



CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 13th May, 2024
at 7:30pm

MINUTES

Present:

Councillor Simon Kerby (Chair)
Councillor Trevor Davies
Councillor Zoe Greenfield
Councillor Vee Griffiths
Councillor Rodger James
Councillor Brian Tomlin
Councillor David Marsden

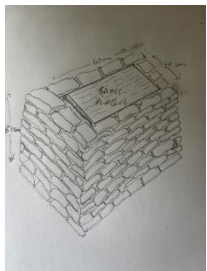
In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

24/59	To elect the Parish Council Chair: 1. To elect the Chair Cllr Simon Kerby nominated himself to stand as Chair and was duly elected. 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. The Declaration of Acceptance was signed by Cllr Simon Kerby and witnessed by the clerk.
24/60	To elect the Vice Chair Councillor Zoe Greenfield nominated herself to stand as Vice Chair and was duly elected.
24/61	To receive and approve apologies for absence. Apologies were received from Cllr Steve Caldwell and Cllr Martin Hacon Resolved: to approve apologies.
24/62	To receive and approve for signature the minutes of the meeting held on Monday 8 th April 2024 Resolved: to approve Minutes of meeting held on Monday 8th April 2024
24/63	To note any matters arising not included on this agenda, for report only (clerk's report) 1. The clerk noted that April was a busy month including setting up and updating the new website, setting up the new gov.uk emails, closing the end of year accounts, and starting the CiLCA training.

	<p>2. Extra hours required for CiLCA will be noted in the minutes so that they can be identified in the training budget.</p> <p>3. To safeguard the funds in the Barclays current account, a Business Savings account has been set up which is directly linked to the current account with the same mandate. Initially £80,000 was transferred in April, and a further £20,000 in May when the Precept arrived.</p>																																																																																	
<p>24/64</p>	<p>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></p> <p>None declared</p>																																																																																	
<p>24/65</p>	<p>Public participation session <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></p> <p>A member of the public was present and spoke to the council about their concerns regarding a willow tree in one of the allotments. The chair thanked them for their information.</p>																																																																																	
<p>24/66</p>	<p>To receive report on Finance matters; to approve and ratify payments and receipts:</p> <p>Balance of accounts as of 30th April 2024:</p> <table border="1" data-bbox="304 1010 1024 1126"> <tr> <td>Community Account</td> <td>£27,306.76</td> </tr> <tr> <td>Premium Savings Account</td> <td>£80,000.00</td> </tr> <tr> <td>Total</td> <td>£107,306.76</td> </tr> </table> <p>1. To consider for approval the Bank Reconciliation for April 2024 (see separate document) Resolved: to approve the bank reconciliation for April 2024</p> <p>2. To ratify and approve payments and payments due:</p> <table border="1" data-bbox="231 1339 1461 1944"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£ 56.00</td> </tr> <tr> <td>Water</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£9.00</td> </tr> <tr> <td>Newsletter printing</td> <td>BACS</td> <td>Texprep</td> <td>£0.00</td> <td>£61.90</td> </tr> <tr> <td>Clerk salary (57 hours)</td> <td>BACS</td> <td>K Kerby</td> <td>£0.00</td> <td>£911.90</td> </tr> <tr> <td>Clerk salary</td> <td>DD</td> <td>HMRC (PAYE+NIC Apr)</td> <td>£0.00</td> <td>£40.81</td> </tr> <tr> <td>Phone</td> <td>Debit card</td> <td>Vonage</td> <td>£1.71</td> <td>£10.25</td> </tr> <tr> <td>Mobile phone SIM</td> <td>Debit card</td> <td>Smarty</td> <td>£0.00</td> <td>£6.00</td> </tr> <tr> <td>Streetlighting – replacement lamps (as approved by clerk)</td> <td>BACS</td> <td>E.ON</td> <td>£183.00</td> <td>£1,098.00</td> </tr> <tr> <td>Streetlighting – replacement lamps (as approved by clerk)</td> <td>BACS</td> <td>E.ON</td> <td>£61.00</td> <td>£366.00</td> </tr> <tr> <td>Clerk CiLCA Training</td> <td>BACS</td> <td>NCALC</td> <td>£109.00</td> <td>£654.00</td> </tr> <tr> <td>NALC and NCALC membership, Internal Audit service & Data Protection service</td> <td>BACS</td> <td>NCALC</td> <td>£58.40</td> <td>£757.16</td> </tr> <tr> <td>Broadband</td> <td>DD</td> <td>Gigaclear</td> <td>£7.22</td> <td>£43.30</td> </tr> <tr> <td>Office stamps</td> <td>Debit card</td> <td>Post Office</td> <td>£0.00</td> <td>£10.80</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£420.33</td> <td>£4,025.12</td> </tr> </tbody> </table>	Community Account	£27,306.76	Premium Savings Account	£80,000.00	Total	£107,306.76	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	Office stamps	Debit card	Post Office	£0.00	£10.80	TOTAL			£420.33	£4,025.12
Community Account	£27,306.76																																																																																	
Premium Savings Account	£80,000.00																																																																																	
Total	£107,306.76																																																																																	
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																																																																														
Office stamps	Debit card	Post Office	£0.00	£10.80																																																																														
TOTAL			£420.33	£4,025.12																																																																														

