

# Croughton Parish Council

Croughton Village Hall, Wheelers Rise, Croughton,  
Northants NN13 5ND

Tel: 01869 819905 Email: [clerk@croughton.org.uk](mailto:clerk@croughton.org.uk)

Clerk: Mrs Ann Le Druillenec

**- Annual Parish Council Meeting -**  
**- to be held on -**  
**Monday, 11<sup>th</sup> May 2015 at 7.30 p.m.**  
**Parish Room - Croughton Village Hall**  
**Members of the Public and the Press are invited to attend**

Public Forum at 7.30 p.m. prompt - time allowed 15 minutes maximum  
The meeting will start immediately if no members of the public are in attendance by 7.30 p.m.

## AGENDA

- |            |   |
|------------|---|
| 11 min.    | <b>Chairman's Announcement:</b> The Openness of Local Government Bodies Regulations 2014:   |
| 22mins.    | <b>To elect the Chairman:</b>   |
| 31 min.    | <b>To receive the Chairman's Declaration of Acceptance of Office or if not received to decide a date by which it shall be received.</b>   |
| 42 mins.   | <b>To elect the Vice Chairman:</b>  |
| 51 min.    | <b>To Receive Apologies and Approve the Reasons for Absence:</b><br>5.1 To decide a date by which Declarations of Office shall be received from Absentee Members.   |
| 61 min.    | <b>To Receive Requests for Dispensations:</b>   |
| 71 min.    | <b>To invite Declarations of Interest:</b>  |
| 810 mins.  | <b>Public Participation:</b> Members of the Public may speak to Agenda items.   |
| 91 min.    | <b>To approve the Minutes of the Meeting held 13<sup>th</sup> April 2015:</b>   |
| 105 mins.  | <b>Matters Arising from item 9 not on the Agenda: For Information:</b><br>10.1 Clerk's Report   |
| 1110 mins. | <b>Finance Matters:</b><br>11.1 Receipts & payments and balance of bank accounts:<br>Barclays Bank: £8,090.17 (29.04.15) Business Direct: £20,109.37 (01.04.15)<br>11.2 Bank Mandate: To Amend the list of Authorised Bank Signatories to the Accounts.<br>11.3 To Ratify and Approve the Payments: |

Cheque No.	Payee	Description	Total	vat	Note
DD	BT plc	Telephony Bill No. Q024VE	tbc		
102603	A H Contracts	Inv. 7951 dog waste bin emptying	£24.00	£4.00	
102604	Texprep	Inv. 21316 newsletter	£66.30		
102605	M Dempsey	Inv. Grasscutting	£		
102606	Northants CALC	Inv. 4895 Membership: £318.46 Internal Audit Service: £155	£473.46		
102607	Northants CALC	Inv. 5098 Openness & Accountability 28Apr15	£34.00		
102608	A Le Druillenec	Salary Month 2	£320.22		
102609	HMRC	Tax Month 2	£80.00		
102610	A Le Druillenec	Reimbursement Office Supplies £133.18 Mileage Litchborough 28Apr15 £10.80 Postage £3.30	£147.28	£22.20	
102611	SNC	Uncontested Local Election 07May15	£39.00		

### 11.3 To note Receipts:

Date	Payer	Description	Amount
April 2015	Tenants	Allotment Rent	£374.65
01.04.15	Y Tapping	Advert Newsletter April 2015	£8.00
17.04.15	SNC	Precept 1 <sup>st</sup> half yr instal <sup>t</sup>	£8,593.50
20.04.14	J & M Humphris	Burial Fees Plot 571B	£90.00
22.04.15	W J Franklin & Son	Burial Fees Plot 617 £90 re-open Plot 583 £370 (double fees)	£460.00

125 mins.

#### Footway Lighting:

12.1 To Approve quotations in the sum of £320 - £360 + vat for replacement Lamp Nos. 27 Brackley Road and 7 High Street.

12.2 To Note the advice and recommendations from Northants CALC in respect of the cost of unmetered electricity supplies.

12.3 To consider options.

133mins.

#### Insurance Renewal effective from 1<sup>st</sup> June 2015 - 31<sup>st</sup> May 2016:

13.1 To Approve the Insurance Premium in the sum of £473.53.

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#### Planning:

14.1 Applications: None.

14.2 Decisions: None.

155 mins.

#### To consider Training needs:

15.1 Openness and Accountability: To Note the requirements of the Regulations.

1620mins.

#### Statutory Matters:

16.1 To Approve the Accounts comparison for 2013/14 and 2015/2016.

16.2 Annual Return for YE 31<sup>st</sup> March 2015:

16.2.1 To Approve Section 1. (Accounting Statements 2014/2015)

16.2.2 To Approve Section 2. (Annual Governance Statement 2014/2015)

16.2.3 To Note the Report of the Internal Auditor and signing off of Section 4, and to Adopt any Recommendations.

175mins.

#### Poors' Allotment Trust:

17.1 To Note the terms of Office of the Trustees.

17.2 To nominate Appointees to fill the vacancies.

1810mins.

#### Action Plan 2015/2016:

18.1 To agree Councillor, Representative and Warden Appointments:

18.1.1 Church Representative

- 18.1.2 School Representative
- 18.1.3 AED Guardians
- 18.1.4 Footpaths Warden
- 18.1.5 Highways Representative
- 18.1.6 Neighbourhood Watch Co-Ordinator
- 18.1.7 Police Liaison Representative
- 18.1.8 Poor's Allotment Trust Representative
- 18.1.9 Portway Pocket Park Representative
- 18.1.10 RAF Croughton Representative
- 18.1.11 Reading Room Representative
- 18.1.12 Playing Field & Village Hall Representative
- 18.1.13 Croughton Active Representative

18.2 Councillor Actions: **None.**

18.3 Community Engagement: **None.**

18.4 Policies, Plans and Procedures:

- 18.4.1 To consider the co-option of 3 members.

195mins.

**Annual Parish Assembly:**

- 19.1 To review and discuss feedback.

203mins.

**Little Brook Ward Meeting: 20<sup>th</sup> July 2015 at Ayhno:**

- 20.1 To suggest items for the Agenda.

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**Correspondence: None.**


223mins.

**Any Other Business: For Information and at the discretion of the Chairman**

231 min.

**To receive items for the next Parish Council Meeting: - Monday 8<sup>th</sup> June 2015.**

Total 1hr. 35mins.

Signed:  Date: 4<sup>th</sup> May 2015  
Clerk