

CORSCOMBE, HALSTOCK & DISTRICT PARISH COUNCIL

**Draft minutes for the Parish Council Annual meeting
held on Monday 19th May 2025**

Meeting to be held at Corscombe Village Hall.

Councillors present: Richard James (RJ), Henry Lovegrove (HL), Nigel Clarke (NC), Roger Hallett (RH), Grant Prior (GP), David Hallett (DH), Deborah Childs (DC), Helen Sherwood (HS) and John White-Hamilton (JWH)

3 members of the public were present.

The meeting started at 7.00pm and was chaired by the chairman Cllr. James.

1. To receive apologies and accept declarations of Interest

Apologies from Cllr. Fry, Cllr. Arnold Cllr Caddick and Dorset Councillor

Kippax,

No declarations of interest.

2. To agree the election of Chairman

It was agreed that Cllr. Richard James should be re-elected as chairman

Proposed Cllr. Clarke, seconded Cllr. Lovegrove. Approved 8/8

3. To agree the election of Vice Chairman:

It was agreed that Cllr. R Hallett be elected as Vice chairman after Cllr

Lovegrove stood down.

Proposed Cllr. James, seconded Cllr. Lovegrove. Approved 8/8

Public period for comments on issues on the agenda

None

4. To agree the election of the 3rd and 4th member of the Staff Working Group

It was agreed that Cllr. Lovegrove be elected

Proposed Cllr. Clarke, seconded Cllr. Lovegrove. Approved 8/8

It was agreed that Cllr Clarke be elected.

Proposed Cllr. Lovegrove and seconded Cllr. R Hallett. Approved 8/8

5. To note the minutes of the Annual Parish Council Meeting held on 21st May 2024

Proposed Cllr. White-Hamilton, seconded Cllr. Clarke. Approved 9/9

6. To note members' attendances 2024/2025

Noted

7. Chairman's Report 2024/2025

Noted

8. To note reports from representatives (Verbal)

Noted

9. To appoint representatives for 2025/2026

Approved 9/9

| Representative councillor(s) | Role |
|-------------------------------------|-----------------|
| Henry Lovegrove | Rural Transport |
| Roger Hallett | Playground |
| Helen Sherwood | Speed watch |
| | HELO |

| | |
|---|-------------------------------|
| Grant Prior | Police Liaison and Home watch |
| David Hallett Richard James John White-Hamilton | Planning working group |
| Richard James (Halstock) Henry Lovegrove (Corscombe) | Village Hall 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. To reapprove the adoption of the General Power of Competence

Proposed Cllr. Lovegrove, seconded Cllr. James. Approved 9/9

11. Review and approval of Standing Orders and Financial Regulations

document.

Proposed Cllr. R Hallett, seconded Cllr. Lovegrove Approved 9/9

12. Review and approval of the Council's Complaints Procedure.

Proposed Cllr. R Hallett, seconded Cllr. Lovegrove Approved 9/9

13. Review and approval of policies in respect of obligations under the

freedom of information and data protection legislation (see Data

Protection and Privacy Policy and updated publication policy).

Proposed Cllr. Clarke, seconded Cllr. D Hallett. Approved 9/9

14. Ratify Asset Register and Risk Assessment updated 31st March 2025

Ratified 9/9

15. Review and approval of delegation arrangements and terms of reference of.

- **Staff Working Group**
- **Public Rights of Way Group**

Proposed Cllr. R Hallett, seconded Cllr. Clarke. Approved 9/9

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

Note - The Clerk's contract will be updated in line with the new NALC contract and to recognise the change in the way the Clerk is paid. This will be approved at the 28th of July Parish council meeting.

Proposed Cllr. James, seconded Cllr. Clarke. Approved 9/9

17. Review and approve all other council documents not covered above.

Proposed Cllr. James, seconded Cllr. Lovegrove Approved 9/9

(Note All Parish Council Documents and Policies can be found on the Parish Council website (CHDPC.org.uk) or can be obtained on request from the Clerk)

18. To approve the awarding of the insurance contract for 2025/2026 (F)

The Clerk was asked to check the Zurich Quote provided as it was based on an incorrect precept. The Clerk was authorised to proceed with the cheapest quote. Approved 9/9

19. Review and approve subscriptions to other bodies – DAPTC and SLCC.

Approved 9/9

20. Review of s137 expenditure incurred during 2023/2024 (Verbal)

S137 expenditure

Noted - Stickland School towards upkeep of swimming pool £260 Approved

at the Parish Council meeting 21.5.24

21. To note the Parish Council meeting dates and venues 2025/25

Noted and approved 9/9

Dates of Parish Council Meetings 2025-2026

| | | |
|----------------|-----------|---------------------|
| July 2025 | Halstock | 28.7.25 7.30 pm |
| September 2025 | Corscombe | 29.9.25 7.30 pm |
| November 2025 | Halstock | 24.11.25 7.30 pm |
| January 2026 | Corscombe | 26.1.26 7.30 pm |
| March 2026 | Halstock | 30.3.26 7.30 pm |

Parish Annual Council meeting and Parish Council meeting (Corscombe) -
18.5.26

The meeting closed at 7.40pm

This was followed by the Parish council Meeting which commenced at 7.45pm

Note: Appendixes and any documents not shown as an appendix can be found on the Parish Councils website or can be requested from the Clerk.

Clerk to the Council: Tessa Safadi, Tel: 07595598995

Email: CHparishclerk@gmail.com

chdpc.org.uk