

# CROFTON PARISH COUNCIL

## Minutes of the Parish Council Meeting

Held on the 12<sup>th</sup> December 2023 at 7pm.

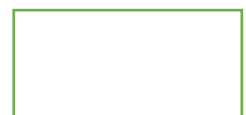
**Present:** Councillors; Trevor Chalkley (Chair), Simon Bennett, Rob Elson, Carol Gee, Bob Hewitt, Eric Robinson, Dwayne Walkington, Richard Tucknott.

**Apologies:** Cllr J. Barnsley, Cllr E. Slater, Cllr S. Walker.

**Clerk to the Council:** Rebecca Maindonald

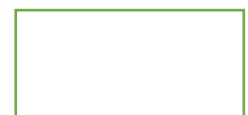
**In attendance:** District Cllr Maureen Cummings and District Cllr Usman Ali.  
There was 1 member of the public present.

2023/12/01	<b>WMDC District Councillors Report</b> District Cllr Ali updated the Council on various matters. District Cllr Cummings updated the Council on various matters. Also asked whether the Council would consider funding for the Fun Day, it was suggested earmarking funds in the region of £800.
2023/12/02	<b>Public participation.</b> MOP 1- Raised questions relating to the new Parish Council building. Who was responsible for progressing the paperwork and had there been an application to planning for the new building? The Chair stated that there had been a planning application which had been extended. Progress was being made concerning the application in for the Loan agreement. MOP- Thanked the meeting and stated that he hadn't seen anything moving forward and wanted an update.
2023/12/03	<b>To receive apologies for absence and approve Councillors unable to attend the meeting should give a reason.</b> <b>RESOLVED-</b> apologies be received from Cllr Esme Slater and Cllr Sylvia Walker and Cllr John Barnsley. The reasons were unanimously accepted.
2023/12/04	<b>Declarations of Personal and/or Pecuniary interest</b> NONE.
2023/12/05	<b>Confirm and sign the minutes of the Parish Council meeting held 14<sup>th</sup> November 2023.</b> <b>RESOLUTION-</b> The Minutes of the meeting dated the 14 <sup>th</sup> November 2023 were agreed as a correct record and signed by the Chair.
2023/12/06	<b>Matters arising from the previous minutes.</b> None.
2023/12/07	<b>To receive applications for the office of Parish Councillor and to co-opt candidates to fill the existing vacancies.</b> <b>RESOLUTION-</b> Richard Tucknott was co-opted as Councillor and completed the Acceptance of Office form, countersigned by the Clerk.



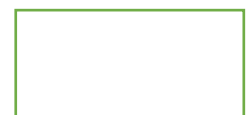
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2023/12/08	<p><b>SAFE Scheme.</b></p> <p>To receive an update from the designated liaison with SAFE Scheme. (The Parish Clerk) To agree a list of locations for the SAFE Scheme to monitor. The meeting were pleased to note the format of the report. A few areas were suggested for patrols.</p> <p><b>RESOLUTION- the Clerk to liaise with Safe Scheme Officer concerning future locations for patrols.</b></p> <p>Thanks were recorded for the Police who were present at the Remembrance event.</p>
2023/12/09	<p><b>Tree Planting.</b></p> <p>Cllr Walkington had sourced native species of trees, or trees that are suitable for planting with native trees.</p> <p>Discussion about replacement of trees that were due to be felled, Cllr Walkington would look into this and see whether they would be replaced. All sections of Scouts were keen to be involved in any planting.</p>
2023/12/10	<p><b>To note a report from the Clerk concerning Gov.uk email addresses.</b></p> <p><b>RESOLUTION- Clerk to investigate Gov.uk email addresses for Clerk and all Councillors.</b></p>
2023/12/11	<p><b>Community Facilities:</b></p> <p><b>Report Parish Centre and Library.</b></p> <p>Cllr Bennett reported that there were 600 library members (<i>NOTE- following an email dated the 31<sup>st</sup> December 2023 and the January 2024 Full Council meeting, this figure was confirmed as 611. These Minutes were therefore not signed off in Januarys meeting, but were left unsigned until the February 2024 meeting</i>) and 187 books taken out last month. Also well used as a Community Facility. He approached YPO as they do library design. He will meet with them on 22<sup>nd</sup> December to obtain a price.</p> <p>Cllr Robinson confirmed that he couldn't obtain all of the information he required until 9<sup>th</sup> January 2024 finance working party meeting. He also required information from Chair about what the "plan B" would be for loan repayments. It had been agreed that the application couldn't be finalised until the precept had been ratified at the January meeting. Cllr Robinson would hand the paperwork over to the Clerk. Cllr Bennett had contacted the Architect to arrange a meeting in January and ask him to go out to Tender at the end of January/ beginning of February. The Library Christmas raffle raised £200. (<i>NOTE- following an email dated the 31<sup>st</sup> December 2023 and the January 2024 Full Council meeting, this figure was confirmed as £270. These Minutes were therefore not signed off in Januarys meeting, but were left unsigned until the February 2024 meeting</i>)</p> <p><b>Report Village Association.</b></p> <p>No further progress.</p>



