



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, 12th May, 2025 at 7.30 p.m. when the following business will be transacted:

CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 12th May, 2025
at 7:30pm

AGENDA

25/63	To elect the Parish Council Chair: 1. To elect the Chair of Croughton Parish Council 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.	
25/64	To receive Declarations of Acceptance of Office from all Councillors or, if not received, to decide when they shall be received.	
25/65	To receive and approve apologies for absence.	
25/66	To receive and approve for signature the minutes of the meeting held on Monday 14 th April 2025	*
25/67	To note any matters arising not included on this agenda, for report only (clerk's report)	
25/68	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>	
25/69	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>	

25/70	<p>Financial matters:</p> <p>Balance of accounts as of 30th April 2025:</p> <table border="1" data-bbox="279 291 997 414"> <tr> <td>Community Account</td> <td>£23,921.78</td> </tr> <tr> <td>Premium Savings Account</td> <td>£96,807.31</td> </tr> <tr> <td>Total</td> <td>£120,729.09</td> </tr> </table> <p>1. To approve the Bank Reconciliation for April 2025 (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" data-bbox="204 616 1436 1030"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Office stationery (stamps) – paid in April</td> <td>Debit card</td> <td>Post Office</td> <td>£0.00</td> <td>£13.60</td> </tr> <tr> <td>Office stationery (stamps) – paid in April</td> <td>Debit card</td> <td>Post Office</td> <td>£0.00</td> <td>£4.60</td> </tr> <tr> <td>Water (Allotments)</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£ 12.00</td> </tr> <tr> <td>Water (Cemetery)</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>£140.40</td> </tr> <tr> <td>Clerk salary</td> <td>BACS</td> <td>K Kerby</td> <td>£0.00</td> <td>£813.30</td> </tr> <tr> <td>Clerk salary (Emp NIC)</td> <td>DD</td> <td>HMRC</td> <td>£0.00</td> <td>£62.14</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>Broadband</td> <td>DD</td> <td>Gigaclear</td> <td>£7.22</td> <td>£43.30</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£8.93</td> <td>£1,096.39</td> </tr> </tbody> </table> <p>3. To note receipts for April 2025:</p> <table border="1" data-bbox="180 1108 1364 1624"> <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>£ 21,271.50</td> </tr> <tr> <td>Allotment rent</td> <td>DC</td> <td>Plot 3</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 26</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 19</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 6a</td> <td></td> <td>£10.00</td> </tr> <tr> <td>Allotment rent</td> <td>Cheques</td> <td>Post Office – Cheques paid in</td> <td></td> <td>£80.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 25</td> <td></td> <td>£8.50</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 24b</td> <td></td> <td>£10.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 15</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 24a</td> <td></td> <td>£10.00</td> </tr> <tr> <td>Cemetery rates</td> <td>CC</td> <td>ERB purchase</td> <td></td> <td>£135.00</td> </tr> <tr> <td>Cemetery rates</td> <td>CC</td> <td>Co-op Heart of England</td> <td></td> <td>£166.00</td> </tr> <tr> <td>Cemetery rates</td> <td>CC</td> <td>Edd Frost</td> <td></td> <td>£524.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>£22,295.00</td> </tr> </tbody> </table> <p>4. To appoint the Internal Control Councillor for 2025/26</p>	Community Account	£23,921.78	Premium Savings Account	£96,807.31	Total	£120,729.09	Description	Reference	Payee	VAT	Total	Office stationery (stamps) – paid in April	Debit card	Post Office	£0.00	£13.60	Office stationery (stamps) – paid in April	Debit card	Post Office	£0.00	£4.60	Water (Allotments)	DD	Wave	£0.00	£ 12.00	Water (Cemetery)	DD	Wave	£0.00	£9.00	Newsletter printing	BACS	Texprep	£0.00	£140.40	Clerk salary	BACS	K Kerby	£0.00	£813.30	Clerk salary (Emp NIC)	DD	HMRC	£0.00	£62.14	Phone	Debit card	Vonage	£1.71	£10.25	Mobile phone SIM	Debit card	Smarty	£0.00	£6.00	Broadband	DD	Gigaclear	£7.22	£43.30	TOTAL			£8.93	£1,096.39	Description	Reference	Payee	VAT	Total	Precept	DC	WNC Payments		£ 21,271.50	Allotment rent	DC	Plot 3		£20.00	Allotment rent	CC	Plot 26		£20.00	Allotment rent	CC	Plot 19		£20.00	Allotment rent	CC	Plot 6a		£10.00	Allotment rent	Cheques	Post Office – Cheques paid in		£80.00	Allotment rent	CC	Plot 25		£8.50	Allotment rent	CC	Plot 24b		£10.00	Allotment rent	CC	Plot 15		£20.00	Allotment rent	CC	Plot 24a		£10.00	Cemetery rates	CC	ERB purchase		£135.00	Cemetery rates	CC	Co-op Heart of England		£166.00	Cemetery rates	CC	Edd Frost		£524.00	TOTAL				£22,295.00	*
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25/74	<p>To approve the meeting dates for 2025/26</p> <p>1. To consider removing the August meeting date from the list</p> <p>2. To consider removing the December meeting date from the list</p>	*																																																																																																																																													

25/75	To review for approval the Insurance renewal, due on 1st June 2025 1. To accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers. There have been no material changes to the policy. 2. To approve the Renewal Payment of £639.63 for 2025-26	*
25/76	Planning Applications currently relevant to Croughton: No new Planning Applications at the time of publication of the agenda.	
25/77	Action Plan 2025-26 and associated actions 1. To review Action Plan for 2025-26 2. To review representatives relevant to the Action Plan 2025-26 3. To receive requests for Councillor training.	* *
25/78	Traffic Working Group To receive an update from the Traffic Working group, if available	
25/79	Allotment Wall Committee 1. To receive an update from the Allotment Wall committee, if available 2. To appoint Councillors to the Allotment Wall Committee for 2025-26, or to consider discontinuing the Committee.	
25/80	Allotment Working Group To receive an update from the Allotment Working Group, if available	
25/81	Co-option to fill Councillor Vacancies To consider the process of co-opting to fill the 4 Councillor vacancies	

Signed:

(Clerk)

Date: