

Corscombe, Halstock and District Parish Council

Draft Minutes for the Parish Council meeting

7.30pm on 28th July 2025

Meeting was held at Halstock Village Hall.

Councillors present: Richard James (RJ), Henry Lovegrove (HL), Nigel Clarke (NC), Roger Hallett (RH), Grant Prior (GP), Deborah Childs (DC), Garry Arnold (GA), Helen Sherwood, Richard Fry (RF) and Mark Caddick (MC)

4 members of the public

The meeting started at 7.30pm and was chaired by the chairman Cllr. James

1. To receive and accept apologies and declarations of interest.

Apologies from Cllr. Arnold, Cllr White-Hamilton

Declaration of interest from Cllr. Sherwood re item 10

2. To approve the draft minutes of the Parish Council Annual meeting held on 19th May 2025 (A) and the Parish Council meeting held on the 19th of May 2025 (B)

Minutes Parish Council Annual meeting held on the 18.5.25 proposed Cllr. Lovegrove, Seconded Cllr. R Hallett. Approved 8/10

Minutes Parish Council meeting held on the 18.5.25 proposed Cllr. Clarke, Seconded Cllr. Prior. Approved 8/10 with correction to Police surgery timetable.

3. To approve the Draft minutes of the Extraordinary meeting held on the 19th of June 2025 (C)

To approve the Internal Audit report

Proposed Cllr. Lovegrove, seconded Cllr. R Hallett. Approved 6/10

4. To discuss matters arising from the minutes not covered in this Agenda.

None

Public period for comments on issues on the agenda

Representatives for Planning application P/FUL/2025/03900 presented the proposed planning application and answered questions raised. It was a good discussion and a chance for councillors to obtain further background to the planning application. Councillors will consider the planning application later on in the meeting, see item 10.

Dorset Cllr. Chris Kippax -

The main point discussed was the news release that Dorset Council were looking for urgent answers after an audit revealed the Conservative-run Dorset Council spent nearly £13 million of public money without oversight, approval, or basic financial controls.

Action Clerk to ask Dorset Planning to confirm the issues raised regarding the Magpie Auctions are no longer taking place.

Police Liaison -

Some graffiti has appeared on a workshop in the Halstock Leigh area. It is unknown why this has appeared and who may have done it. If anyone has any information about this, please contact us on 101, or online at www.dorset.police.uk and use reference number 55250103448.

Other than this, there isn't much of a concern to the community going on locally. If anyone sees any suspicious activity, please contact us, at the time using the contact details above, or call 999 if you believe a crime is in progress.

If anyone would like to receive local and not so local news about what is going on around the Force, or specific to certain types of Policing, such as rural crime matters, for example, please consider joining Dorset Alert. You can sign up to the system at www.dorsetalert.co.uk. You can register to receive information from many watch schemes, from home watch to farm watch.

You can also follow various Facebook pages from teams within Dorset Police, as well as the main Dorset Police page. Bridport Police is your local page, but Sherborne and Dorchester teams also have one. The rural crime team and cybercrime

5. To note the statement of expenditure to date and bank reconciliation (D) and to approve the schedule of payments since the last meeting. (E)

Scheduled payments since 19.5.25 Gross £3940.00, Net £3744

Bank reconciliation proposed Cllr. Lovegrove, seconded Cllr. Caddick, approved 10/10

Payments since Last meeting reconciliation proposed Cllr. Lovegrove, seconded Cllr. Sherwood, approved 10/10

Scribe is now being used as the primary accounting tool and it was decided to keep the reporting format as per previous minutes.

Action: The Clerk will report on savings accounts at the September meeting with a focus on easy access savings accounts.

6. Note Internal auditors report

Approved at the Extraordinary meeting on the 19th of June 2025

6.1 Review Financial Regulation regarding the procurement thresholds for tenders

Proposal: Increase the procurement threshold to 10K for tenders to ensure that it is undertaking an appropriate amount of work for the value of goods or services being considered.

Item 5.6 of the Corscombe, Halstock and District Parish Council Financial regulations has been amended as per the above proposal

Proposed Cllr. Lovegrove, seconded Cllr. R Hallett, approved 10/10

7. To note/receive a maintenance update for the playground and outdoor gym (Verbal) TS/RH

The condition of the agility trail was raised, and it was decided that this would be removed rather than repaired as this would allow greater space for football.

Action: The Clerk will contact Roger Whittingham to ask if it can be removed.

Proposed Cllr. Lovegrove, seconded Cllr. R Hallett, approved 9/10

7.1 To note ROSPA playground Maintenance report and remedial work required. TS

There were major areas of concern raised. The issue with agility trail has been addressed. See above. The need to replace a section of the fence was also noted.

Action: The Clerk will contact Roger Whittingham to ask if the fence in question can be replaced.