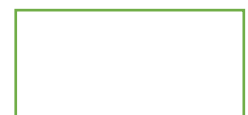
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	<p><b>Report Allotments</b> Cllr Hewitt reported issues with the road, some chippings would resolve this. Cllr Walkington reported about the Allotment that needs to be cleared, following discussion it was agreed that a letter be sent to him requesting he moves everything or we reserve the right to charge him for removal costs. <b>RESOLUTION- Clerk to be provided with the details in order that she can write to the plot holder, requesting they clear the plot or the Council reserved the right to charge them for clearance.</b></p> <p><b>Report Parish Cemetery</b> Chair reported on issues with Cremated remains area, fencing has been extended around the plot. Chair will send Clerk a photo of the plot and the details, which needs to be removed as it is out of the boundary. <b>RESOLUTION- Letter to be sent by the Clerk asking for it to be cleared.</b></p> <p><b>To receive a report from the Chair concerning prices for the new section of the Cemetery.</b> Chair has met with RJ. Nothing can be done before Christmas. RJ will be preparing a price.</p> <p><b>Report Web Site</b> The Clerk asked that thanks be recorded for Martin Walker. The Clerk asked for feedback and content, it is an evolving project, so suggestions on content was welcomed.</p> <p><b>Report Floral Displays</b> To note the contents of an email concerning the increase in the price. The email and letter were discussed at length. It was agreed to review prices once full costs had been established. £50 and £75 and £150 for freestanding.</p>
2023/12/12	<p><b>To receive reports from outside bodies: Constable and Pinders Charity (Cllr John Barnsley)</b> No update as Cllr Barnsley was not present.</p>
2023/12/13	<p><b>Cleansing and Environment:</b> <b>RESOLUTION- the Chair will contact District Cllr Cummings to ask that she contact the WMDC Arboriculture Officer to assess the trees in the car park.</b> <b>RESOLUTION- All Councillors to monitor drains, reporting issues to the Chair who will report, as one list, to WMDC.</b></p>
2023/12/14	<p><b>To receive an update from Cllr Robinson, Chair of the Finance Working Party. To discuss and agree any proposals and recommendations put forward by the Finance Working Party.</b></p>



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2023/12/15	<p>Cllr Robinson reported on the meeting that had taken place the previous Friday. Three items were brought to the Council for discussion.</p> <p>A financial calendar is being compiled, which would be a four page document, by quarter. It will list all tasks that are required to be completed. When the calendar is completed, it will be circulated.</p> <p>A new Internal Auditor was required, as the previous is retiring. Discussed locating a local Auditor. The Chair asked whether Internal Auditors could be asked to take on additional duties, for example to undertake payroll. Following discussion it was agreed to look for an Accountant or similar to undertake payroll. Also, the Council may also need to explore accounting software. It was suggested looking at Walton or Charlston. The Chair will ask Charlston.</p> <p>Precept- The draft precept will be discussed and prepared at the finance working party meeting on 9<sup>th</sup> January. It will be then discussed and agreed at the Full Council meeting on the third Tuesday of January.</p> <p>Cllr Walkington asked why he wasn't allowed to go to the Precept meeting. He wanted to attend to gain an understanding of the Precept. The reasoning was explained.</p> <p>Cllr Robinson ran through the Minutes of the previous Full Council meeting where the format of the Precept had been agreed.</p> <p>Discussion took place concerning the way that the precept had worked in the past.</p> <p>The Clerk reminded the meeting that the Precept could not be "Set" by the working party, it could only be "Set" by a Full Council.</p> <p><b>Finance/Accounts (Cllr Simon Bennett acting RFO)</b></p> <p><b>To receive bank reconciliation and report on receipts, payments, balances.</b></p> <p>RFO reported that there was an error on the report, due to an issue with his printer.</p> <p>Cllr Gee queried what S137 is, the Chair answered that it is miscellaneous, then a discussion took place.</p> <p><b>To approve accounts for payment.</b></p> <p>Various accounts for payment were discussed.</p>
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# CROFTON PARISH COUNCIL

