

All councillors are summoned to a meeting of Croughton Parish Council in the Parish Room, Croughton Village Hall on Monday, 15<sup>th</sup> May, 2023 at 7.30 p.m. when the following business will be transacted:

## CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday, 15<sup>th</sup> May, 2023  
at 7:30pm

### AGENDA

1. **To elect the Chairman**
  - 1.1 To elect the Parish Council Chairman
  - 1.2 To receive the Chairman's Declaration of Acceptance of Office or if not, received to decide a date by which it shall be received.
2. **To elect the Vice Chairman**
3. **To receive and approve apologies for absence.**
4. **To receive and approve for signature the minutes of the meeting held on Monday 13<sup>th</sup> March, 2023**
5. **To note any matters arising from the minutes not included on this agenda, for report only (clerk's report)**
6. **To receive declarations of interest under the Council's Code of Conduct related to business on the agenda.**  
(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).
7. **Public participation session** (Members of the public are invited to address the council. The session will last for a maximum of 15 minutes, with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the chairman of the meeting)
8. **To receive report on Finance matters; to approve and ratify payments and receipts:**
  - 8.1 Receipts and Payments, and Balance of Accounts

Community Account	£68,418.82 (as of 28 <sup>th</sup> April 2023)
Business Premium Account	£33,906.65 (as of 31 <sup>st</sup> March 2023)

- 8.2 To ratify and approve payments and payments due:

Description	Reference	Payee	VAT	Total
Lighting	103239	NPower	21.83	458.39
Water	DD	Wave	0.00	56.00
Water	DD	Wave	0.00	3.00
Broadband	DD	Gigaclear	6.88	41.30
Clerk salary	Chq	Clerk	0.00	658.45
Phone (reimbursement V Griffiths)	Chq	Vonage	1.86	11.14
Newsletter printing	Chq	Texprep	0.00	61.90
NCALC Membership	Chq	NCALC	43.40	643.08
<b>TOTAL</b>			<b>£73.97</b>	<b>£1,933.26</b>

### 8.3 To note receipts due:

Description	Reference	Payee	VAT	Total
Precept		West Northants Council	0.00	19,766.00
Inscription fees		Banbury Memorials	0.00	33.50
Cemetery fees		Edd Frost	0.00	110.00
<b>TOTAL</b>			<b>0.00</b>	<b>19,909.50</b>

### 8.4 Review Internal Control Report for 2022/23 Q4

## 9. Insurance Renewal effective from 1<sup>st</sup> June 2023

9.1 To accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers

9.2 To Approve Renewal Payment in the sum of £779.19

## 10. Planning

**10.1** <https://snc.planning-register.co.uk/Planning/Display/WNS/2022/0919/MAO> - Land North Of Town End Farm Townend Close and West of Brackley Road Croughton, Northamptonshire. Outline planning application for up to 46 dwellings and associated works at Land west of Brackley Road, Croughton. All matters are reserved for subsequent approval except for access. To receive report.

**10.2** <https://wnc.planning-register.co.uk/Planning/Display/2023/5027/LDP> - Portway House Park End Croughton NN13 5LX. Certificate of Lawfulness for proposed development for the construction of 3 No. dormer windows on the east facing roof slope

**10.3** <https://wnc.planning-register.co.uk/Planning/Display/2023/5069/FULL>. Park End Works Park End Croughton West Northamptonshire NN13 5LX. To retain and use 2 x containers for storage 1 x 40ft = 12.192 m long x 2.438 m wide x 2.591 m high 1 x 20ft = 6.10m long x 2.44m wide x 2.59m high (retrospective application)

## 11. Training

11.1 To receive requests for training

## 12. To review and approve Standing Orders

## 13. To review and approve Financial Regulations

## 14. Action Plan 2023-24 and associated actions

14.1 To review and approve Councillor responsibilities

14.2 To receive report for action regarding the allotment wall

14.3 To receive report from RAF Croughton

14.4 To receive report from SNAST

## 15. Annual Governance & Accountability Return 2022/23

### 15.1 Internal Audit:

15.1.1 To receive the Internal Audit Report dated 26<sup>th</sup> April 2023

15.1.2 To note that the Internal Auditor has completed and signed off the Annual Internal Audit Report 2022/23

### 15.2 Section 1 - Annual Governance Statement 2022/23

15.2.1 To consider the measures taken in support of the Statements (p4 AGAR Section 1)

15.2.2 To Approve the Annual Governance Statement 2022/23

### 15.3 Section 2 - Accounting Statements 2022/23:

15.3.1 To consider the Accounting Statements 2022/23 (p5 AGAR Section 2)

15.3.2 To Approve the Accounting Statements 2022/23

15.3.3 To Approve the Bank Reconciliation for YE 31<sup>st</sup> March 2023

15.3.4 To Approve the Explanation of Significant Variances for 2022/23.

**15.4 Period for Exercise of Public Rights**

15.4.1 To approve commencement date of 3<sup>rd</sup> July 2023

**16. To approve plans for a new CPC logo**

**17. To consider request by resident to install beehives at allotments**

17.1 To approve proposal from resident to use land next to plot 12c/d. Resident is currently not an allotment tenant but would rent if approval is given.

**18. To note dates for Kier Highways' repatching work, which will close the B4031 in sections:**

18.1 28<sup>th</sup> – 30<sup>th</sup> June '23 from Aynho to west of Croughton.

18.2 3<sup>rd</sup> – 7<sup>th</sup> July '23 from the Barleymow roundabout to east of Croughton.

18.3 Diversions will be in place via Baynards Green roundabout.

18.4 Work within the village confines will be managed without closing the road.

**19. To receive additional items for next agenda**

Signed Karen Kerby  
Clerk

Date: 10<sup>th</sup> May 2023