

Croft Parish Council

Minutes of the full Council Meeting held at Croft Village Hall on **Monday 7th April 2025**, commencing at 7pm. These are notes of the meeting until approved by the Council as a true and accurate record.

Present:

Cllrs A Coxall (Chair), G Batten, G Bowser, N Dennis; and Clerk - J Sargent.

Public Forum

There were no members of the public in attendance.

To receive a report from District Councillor C Drury

No written report provided, nor was Cllr Drury in attendance.

To receive a report from County Councillor S Nutman

No written report provided, nor was Cllr Nutman in attendance.

With no further comments, it was **resolved unanimously** to move into formal session.

81. Welcome from the Chair of the Council.

The Chair welcomed all present, thanking them for their attendance.

82. Apologies

It was **resolved unanimously** to accept apologies from Cllrs N Cooper, C Drury and S Gould.

83. Declarations of Interest

None received.

84. To confirm the minutes of the Council meeting held on Monday 3rd March 2025.

With no matters arising, it was **resolved unanimously** to accept the minutes as a true and accurate record of the meeting.

85. Co-option:

- a. **To invite applicants for co-option to present themselves to the Parish Council and to allow the Councillors to ask questions of the applicants.**

Cllr Coxall asked the candidate to introduce themselves and explain why they want to join the Parish Council. The candidate gave a brief overview of their working life and voluntary roles. The candidate advised of attending meetings similar to Council meetings. The candidate expressed that communities were being lost and hoped to revive community spirit by joining the Parish Council.

Cllr Coxall asked where residents would find information about the Parish Council. The candidate advised information can be found on the notice boards and on the website. The candidate expressed an interest in representing and championing the local community.

- b. To resolve to exclude the public and the media to discuss confidential matters in accordance with The Public Bodies (Admission to Meetings) Act 1960.**

It was resolved **unanimously** to exclude the public and the media to discuss confidential matters.

- c. To consider applications for co-option.**

Councillors discussed the applicants for co-option, and it was put to a vote.

- d. To resolve to reopen the meeting to the public and the media.**

It was **resolved unanimously** to reopen the meeting.

- e. To declare the result of the vote.**

Cllr Coxall declared the result of the vote with both candidates co-opted on to the Council.

- f. To invite the successful candidate(s) to join the meeting.**

The successful candidate in attendance was invited to join the meeting upon signing the Declaration of Acceptance of Office.

- g. Successful candidate(s) to sign the Declaration of Acceptance of Office.**

The candidate in attendance signed the Declaration of Acceptance of Office and joined the meeting. Cllr Coxall welcomed the new Councillor - G Batten. The Clerk asked the new Councillors to complete the Disclosable Pecuniary Interests form and return it before the next meeting.

86. To approve the list of accounts submitted for consideration for:

- a. February**
- b. March.**

With no matters arising, it was **resolved unanimously** to accept the list of accounts. The Accounts Report to be included as an attachment with these minutes.

87. To receive bank reconciliation for:

- a. February**
- b. March**
- c. End of Year**

The Clerk provided the bank reconciliation for information purposes only, to keep Councillors up to date with the financial status. The Bank Reconciliation Reports to be included as an attachment with these minutes.

88. To receive a summary through to the fourth quarter of the financial year of:

- a. Treasurers Account**
- b. Reserve Account**

The Clerk provided the bank account summaries for information purposes only, to keep Councillors up to date with the income and expenditure throughout the year. The Bank Summaries Report to be included as an attachment with these minutes.

89. To receive a budget review for the fourth quarter of the financial year.

The Clerk provided a budget review for the fourth quarter of the financial year, to keep Councillors up to date with the Council's financial status. No questions were raised. The Budget Review Report to be included as an attachment with these minutes.

90. To receive notification of any planning permissions, refusals, or amendments.

No planning notifications received.

91. To receive a report from:

a. The Chair

Cllr Coxall advised completing forms to send the bank for access to the Charity Field's account and thought there might be over £5,000.00 in the account for the good of the community. Cllr Coxall suggested the Council submit a request for a grant from the Charity to help pay for the speed signs.

b. The Clerk

The Clerk advised that internal audit has been booked, and all the information has already been sent for review. The Clerk hoped the Annual Return would be signed off at the next meeting, then to be sent to the external auditor.

The Clerk advised that new model Stading Orders have been made available by LALC and will be updated, ready to be reviewed at the May meeting.

92. To receive an update on the 2024-25 internal audit report.

The Clerk advised that all jobs had now been completed from the recommendations in the mid-year internal audit report. A copy of the Clerk's progress report included as an attachment with these minutes.

93. To receive an update on the installation of a bench in memory of Sid Dennis.

Cllr Dennis advised that the bench could be located between 2 trees and provided an image but thought it might be too intricate. Cllr Dennis also provided a quote for the bench. Cllr Drury to be sent the information to order the bench.

94. To consider policies:

- a. Data Breach Policy
- b. Data Protection Policy
- c. Document and Record Retention Policy
- d. Employee Councillor Protocol
- e. Employee Management Policy

The Clerk circulated the policies for review via email prior to the meeting. The Clerk advised that all policies were adapted to Croft from LALC templates and are to be reviewed for updates bi-annually. It was **resolved unanimously** to adopt all policies tabled for consideration.

95. To consider a new layout for the Parish Council website.

The Clerk provided examples of the new layout, explained the time and costs involved, and recommended including a link to financial transactions to help improve transparency. It was **resolved unanimously** to have the new layout on the website. The Clerk to contact LALC's webmaster to make the changes.

96. To consider future events in the Parish.

Cllr Coxall advised that residents were keen to hold some events for the community but required recruiting some more residents to form an events committee. Cllr Coxall to try to recruit residents.

The Chair of the Council closed the meeting at 8:00pm.

DRAFT

Signed.....

Chair of the Council - Cllr Coxall

Signed.....

Clerk to the Council and RFO - Jack Sargent

6th May 2025