8. Defibrillator update- remedial work TS

It was noted that remedial work was required at the site of the West Chelborough defibrillator, undergrowth cleared, and a handrail provided to improve safety of users.

Action: The Clerk will contact Roger Whittingham to ask if the vegetation can be cleared and a handrail provided.

Approved 10/10

9. Highways and Rights of Way updates (verbal) TS

The PROW has one self-closing gate to place. Please let the parish Clerk know of any suggestions.

9.1 Fingerpost and signs update

The finger post at Halstock Leigh is on the list and work should start towards the end of the year once the current fingerpost renovations are completed.

A request for warning horses riding sign was made. Approved 8/10 Declaration of interest from Cllr. Fry and Cllr. James.

Action: Cllr. Clarke to contact highways and request signage. Clerk to follow up on replacement village sign.

9.2 Road Closure concerns

Concern have been raised by residents over the number of and length of road closures that have been implemented around Corscombe and Halstock. While it is appreciated that these have been necessary to complete work and maintain safety, there has been a considerable impact on the community, disruption journeys, foot fall for the Halstock shop and school buses. As well as concern over the impact these closures will have on the ability of emergency services to reach residents.

Highways have been made aware of our concerns and is working to minimise these closures where possible. Dorset Cllr. Kippax will also raise this issue with them.

Action: Clerk to liaise with highways regarding road closures.

9.3 Speeding Limits Halstock (HS)

The issue of speed limits into and out of the village was raised again. A request to provide a buffer zone for speeds entering the village. Highways have refused requests previously to implement such zones.

Action: Clerk to follow up with highways.

10. To consider and note planning applications and decisions. (F) TS

Councillors discussed the presentation relating to planning application P/FUL/2025/03900. It was felt that councillors were unable to come to a decision at this time but needed time to consider the points during the period for public consultation. Councillors were asked to send responses to the Clerk by the 1st of August. Approved 6/10

10.1 Enforcement update (verbal) TS/RJ

None

11. To receive and note training update (Verbal) TS

None.

12. DAPTC Area meeting update (TS)

The main points to come out of the DAPTC Western Area meeting recently held were:

- Statement of Reasonable expectation - Parish Councils were asked to adopt this policy from Dorset Council.
Adoption approved 10/10
- Martyn's Law – The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, received Royal Assent on Thursday 3 April 2025. This Act delivers the Government's manifesto commitment to strengthen the security of public premises and events.

Parish Councils and organisations need to be aware of the new legislation, Martyn's Law, and the implication this has when organising large gatherings. Both the Halstock and Corscombe Fete organisers were made aware of this law by the Clerk but on consideration both events fall below the threshold requiring a terrorist risk assessment.

Further details on Martyn's Law can be found at [or](#) by contacting the Clerk

- DAPTC small council survey – Following the 2024 general election and increasing budget pressures on Dorset Council, the local government landscape is evolving rapidly. With the prospect of a Strategic Regional Authority on the horizon, parish and town councils may find themselves even more distanced from decision-making processes. The Fresh Start Report, has already captured insights from 25 larger parishes and towns about collaborative relationships between parish councils and Dorset Council. DAPTC thinks it's just as important to collect the views of the remaining 130 smaller councils in the Dorset Council area on these same critical themes.

Why This Matters - Your experiences and perspectives are essential to:

- Inform ongoing discussions between DAPTC and Dorset Council
- Ensuring smaller parishes aren't overlooked in future local government arrangements
- Building more effective partnerships across all tiers of local government
- Preparing for the challenges and opportunities ahead

Councillors were encouraged to complete the Small Council survey alongside a formal Parish Council response. Closing date 31st October.

13. To approve changes to the Clerk's Contract to bring it inline with the current NALC contract template and reflect the change in the way the Clerk is paid. (G) TS

See point 22 below

14. Noticeboard repair by Fox inn TS

On further inspection of the noticeboard, it would not be repairable. The decision was made to purchase a new noticeboard. It was decided to replace like for like, glazed two door wooden notice board.

Thank you to Michael Widen, *John Copson Peake Will Trust* for their donation towards the noticeboard.

Action: Clerk to look into prices.

15. Updating Parish council website

Proposal – to update the website software to Bricks Builder to ensure greater flexibility and continued security of the site. Cost £250 + Vat

Proposed Cllr. James seconded Cllr. Sherwood. Approved 10/10

16. Old Parish Council Documents - results of review (H) TS

Freda Hennessy was thanked for all her hard work and for providing such a comprehensive audit. The decision was made to dispose of all documents other than those note on the report. Any remaining documentation would be stored at Corscombe village Hall. Freda will provide a list of documents now stored at in the village Hall Parish Council filing cabinet .

