



Croughton Parish Council
 Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND
 Tel: 07863 356095 | 01869 819905
 Email: clerk@croughtonparishcouncil.gov.uk
 Clerk: Karen Kerby

All Councillors are summoned to a meeting of Croughton Parish Council in the Parish Room, Croughton Village Hall on Monday, 10th June, 2024 at 7.30 p.m. when the following business will be transacted:

CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall
 Monday 10th June, 2024
 at 7:30pm

AGENDA

24/78	To receive and approve apologies for absence.																																															
24/79	To receive and approve for signature the minutes of the meeting held on Monday 13 th May 2024	*																																														
24/80	To note any matters arising not included on this agenda, for report only (clerk's report)																																															
24/81	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>																																															
24/82	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>																																															
24/83	<p>To receive report on Finance matters; to approve and ratify payments and receipts: Balance of accounts as of 31st May 2024:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Community Account</td> <td style="text-align: right; padding: 2px;">£2,939.05</td> </tr> <tr> <td style="padding: 2px;">Premium Savings Account</td> <td style="text-align: right; padding: 2px;">£100,000.00</td> </tr> <tr> <td style="padding: 2px;">Total</td> <td style="text-align: right; padding: 2px;">£102,939.05</td> </tr> </table> <p>1. To consider for approval the Bank Reconciliation for May 2024 (see separate document)</p> <p>2. To ratify and approve payments and payments due <i>(subject to change before the meeting, but correct at time of agenda publication):</i></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; width: 100%;"> <thead> <tr> <th style="padding: 2px;">Description</th> <th style="padding: 2px;">Reference</th> <th style="padding: 2px;">Payee</th> <th style="padding: 2px;">VAT</th> <th style="padding: 2px;">Total</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">Water</td> <td style="padding: 2px;">DD</td> <td style="padding: 2px;">Wave</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£ 56.00</td> </tr> <tr> <td style="padding: 2px;">Water</td> <td style="padding: 2px;">DD</td> <td style="padding: 2px;">Wave</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£9.00</td> </tr> <tr> <td style="padding: 2px;">Newsletter printing</td> <td style="padding: 2px;">BACS</td> <td style="padding: 2px;">Texprep</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£61.90</td> </tr> <tr> <td style="padding: 2px;">Clerk salary (56 hours)</td> <td style="padding: 2px;">BACS</td> <td style="padding: 2px;">K Kerby</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£898.80</td> </tr> <tr> <td style="padding: 2px;">Clerk salary</td> <td style="padding: 2px;">DD</td> <td style="padding: 2px;">HMRC (PAYE+NIC May)</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£35.36</td> </tr> <tr> <td style="padding: 2px;">Phone</td> <td style="padding: 2px;">Debit card</td> <td style="padding: 2px;">Vonage</td> <td style="text-align: right; padding: 2px;">£1.71</td> <td style="text-align: right; padding: 2px;">£10.25</td> </tr> <tr> <td style="padding: 2px;">Mobile phone SIM</td> <td style="padding: 2px;">Debit card</td> <td style="padding: 2px;">Smarty</td> <td style="text-align: right; padding: 2px;">£0.00</td> <td style="text-align: right; padding: 2px;">£6.00</td> </tr> </tbody> </table>	Community Account	£2,939.05	Premium Savings Account	£100,000.00	Total	£102,939.05	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 (56 hours)	BACS	K Kerby	£0.00	£898.80	Clerk salary	DD	HMRC (PAYE+NIC May)	£0.00	£35.36	Phone	Debit card	Vonage	£1.71	£10.25	Mobile phone SIM	Debit card	Smarty	£0.00	£6.00	*
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24/85	To review for adoption the Financial Regulations 2024	*																																								
24/86	To receive the Internal Control report for 2023/24 Q4	*																																								
24/87	To approve the appointment of the financial Internal Controller for 2024/25																																									
24/88	Annual Governance & Accountability Return 2023/24 1. Internal Audit: a. To receive the Internal Audit Report dated 28 th May 2024 b. To note that the Internal Auditor has completed and signed off the Annual Internal Audit Report 2023/24 2. Section 1 - Annual Governance Statement 2023/24 a. To consider the measures taken in support of the Statements (AGAR Section 1) b. To approve the Annual Governance Statement 2023/24 3. Section 2 - Accounting Statements 2022/23: a. To consider the Accounting Statements 2023/24 (AGAR Section 2) b. To approve the Accounting Statements 2023/24 c. To approve the Bank Reconciliation for YE 31 st March 2024 d. To approve the Explanation of Significant Variances for 2023/24. 4. Period for Exercise of Public Rights To approve commencement date of 17 th June 2024 (to end on 26 th July 2024)	* * * * * *																																								
24/89	To agree Parish Council meeting dates for 2024/25	*																																								
24/90	Planning Applications currently pending in Croughton: No new Planning Applications at the time of publication of the agenda.																																									
24/91	Action Plan 2024-25 and associated actions 1. To receive updates in respect of Councillor Responsibilities, if available 2. To receive requests for training.																																									
24/92	Traffic Working Group To receive an update from the Traffic Working group, if available																																									

24/93	Allotment wall committee To receive updates from the Allotment Wall committee, if available	
24/94	The Elm tree plaque 1. To consider for approval a revised proposition for using Corian instead of brass for the Elm tree plaque. This would be easier to mount on concrete and would be at a reduced cost of £353.26. 2. To approve the final design and word content for the plaque.	* *
24/95	To consider actions to be taken regarding large trees in the allotments, following the information received at the meeting on 13 th May 2024. 1. To approve the enforcement of the current policy: <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Tenancy Rules...</p> <p style="text-align: center;">4. Trees, hedging or large shrubs shall not be planted. The Allotment Garden is for the cultivation of vegetables, flowers and soft fruit only.</p> </div> 2. To write to all allotment holders reminding them of the rules and giving them a time limit to correct the situation.	
24/96	To consider what action can be taken by Croughton parish council, if any, regarding the old WI Hut in Chapel End which is in an unsafe state and is in danger of collapsing.	
24/97	To consider the request from a member of the public to reinstate parking restrictions outside properties on High Street that were removed when the chicane by the village school was installed. The member of the public has been in touch with Highways who have responded that they have "...spoken to the Parking team regarding the historic yellow road markings outside [the] property and the have confirmed that the old TTRO was made redundant when the traffic calming scheme (chicane) was installed a few years back. [For] these lines to be reinstated a request needs to be made through Croughton Parish Council"	

Signed:

(Clerk)

Date: 05/06/2024