**AGENDA -– ANNUAL MEETING of CROSTON PARISH COUNCIL**

*Members of the Council are summoned to the Annual Meeting of Parish Council Meeting to be held on*

*Wednesday 15th May 2024, 7.30pm*

*Main Hall, Croston Old School, Church Street, Croston*

Paul Cafferkey, Clerk & Responsible Financial Officer

1. **Election of Chair**
2. **Election of Vice Chair**
3. **Apologies for Absence:** to receive apologies.
4. **Declarations of Interests.**
5. **Minutes of the Last Parish Meeting:** to agreeminutes of meeting held on the 10th April 2024.
6. **Other Appointments:** To Appoint Parish Council Representatives to Outside Bodies.
7. **Public Participation:** to invite and listen to issues raised by members of the public.
8. **Planning Matters:**
	1. 24/00323/TCON, Carvers Barn Drinkhouse Road Croston, PR26 9JH, Notification of proposed works to trees within a conservation area involving the felling of 1no. beech and 1no. conifer and the crown reduction of 1no. conifer, 1no. hawthorn and 1no. willow.
	2. 24/00257/FULHH, 58 Moor Road Croston, PR26 9HQ. Single storey rear extension (following demolition of existing single storey rear projection)
	3. 24/00265/TCON, Croston Hall Estate Grape Lane Croston, PR26 9HB, Notification of proposed works to trees within a conservation area involving the felling of 1no. lime, 1no. chestnut, 1no. maple, 1no. self-seeded silver birch and 1no. self-seeded birch and willow.
9. **Planning Item Update:** re 24/00198/FULHH, 7 De Trafford Place PR26 9RZ, first floor front/side extension.
10. **Financial Matters:**
	1. to receive the finance update.
	2. to approve the Parish Council’s AGAR (Annual Governance & Accounting Return) for 2023-24
	3. to approve in advance NALC invoice £521.82 (no VAT)
	4. to note receipt of CIL and Precept monies
	5. to approve the following transactions made through the Parish Council’s bank account during the month of April 2024.

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|  Date | £ | Payee | Description |
| 02Apr2024 | 36.96 | Direct Debit (GOCARDLESS) | Website monthly subscription |
| 03Apr2024 | 459.00 | B/P to: Countrywide Mntnce | Grounds Mntnce |
| 16Apr2024 | 10.80 | B/P to: employee 2 | Clerk's mileage tax mth 01 |
| 16Apr2024 | 28.04 | B/P to: employee 2 | Clerk's expenses tax mth 01 |
| 16Apr2024 | 30.00 | B/P to: Yates Playgrounds | Repair to play eqt |
| 16Apr2024 | 285.21 | B/P to: employee 1 | Lengthsman net pay tax mth 01 |
| 16Apr2024 | 36.00 | B/P to: Croston Old School | Room hire March 2024 |
| 16Apr2024 | 36.38 | B/P to: Kevin Greenhalgh | Lengthsman workwear |
| 16Apr2024 | 280.36 | B/P to: employee 2 | Clerk's net pay tax mth 01 |
| 16Apr2024 | 480.00 | B/P to: A Wade | The Green Footpath Cleaning |
| 16Apr2024 | 480.00 | B/P to: A Wade | The Green Hedge Cutting |
| 24Apr2024 | -216.00 | Credit | Contrib. from Croston Together |
| 25Apr2024 | 279.04 | Direct Debit (HMRC SDDS) | Employees Tax to HMRC |
| 29Apr2024 | 890.14 | B/P to: TDP Limited | Benches x2 |

1. **Payments approved by email or pre-approved and retrospectively noted:**
	1. To ratify the email to decision by the Chair / Chair to ensure public safety, under health & safety concerns, on the public right of way over the damaged bridge. Call out and materials £115 (excl Vat), A Wade Landscaping.
	2. To ratify the email decision to mow the verges of the Out Lane Car Park £90 (excl; VAT), A Wade Landscaping.
2. **Clerk’s Claim for April 2024:** to approve the Clerk’s hours, mileage and expenses for April 2024.
3. **Risk Management Plan:** to approve Risk Management Plan for 2024-25
4. **Councillor Vacancy:** to ratify process agreed to appointvacant position
5. **80th D Day Commemorations:** to finalise arrangements**.**
6. **Union Flag and Rainbow Flag:** to discuss and agree duration of dates to fly Union Flag & Rainbow Flag in June 2024
7. **Parish Council Notice Boards:** to discuss and agree quotes.
8. **Metal Work Renovation at The Green:** to discuss and agree quotes.
9. **War Memorial Renovation:** to discuss and agree quotes.
10. **Groundwork Tender:** to discuss and agree quotes for ongoing maintenance of Parish Council Owned / Leased Land.
11. **Establishing Compliant Electrics on The Green:** to discuss and agree quote.
12. **Prevention Measures at Recreation Park:** to discuss measures to avoid issues experienced in May 2023.
13. **Framed Portrait of King:** to ratify acceptance by The Community Centre of the complementary portrait of H.R.H. King Charles III received by the Parish Council.
14. **Newsletters:** to discuss logistics of agreed reduction of the Parish Council Newsletter and to further discuss and agree reducing Parish Council newsletter to two editions per annum.
15. **Benches Update**
16. **Reports** from outside bodies (if applicable).
17. **Operational Making Space for Water Meeting:** to discuss possible representation by the Parish Council to the ChorleyOperational Making Space for Water Meeting
18. **Correspondence:** Environment Agency
19. **Date of Next Meeting:** to Confirm the Date of Next Meeting.

Prepared & approved by Paul Cafferkey, Clerk to Croston Parish Council
9th May 2024