**AGENDA – NOVEMBER MEETING of CROSTON PARISH COUNCIL**

*Members of the Council are summoned to the Nov Meeting of Croston Parish Council, to be held on Wednesday 13th November 2024, 7.30pm*

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

Paul Cafferkey, Clerk & Responsible Financial Officer

1. **Election of Chair**
2. **Apologies for Absence**
3. **Declarations of Interests.**
4. **To confirm arrangements for Locum Clerk**
5. **Minutes of the Last Parish Council Meeting:** to agreeminutes of meeting held on the 9th Oct 2024.
6. **Public Participation:** to invite and listen to issues raised by members of the public.
7. **Planning Matters:**
	1. 24/00865/FUL. Bishop Rawstorne C Of E Academy Highfield Road Croston PR26 9HH. Construction of a new single storey classroom extension to the science block.
	2. 24/00893/FULHH. Aveyan House Out Lane Croston PR26 9HJ. Single storey front (porch/bootroom) extension.
	3. 24/00873/LBC. 6 Church Street Croston PR26 9HA. Application for listed building consent for replacement front and rear doors and windows, and associated internal alterations (retrospective)
	4. 24/00872/FULHH. 6 Church Street Croston PR26 9HA. Replacement front and rear doors and windows, and associated internal alterations (retrospective).
	5. 24/00937/FUL. The Grapes Hotel 67 Town Road Croston PR26 9RA. Temporary site/welfare cabin for the duration of the works approved under planning application 24/00405/FUL for the refurbishment to the Grapes Hotel.
8. **Financial Matters**
	1. Financial Statement**:** to approve the financial statement as at 31st Oct 2024.
	2. VAT claim for 2023-24
	3. To approve the Clerk’s pay award and backpay
	4. Receipt of CIL monies
	5. To approve the following transactions processed through the Parish Council bank account in Oct 2024.

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| Date | £ | Payee | Description |
| 01-Oct-24 | 36.96  | Direct Debit (GOCARDLESS) | Website monthly subscription |
| 07-Oct-24 | -65.00  | Croston PT LTD | Newsletter advert income |
| 15-Oct-24 | 19.99  | B/P to: RBL Poppy Appeal | Remembrance Sunday Wreath |
| 16-Oct-24 | 45.00  | B/P to: Croston Old School | Rental of Hall |
| 16-Oct-24 | 1,380.00  | B/P to: Countrywide Mntnce | Grounds Mntnce |
| 16-Oct-24 | 24.85  | B/P to: Employee 2 | Tax Mth 7 expenses |
| 16-Oct-24 | 21.60  | B/P to: Employee 2 | Tax Mth 7 Mileage  |
| 16-Oct-24 | 315.72  | B/P to: Employee 1 | Salary Tax Mth 7 |
| 16-Oct-24 | 491.25  | B/P to: Employee 2 | Salary Tax Mth 7 |
| 16-Oct-24 |  252.00  | B/P to: PKF Littlejohn | External Audit Fee  |
| 21-Oct-24 | 2,379.00  | B/P to: Signs of Cheshire  | New Noticeboards |
| 24-Oct-24 | 282.60  | Direct Debit (HMRC SDDS) | Employees Tax to HMRC |
| 25-Oct-24 | 142.80  | B/P to: Highfield Nursery | Winter Plants |
| 28-Oct-24 | -2,699.04  | HMRC VTR | VAT Claim 2023-24 |
| 29-Oct-24 | 15.00  | B/P to: Rufford Printing | Road Closure Signs |
| 30-Oct-24 | 2,214.00  | B/P to: A Wade | War Memorial Re-lay Flags |

1. **Payments approved by email or pre-approved and retrospectively noted:** None
2. **Clerk’s Claim for Oct 2024:** to approve the Clerk’s hours 38.33 hours, mileage of 48 miles, and expenses of £24.85 for Sept 2024.
3. **Parish Councillor Vacancy:** Update**.**
4. **To agree procedures for the appointment of a new Clerk & Responsible Financial Officer,** to include agreeing interview dates.
5. **To agree handover procedure from outgoing Clerk to new Clerk**
6. **To discuss the budget and precept for 2025-26**
7. **Chorley Operational Making Space for Water Meetings:** Update
8. **Winter Maintenance - Recreation Park:** to consider Countrywide quote for hedge cutting.
9. **The Croft Field:**
	1. to agree to passport historic bio-diversity grant to the Croft Field;
	2. to agree to passport 2024-25 bio-diversity grant to the Croft Field, if and when, it is awarded to the Parish Council; and
	3. to discuss possibility of the Parish Council agreeing to an ongoing commitment to support basic maintenance of the Croft Field
10. **Appointment of Internal Auditor for 2024-25 accounts:** to approve quote from existing internal auditor.
11. **To discuss adopting .gov.uk email addresses.**
12. **Parish Newsletter for Spring 2025**
13. **Reports** from outside bodies (if applicable).
14. **Correspondence:**
	1. Report from member of public re dilapidated bench.
	2. Chorley Council Housing Strategy consultation.
15. **Date of Next Meeting:** to confirm the date of next meeting.

Prepared & approved by Paul Cafferkey, Clerk to Croston Parish Council
8th Nov 2024