



Croughton Parish Council  
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Clerk: Karen Kerby

## CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday 10<sup>th</sup> June, 2024  
at 7:30pm

### MINUTES

Present:

Councillor Simon Kerby (Chair)  
Councillor Steve Caldwell  
Councillor Zoe Greenfield  
Councillor Vee Griffiths  
Councillor Martin Hacon  
Councillor Rodger James  
Councillor Brian Tomlin

In attendance: Karen Kerby (Clerk)

**The meeting opened at 19:30**

<b>24/78</b>	To receive and approve apologies for absence. Apologies have been received from Cllr Trevor Davies and Cllr David Marsden <b>Resolved: to approve apologies</b>
<b>24/79</b>	To receive and approve for signature the minutes of the meeting held on Monday 13 <sup>th</sup> May 2024 <b>Resolved: to approve minutes of the meeting held on Monday 13<sup>th</sup> May 2024</b>
<b>24/80</b>	To note any matters arising not included on this agenda, for report only (clerk's report) No matters arising which are not included on this agenda
<b>24/81</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> None declared.
<b>24/82</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> No members of the public were present.

**24/83 To receive report on Finance matters; to approve and ratify payments and receipts:**Balance of accounts as of 31<sup>st</sup> May 2024:

Community Account	£2,939.05
Premium Savings Account	£100,000.00
Total	£102,939.05

1. To consider for approval the Bank Reconciliation for May 2024 (see separate document)

**Resolved: to approve the bank reconciliation for May 2024**

2. To ratify and approve payments and payments due:

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
<i>Insurance (approved at mtg 13/05 – noted here for transparency)</i>	BACS	AJG Insurance	£0.00	£629.70
Broadband	DD	Gigaclear	£7.22	£43.30
<b>TOTAL</b>			<b>£8.93</b>	<b>£1,750.31</b>

**Resolved: to approve and ratify payments and payments due**

3. To note that the clerk's hours include 9 hours of CiLCA training.

**Noted**

4. To note receipts for May 2024:

Description	Reference	Payee	VAT	Total
Allotment Rent	CC	Allotment plot 25		£7.50
Allotment Rent	CC	Allotment plot 9		£18.00
Allotment Rent	CC	Allotment plot 28		£18.00
Allotment Rent	cheques	Cheques paid in PO		£72.00
Cemetery Fees	cheques	Cheques paid in PO		£90.00
Misc.	DC	Donation for office printer		£30.00
<b>TOTAL</b>				<b>£235.50</b>

**Noted****24/84 To review for adoption the Council Standing Orders 2024/25****Resolved: to approve for adoption of the Standing Orders for 2024/25****24/85 To review for adoption the Financial Regulations 2024**

1. Amendment to 8.1 to read:
  - 8.1.No cheques will be issued by the council, except in the case of an emergency.
2. It was agreed to add Cllr Davies to the online banking facility. This has been tried before but Barclays bank failed to send the necessary authorisation card.
3. It was noted that the Deeds for the council assets need to be checked.