CASH BOOK PAYMENTS												Nov-22	
Date	Chq No:	Payee	Details	General	P. Centre	Pavillion	Allotment	Cemetery	S.137			Total	VAT
			Bfwd	£16,810.20	£1,216.54	£18,228.17	£0.00	£300.00	£8,288.32	£37.00	£0.00	£43,910.96	£3,931.74
NOV		S/O Staff	Wages	£1,507.31								£1,507.31	
		DDebit O2	Phone	£53.48								£53.48	£8.91
		BACS RBL	Wreath									£0.00	
		DDebit HMRC	Income Tax	£282.67								£282.67	
		DDebit Octopus	Electric		£70.40							£70.40	£3.35
		DDebit Octopus	Electric			£63.08						£63.08	£3.00
		DDebit Octopus	Electric			£726.51						£726.51	£34.60
		DDebit Octopus	Electric									£437.70	
		BACS Business Strm	Water				£437.70					£437.70	
		BACS Business Strm	Water		£46.35							£46.35	
		BACS Business Strm	Water			£153.41						£153.41	
		BACS Methley Estates	Xmas Tree						£250.00			£250.00	
		BACS NEST	Pension	£107.38								£107.38	
		BACS R Hampshire	Window clean		£18.00							£18.00	
		BACS Crofton Juniors	Grass cutting									£3,556.00	
		TOTAL	C/Fwd	£17,741.04	£1,351.29	£22,601.01	£437.70	£300.00	£8,538.32	£37.00	£0.00	£51,037.09	£3,975.60

RECEIPTS											
Date	Rec'd from	Details	Precept	P. Centre	Pavillion	Allotment	Cemetery	Interest	Misc Flower	VAT	Total
NOV	B J Burgess	Funeral	£81,635.00	£325.00	£1,650.00	£1,976.25	£720.00	£1,048.69	£1,278.00	£5,138.42	£93,771.38
	Crofton Juniors	Donation			£6,712.50						£6,712.50
	Chris Davis	Flower donation							£71.00		£71.00
	A Woodcock	Flower donation							£71.00		£71.00
	V Stickney	Flower donation							£71.00		£71.00
	Crofton Phoenix	Donation			£1,100.00						£1,100.00
	TOTAL	C Fwd	£81,635.00	£325.00	£9,462.50	£1,976.25	£770.00	£1,048.69	£1,491.00	£5,138.42	£101,846.86

Bank Reconciliation:		£		Cashbook		£	
Balances				Opening balance		£280,127.61	
Community Account	£60,176.68			Less payments		£1,128.15	
Business Saver Account	£220,900.30			Plus receipts		£8,075.50	
Less unrepresented chq's							
<b>Total</b>	<b>£281,076.98</b>			<b>Closing bal</b>		<b>£281,076.98</b>	

2023/12/16

**To receive items of Correspondence.**  
There were no items of correspondence received.

2023/12/17

**Parish Matters (Including Traffic Issues)**  
Discussion concerning speeding traffic in various areas. Agreed that signage could be improved. Also discussed SID signage.  
Parking outside Shay Lane School was discussed.

2023/12/18

**Diary dates**  
Meeting at 11am at Parish Centre on Wednesday the 13<sup>th</sup> December 2024 concerning a proposed development. PACT Meeting- Tuesday the 19<sup>th</sup> December at 7pm.

2023/12/19

**To agree date of the next Parish Council meeting Tuesday the 16<sup>th</sup> January 2024.**  
**RESOLUTION-** It was agreed that the next Parish Council Meeting would be held on Tuesday the 16<sup>th</sup> January 2024 at 7.00pm. This was the third Tuesday of the month, due to commitments and workload over Christmas.  
  
**The Chair closed the meeting at 9.30, wishing all Councillors a Happy Christmas.**