	<p>3. To consider renewal of the NALC and NCALC membership, including the Internal Audit service (as above) Resolved: to approve renewal of NALC and NCALC membership including the Internal Audit services</p> <p>4. To note that the clerk's hours include 10 hours of CiLCA training. Noted</p> <p>5. To note receipts for April 2024:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>DC</td> <td>WNC Payments</td> <td></td> <td>£ 20,754.00</td> </tr> <tr> <td>Allotment rent</td> <td>DC</td> <td>Plot 3</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 16</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 21</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 7</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 20</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 15</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 23</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Cemetery rates</td> <td>CC</td> <td>Banbury Memorials</td> <td></td> <td>£ 50.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>£20,930.00</td> </tr> </tbody> </table> <p>Receipts noted</p>	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	TOTAL				£20,930.00
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																																																				
TOTAL				£20,930.00																																																				
24/67	<p>To review for adoption the Council Standing Orders A number of minor amendments were suggested regarding references to the 'District' and 'Unitary' council. The amendments will be made for council to approve at the next meeting.</p>																																																							
24/68	<p>To review for adoption the Council Code of Conduct Resolved: to adopt the Council Code of Conduct for 2024-25</p>																																																							
24/69	<p>To review for approval the Insurance renewal, due on 1st June 2024</p> <p>1. To review and accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers Resolved: to accept the Insurance Policy Schedule.</p> <p>2. To approve the Insurance Renewal payment of £629.70 Resolved: to approve the Insurance Renewal payment of £629.70</p>																																																							
24/70	<p>Planning Applications currently pending in Croughton: No new Planning Applications at the time of publication of the agenda.</p> <p>It was noted that the planning application at 22 Portway Crescent has been refused: https://wnc.planning-register.co.uk/Planning/Display/2024/1518/FULL</p>																																																							
24/71	<p>Action Plan 2024-25 and associated actions</p> <p>1. To receive updates in respect of Councillor Responsibilities:</p> <ol style="list-style-type: none"> Work on Allotment plot 2 (owned by the parish council) has recommenced with an initial clearance by Cllr Griffiths taking place. Cllr James reported that it has been announced that a number of senior personnel on the RAFC base will be heading back to USA this year. Cllr Davies reported that Croughton All Saints Church have received some grant funding towards the renovation work for the South Porch. They are still waiting to hear the outcome of further applications. A new vicar is due to be welcome to the Astwick Vale Benefice in August. 																																																							

	<p>d. Cllr Kerby reported that the Village Hall Committee is continuing their maintenance and repair work on the Village Hall.</p> <p>2. To appoint councillor representatives for the year 2024-25 In addition to responsibilities held by members of the public for the School rep, AED Guardian and Portway Pocket Park, Cllrs agreed to the following responsibilities:</p> <ol style="list-style-type: none"> Church Rep: Cllr Davies Footpaths warden: Cllr Marsden Highways rep: tba Police rep: tba PAT rep: Cllr Tomlin RAF Croughton: Cllr James Reading Room rep: Cllr Tomlin Village Hall Committee rep: tba <p>3. To receive requests for training. None received</p>
24/72	<p>To update the Terms of Reference document To approve an amendment to the replacement location for the VAS on Brackley Road (Section 50 amendment) Resolved: to amend the terms of reference document to include the replacement location for the VAS on Brackley Road from pole 27 to pole 57.</p>
24/73	<p>Traffic Working Group</p> <ol style="list-style-type: none"> To receive an update from the Traffic Working group: A verbal update was given by Cllr Greenfield from the CTWG meeting held on the 26th April. The group have been speaking to WNC Highways about potholes on Brackley Road and are looking into liaising with the school to address the parking outside the school. They are also looking at re-starting the Community Speedwatch programme. 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. Resolved: to allow the CTWG to prepare a draft application to be presented to the council for approval before submission.
24/74	<p>Allotment wall committee</p> <ol style="list-style-type: none"> To receive updates from the Allotment Wall committee. The committee have had a very slow response from AB Designs and the latest updated design was too late to include in the agenda pack for the meeting. To consider updated design proposals for the project to repair the allotment wall. The updated design, which lowers the height of the wall, is the only option now available to the council.
24/75	<p>Plaque for the elm tree To consider for approval options for the information board to mark the new Elm Tree: Brass plaque 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 Construction and fixing 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. Resolved: to go ahead with the stone structure using locally sourced stone, and to purchase the brass plaque to go on the top, with approved spend to a maximum of £1,250.</p> 

24/76	<p>Old office equipment</p> <p>To consider what to do with the old CPC printer and laptop.</p> <p>Resolved: to accept a donation of £30 for the printer and to digitally clean the laptop for recycling.</p>
24/77	<p>Parish Council Noticeboard</p> <p>(Item deferred from meeting on 8th April 2024)</p> <p>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> <p>It was agreed to investigate the cost of placing a new noticeboard on the side of the Bus Stop, to be reviewed at the next meeting.</p>

The meeting closed at 20:45