Approved 10/10

17. Correspondence to be discussed and noted. (Verbal) TS

17.1 Atlas Tower Group Limited – providers of telecommunication infrastructure (Verbal) RJ

An initial meeting was held in the village Hall with representatives for the Halstock village Trust, the Parish Council, other parishioners and Atlas Tower Group. This aimed to start discussions about improving mobile phone signal initially in the Halstock area. Reception in Halstock is currently very poor. The proposed solution would require a 30ft tower to boost all mobile networks. Twelve possible sites have been identified, and landowners would now be approached. If/once a preferred location is identified, Atlas would apply for planning permission in the usual way.

The Parish Council supports this initiative. Chris Milton is the point of contact.

18. Bus service Update HL

There is talk of being able to attach pickups in Corscombe and Halstock to another service in the area. At this time no further update.

19. Climate and Ecology emergency action to be noted

- Beaminster area Eco group - Swift Walks and talks. Looking at putting up Swift nest boxes to help increase numbers.
- Listed buildings consent orders would allow the use of PV solar panels on listed buildings. The question was raised why this order is not being used where appropriate for the listed building.

20. To consider urgent matters to report from members and items for the next meeting.

None

21. Resolution to exclude members of public and press for items 22 due to confidentiality

Proposed Cllr. Lovegrove, seconded Cllr. James, Approved 10/10

22. Approve changes to the Clerk's Contract to bring it in line with the current NALC contract template and reflect the change in the way the Clerk is paid. (G) TS (item 13)

All changes to the contract were approved with the correction of 28 hours per month to 7 hours per week. Item 5.4 and 6.1

Proposed Cllr. Lovegrove, seconded Cllr. Clarke, Approved 10/10

The meeting ended at 9.40pm

Date of next Parish Council meeting will be the 29th of September 2025 Corscombe Village Hall.

Clerk to the Council: Tessa Safadi, Tel: 07595598995 Email: CHparishclerk@gmail.com

Reconciliation

Bank Statement received 30.4.25

43,668.04

Most recent statement 30.6.25

41718.10

Balance brought forward

43668.04

Expenditure through bank statement

	Payments out	Payments in
1.5.25	18.00	0
6.5.25	90.00	0
6.5.25	66.44	0
6.5.25	651.19	0
13.5.25	180.00	0
20.5.25	35.00	0
20.5.25	574.00	0
22.5.25	0	1544.48
27.5.25	15.00	0
27.5.25	632.00	0
27.5.25	0	13.20
31.5.25	6.00	0
2.6.25	18.00	0
5.6.25	0	100.00
6.6.25	813.39	0
6.6.25	144.00	0
10.6.25	212.40	0
13.6.25	0	177.00
17.6.25	366.02	0
30.6.25	0	42.82
30.6.25	6.00	0
Total	3827.44	1877.5

Balance carried forward

41718.10

Outstanding expenses not yet showing in bank account - **OUT**

Scribe	18.00
P G Holt	270.00
Hall hire	75.00
Clerk Salary/expenses	755.19
P G Holt	180.00
Total	1298.19

Outstanding credits not yet showing in bank account - **IN**

Total	

ANNUAL PARISH COUNCIL MEETING 28th July 2025 AGENDA ITEM 5
Appendix E

		Gross	Net	Vat
19.5.25	Annual subscription Inv - 0039	574.00	574.00	0
19.5.25	Training inv-2433	35.00	35.00	0
27.5.25	Hall Hire May	15.00	15.00	0
27.5.25	insurance 25-26	632.00	632.00	0
31.5.25	Service charge	6.00	6.00	0

2.6.25	Accounting Software June	18.00	15.00	3.00
6.6.25	May Salary and expenses	813.39	810.06	3.33
6.6.25	ROSPA report	144.00	120.00	24.00
10.6.25	3 x defibrillator pads	212.40	177	35.40
12.6.26	Internal audit	366.02	305.02	61.00
30.6.25	Service charge	6.00	6.00	0
14.7.25	Accounting Software July	18.00	15.00	3.00
3.7.25	Hall hire x5	75.00	75.00	0
3.7.25	June Salary and expenses	755.19	734.69	19.50
10.7.25	Corscombe Playground grass cutting 1532	270.00	225.00	45.00
Total		3940	3744.77	194.23

Annual Expenditure over £100 (2025-26)

Net (exclusive of VAT)

1.4.25	Clerks' salary Expenses March 25	598.80
7.4.25	Halstock Church Organ Donation	500.00
6.5.25	Clerks Salary Expenses April 25	644.02
13.5.25	P G Holt Corscombe Playground grass cutting	150.00
19.5.25	DAPTC annual subscription	574.00
	Clerks Salary/expenses May	810.06
8.6.25	Defibwarehouse defibrillator pads	177.00
12.6.25	R Darking internal audit	305.02
3.7.25	Clerks Salary/expenses June	735.69
11.7.25	P G Holt Corscombe Playground grass cutting	225.00
Total		4719.59