd</sup> November 2021,  
Tuesday 4<sup>th</sup> January 2022, Tuesday 1<sup>st</sup> March 2022

The meeting closed at 10.10PM

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Date:.....