

# **CORSCOMBE, HALSTOCK & DISTRICT PARISH COUNCIL**

## **Draft minutes for the Parish Council Annual meeting** **7.00pm on Tuesday 30th May 2023**

**Meeting was held at Corscombe Village Hall 7pm to 8pm**

3 members of the public were present.

Councillors present: Liz Southern (ES), David Hallett (DH), Roger Hallett (RH), Dave Clary (DC), Grant Prior (GP), Jez Hodesdon (JH), Debbie Rix and Deborah Childs (DCh)

Due to the absence of the Chairman and Vice Chairman the Parish Council elected Cllr. Roger Hallett to chair both the Parish Council Annual General meeting but also the Parish Council meeting that followed.

Proposed Cllr. Rix, Seconded Cllr., Southern approved 6/7 (noted Cllr. David Hallett arrived after the vote)

Public period for comments on issues on the agenda  
None

### **1. To receive apologies**

Cllr Nigel Clarke, Cllr. Lovegrove, Cllr. John White Hamilton, Cllr Penfold and Cllr James

### **2. To agree the election of Chairman**

Chairman Cllr. Lovegrove did not wish to stand for election again. Cllr. Richard James was nominated for the role of Chairman. Proposed Cllr. Southern and Cllr Prior and approved 8/8

### **3. To agree the election of Vice Chairman:**

Cllr. Lovegrove was nominated for the role of Vice Chairman. Proposed Cllr. Rix and Cllr. Clary and approved 8/8

### **4. To agree the election of the 3<sup>rd</sup> and 4<sup>th</sup> member of the Staff Working Group**

Cllr. Southern - proposed Councillor Rix and seconded Cllr. Clary Approved 7/8  
Cllr. R. Hallett - proposed Councillor Prior and seconded Cllr. Rix Approved 7/8

**5. To note the minutes of the Annual Meeting held on 31<sup>st</sup> May 2022 (Appendix A).**

Noted and approved 8/8.

Proposed Cllr. Rix and seconded Cllr. R Hallett

**6. Members' attendances 2022/2023 (Appendix B)**

Noted and approved 8/8

**7. Chairman's Report 2022/2023 (Appendix C)**

Noted, no issues raised.

**8. To note reports from representatives (Verbal)**

Noted

<b>Representative councillor(s)</b>	<b>Role</b>	<b>Report</b>
Henry Lovegrove	Rural Transport	Bus for Yeovil is still running on a Friday from Corscombe. Bus for Dorchester is no longer running. You need to book in advance.
Roger Hallett	Playground	Rospa report noted, and work will be carried out to address issues raised. Parish Council needs to consider replacement of all/some playground equipment in the near future.
Elizabeth Southern	Staff working Committee	Development of the Parish Clerks targets for the coming year.
Debbie Rix	Facebook	Nothing to report
Jez Hodesdon	HELO	Nothing to report.
Grant Prior	Police Liaison and Home watch	Regular reports are being received from the police liaison officer. Once a month (First Thursday of the month) there is a drop-in session at Halstock Community Room.
Dave Clary (Halstock) Elizabeth Southern (Corscombe)	Village Hall	None - see Annual Parish meeting reports.  Corscombe Village Hall is continuing to raise funds through the Big Breakfast and pop-up bar.

		Both Village Halls and looking at improving on bookings.
David Hallett Richard James John White Hamilton	Planning working group New for 2022/2023	Main focus is enforcement issues
Deborah Childs	Rights of Way Group	See Parish Meeting minutes for report. Stiles to gates has progressed well and all 12 stiles are now in place. Walks guides – still some copies left. Great big Dorset Hedge survey is on-going, more volunteers needed.

**Non- councillors – see Parish Meeting minutes for reports.**

Diana Staines - Rights of Way Liaison officer

Tony Hill - Speed watch

**9. To appoint representatives for 2023/2024 (Appendix D)**

Approved 8/8

<b>Representative councillor(s)</b>	<b>Role</b>
Jez Hodesdon	Rural Transport
Roger Hallett	Playground
Debbie Rix	Facebook
Jez Hodesdon	HELO
Grant Prior	Police Liaison and Home watch
David Hallett Richard James John White Hamilton	Planning working group New for 2022/2023
Dave Clary (Halstock) Elizabeth Southern (Corscombe)	Village Hall
Deborah Childs	Rights of Way Group

Non- councillors – see parish meeting minutes for reports.

Diana Staines Rights of Way Liaison officer

Tony Hill Speed watch

**10. Review and approval of Standing Orders and Financial Regulations.**

Financial Regulations and New Standing Orders (updated 2022) Approved 8/8

**11. Review and approval of the Council's Complaints Procedure.**

Approved 8/8

**12. Review and approval of polices in respect of obligations under the freedom of information and data protection legislation (see Data Protection and Privacy Policy and updated publication policy).**

Approved 8/8

**13. Review of Asset Register and Risk Assessment updated March 2023**

Approved 8/8

**14. Confirmation of insurance arrangements.**

Changes to assets covered to reflect recent purchases of grit bins and defibrillators.

Approved 8/8

**15. Review of subscriptions to other bodies.**

DAPTC membership Approved 8/8

**16. Review and approval of delegation arrangements and terms of reference of;**

- Staff Working Group
- Public Rights of Way Group

Approved 8/8

**17. Review and approval of the Council's employment policies and procedures.**

Approved 8/8

**Note Approved documents can be found on the Parish Council website ([chdpc.org.uk](http://chdpc.org.uk)) or can be requested from the Clerk. All Parish Council Documents not listed above were also approved 8/8 as per out Publication Schedule, annual review of all Parish Council documents. The new Privacy Policy and updated Training and Development Policy were also approved 8/8.**

**18. Review of s137 expenditure incurred during 2022/2023.( Verbal)**

The Parish Council made the following payments under S137/S133 LGA 1972:

	£
Sticklands School	292
PROW	531
PROW	252
Common lane	440
Grit/salt bins	94
Non grant s137 (devolved services)Grit/Salt bin	353
Fingerposts repairs	246

Finger post repair	188
Finger post repair	365
Finger post repair	241
Finger post repair	40
Finger post repair	37
Defibrillator	498
Defibrillator	78
Defibrillator	1614
Defibrillator	1626
Total	<u>6895</u>

19. To note the Parish Council meeting dates and venues 2023/24 (Appendix E)  
Approved 8/8

<b>Date</b>	<b>Venue</b>	<b>Time</b>
July 31.7.23	Halstock	7.30 pm
September 26.9.23	Corscombe	7.30 pm
November 27.11.23	Halstock	7.30 pm
January 30.1.24	Corscombe	7.30 pm
March 25.3.24	Halstock	7.30 pm

Please note the Annual Parish Council meeting and Parish Council meeting for 28<sup>th</sup> May 2024 will be held in Corscombe Village Hall at 7.00 pm

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