



Croughton Parish Council  
 Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND  
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 Clerk: Karen Kerby

All Councillors are summoned to a meeting of Croughton Parish Council in the Parish Room, Croughton Village Hall on Monday, 13<sup>th</sup> May, 2024 at 7.30 p.m. when the following business will be transacted:

## CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall  
 Monday 13<sup>th</sup> May, 2024  
 at 7:30pm

### AGENDA

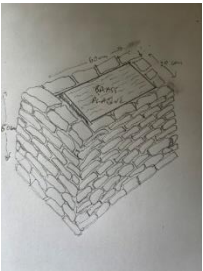
<b>24/59</b>	<b>To elect the Parish Council Chair:</b> <ol style="list-style-type: none"> <li>1. To elect the Chair</li> <li>2. To receive the Chair's Declaration of Acceptance of Office or if not, received to decide a date by which it shall be received.</li> </ol>							
<b>24/60</b>	To elect the Vice Chair							
<b>24/61</b>	To receive and approve apologies for absence.							
<b>24/62</b>	To receive and approve for signature the minutes of the meeting held on Monday 8 <sup>th</sup> April 2024	*						
<b>24/63</b>	To note any matters arising not included on this agenda, for report only (clerk's report)							
<b>24/64</b>	To receive members' Declarations of Interest under the Council's Code of Conduct related to business on the agenda. <i>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest is required, and that the member should withdraw from the meeting room during the transaction of that item of business).</i>							
<b>24/65</b>	<b>Public participation session</b> <i>(Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting)</i>							
<b>24/66</b>	<b>To receive report on Finance matters; to approve and ratify payments and receipts:</b>  Balance of accounts as of 30 <sup>th</sup> April 2024: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 2px;">Community Account</td> <td style="text-align: right; padding: 2px;">£27,306.76</td> </tr> <tr> <td style="padding: 2px;">Premium Savings Account</td> <td style="text-align: right; padding: 2px;">£80,000.00</td> </tr> <tr> <td style="padding: 2px;"><b>Total</b></td> <td style="text-align: right; padding: 2px;"><b>£107,306.76</b></td> </tr> </table> <ol style="list-style-type: none"> <li>1. To consider for approval the Bank Reconciliation for April 2024 (see separate document)</li> <li>2. To ratify and approve payments and payments due <i>(subject to change before the meeting, but correct at time of agenda publication):</i></li> </ol>	Community Account	£27,306.76	Premium Savings Account	£80,000.00	<b>Total</b>	<b>£107,306.76</b>	*
Community Account	£27,306.76							
Premium Savings Account	£80,000.00							
<b>Total</b>	<b>£107,306.76</b>							


Description	Reference	Payee	VAT	Total
Water	DD	Wave	£0.00	£ 56.00
Water	DD	Wave	£0.00	£9.00
Newsletter printing	BACS	Texprep	£0.00	£61.90
Clerk salary (57 hours)	BACS	K Kerby	£0.00	£911.90
Clerk salary	DD	HMRC (PAYE+NIC Apr)	£0.00	£40.81
Phone	Debit card	Vonage	£1.71	£10.25
Mobile phone SIM	Debit card	Smarty	£0.00	£6.00
Streetlighting – replacement lamps (as approved by clerk)	BACS	E.ON	£183.00	£1,098.00
Streetlighting – replacement lamps (as approved by clerk)	BACS	E.ON	£61.00	£366.00
Clerk CiLCA Training	BACS	NCALC	£109.00	£654.00
NALC and NCALC membership, Internal Audit service & Data Protection service	BACS	NCALC	£58.40	£757.16
Broadband	DD	Gigaclear	£7.22	£43.30
<b>TOTAL</b>			<b>£420.33</b>	<b>£4,014.32</b>

3. To consider renewal of the NALC and NCALC membership, including the Internal Audit service (as above)
4. To note that the clerk's hours include 10 hours of CiLCA training.
5. To note receipts for April 2024:

Description	Reference	Payee	VAT	Total
Precept	DC	WNC Payments		£ 20,754.00
Allotment rent	DC	Plot 3		£ 18.00
Allotment rent	CC	Plot 16		£ 18.00
Allotment rent	CC	Plot 21		£ 18.00
Allotment rent	CC	Plot 7		£ 18.00
Allotment rent	CC	Plot 20		£ 18.00
Allotment rent	CC	Plot 15		£ 18.00
Allotment rent	CC	Plot 23		£ 18.00
Cemetery rates	CC	Banbury Memorials		£ 50.00
<b>TOTAL</b>				<b>£20,930.00</b>

<b>24/67</b>	<b>To review for adoption the Council Standing Orders</b>	*
<b>24/68</b>	<b>To review for adoption the Council Code of Conduct</b>	*
<b>24/69</b>	<b>To review for approval the Insurance renewal, due on 1<sup>st</sup> June 2024</b> <ol style="list-style-type: none"> <li>1. To review and accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers</li> <li>2. To approve the Renewal Payment of £629.70</li> </ol>	*
<b>24/70</b>	<b>Planning Applications currently pending in Croughton:</b> No new Planning Applications at the time of publication of the agenda.	
<b>24/71</b>	<b>Action Plan 2024-25 and associated actions</b> <ol style="list-style-type: none"> <li>1. To receive updates in respect of Councillor Responsibilities, if available</li> <li>2. To appoint councillor representatives for the year 2024-25</li> <li>3. To receive requests for training.</li> </ol>	*

24/72	<p><b>To update the Terms of Reference document</b> To approve an amendment to the replacement location for the VAS on Brackley Road (Section 50 amendment)</p>	*
24/73	<p><b>Traffic Working Group</b></p> <ol style="list-style-type: none"> <li>To receive an update from the Traffic Working group, if available</li> <li>To approve a request from CTWG for the group to prepare a draft application for a £5,000 Road Safety Grant. The final application would be considered by the council prior to its submission.</li> </ol>	
24/74	<p><b>Allotment wall committee</b></p> <ol style="list-style-type: none"> <li>To receive updates from the Allotment Wall committee, if available</li> <li>To consider updated design proposals for the project to repair the allotment wall.</li> </ol>	
24/75	<p><b>Plaque for the elm tree</b> To consider for approval options for the information board to mark the new Elm Tree:</p> <p><b>Brass plaque</b> 2mm brass plaque (0.6m X 0.3m) includes chemical etching for long life and the advice on producing the most appropriate way of producing what we want. Cost: £448.90</p> <p><b>Construction and fixing</b> Stone has been offered for free (with conditions). Quote for the work of £750 but possibly less now that a stone source has been agreed.</p>	
24/76	<p><b>Old office equipment</b> To consider what to do with the old CPC printer and laptop.</p>	
24/77	<p><b>Parish Council Noticeboard</b> (Item deferred from meeting on 8<sup>th</sup> April 2024) To consider the scope of the budget for a new noticeboard to replace the old one outside the Coop, and to consider whether the same location is appropriate.</p>	

Signed:  (Clerk) Date: 8th May 2024