**Resolved: to approve for adoption the Financial Regulations 2024 subject to the amendment to 8.1 above**

24/86	<p><b>To receive the Internal Control report for 2023/24 Q4</b>  <b>Received and noted</b></p>
24/87	<p><b>To approve the appointment of the financial Internal Controller for 2024/25</b>  <b>Resolved: to appoint Cllr Hacon to continue as the Internal Finance Controller for 2024/25</b></p>
24/88	<p><b>Annual Governance &amp; Accountability Return 2023/24</b></p> <p>1. Internal Audit:</p> <ul style="list-style-type: none"> <li>a. To receive the Internal Audit Report dated 28<sup>th</sup> May 2024</li> <li>b. To note that the Internal Auditor has completed and signed off the Annual Internal Audit Report 2023/24</li> </ul> <p><b>Resolved: to receive and note the Internal Audit Report for 2023/24</b></p> <p>2. Section 1 - Annual Governance Statement 2023/24</p> <ul style="list-style-type: none"> <li>a. To consider the measures taken in support of the Statements (AGAR Section 1)</li> <li>b. To approve the Annual Governance Statement 2023/24</li> </ul> <p><b>Resolved: to approve the Annual Governance Statement for 2023/24</b></p> <p>3. Section 2 - Accounting Statements 2022/23:</p> <ul style="list-style-type: none"> <li>a. To consider the Accounting Statements 2023/24 (AGAR Section 2)</li> <li>b. To approve the Accounting Statements 2023/24</li> </ul> <p><b>Resolved: to approve the Annual Accounting Statement for 2023/24</b></p> <ul style="list-style-type: none"> <li>c. To approve the Bank Reconciliation for YE 31<sup>st</sup> March 2024</li> </ul> <p><b>Resolved: to approve the Bank Reconciliation for YE 31<sup>st</sup> March 2024</b></p> <ul style="list-style-type: none"> <li>d. To approve the Explanation of Significant Variances for 2023/24.</li> </ul> <p><b>Resolved: to approve the Explanation of Significant Variances for 2023/24</b></p> <p>4. Period for Exercise of Public Rights  To approve commencement date of 17<sup>th</sup> June 2024 (to end on 26<sup>th</sup> July 2024)</p> <p><b>Resolved: to approve the Period for Exercise of Public Rights</b></p>
24/89	<p><b>To agree Parish Council meeting dates for 2024/25</b>  <b>Resolved: to approve Parish Council meeting dates for 2024/25</b>  Dates to be published on the noticeboard and website</p>
24/90	<p><b>Planning Applications currently pending in Croughton:</b>  No new Planning Applications at the time of publication of the agenda.</p>
24/91	<p><b>Action Plan 2024-25 and associated actions</b></p> <p>1. To receive updates in respect of Councillor Responsibilities, if available:</p> <ul style="list-style-type: none"> <li>a. Cllr Griffiths reported that the historical document clear out is continuing.</li> <li>b. Cllr Hacon agreed to be the Village Hall Committee representative. There is a problem with the alarm at the village hall which is being addressed.</li> </ul> <p>2. To receive requests for training.  None received</p>
24/92	<p><b>Traffic Working Group</b>  To receive an update from the Traffic Working group, if available  No meeting had been held since the last council meeting</p>
24/93	<p><b>Allotment wall committee</b>  To receive updates from the Allotment Wall committee, if available.  Concern was raised about the proposed height of 1.6m in relation to the height of the wall in the conservation area. It was noted that this had been discussed and agreed at the meeting on 11<sup>th</sup> March 2024 (Item 24/38).</p>

24/94	<p><b>The Elm tree plaque</b></p> <p>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.  <b>Resolved: to approve the use of Corian instead of brass for the Elm tree plaque</b></p> <p>2. To approve the final design and word content for the plaque.  Councillors discussed the proposed title and word content for the plaque taking into consideration the original purpose of the plaque, which was to recognise the significance of the old elm tree and to commemorate the King’s coronation by planting another elm tree. It was agreed that the heading should be changed to read “Croughton and the Coronation Elm”, and the last paragraph about the planting of the new tree should be moved to the top. Cllrs are to visit the site as soon as possible to agree the final location of the structure.  <b>Resolved: subject to the above amendments, the plaque was approved.</b></p>
24/95	<p>To consider actions to be taken regarding large trees in the allotments, following the information received at the meeting on 13<sup>th</sup> May 2024.</p> <p>1. To approve the enforcement of the current policy:</p> <div data-bbox="248 779 1430 920" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Tenancy Rules...</p> <p>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> <p><b>Resolved: to address the trees in the allotments in height order, and to request that allotment holders remove them.</b></p> <p>2. To write to all allotment holders reminding them of the rules and giving them a time limit to correct the situation.  <b>Resolved: council Chair to write to the allotment holder of plot 21, which contains the tallest tree, requesting that they remove the willow tree and all the remnants of the tree from the plot as soon as possible and before the next invoices are sent out in September.</b></p> <p><b>In addition, it was resolved: to bring the scheduled review of the Allotment Policy forward to the next meeting.</b></p>
24/96	<p>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.  <b>Resolved: to note the comment regarding the hut. The hut is on private land so is outside of the council’s remit.</b></p>
24/97	<p>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”  <b>Resolved: to delegate this issue to the Traffic Working Group, to be included in the group’s analysis and final report.</b></p>

The meeting closed at 20:51

Minutes approved at CPC meeting 8th July 2024

Signed, Chair: