

**CORSCOMBE, HALSTOCK & DISTRICT PARISH COUNCIL**

**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 3<sup>rd</sup> and 4<sup>th</sup> 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

<b>Representative councillor(s)</b>	<b>Role</b>
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 polices 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 31<sup>st</sup> 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 28<sup>th</sup> 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**

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**chdpc.org.uk**