

MINUTES OF CROXTON PARISH ANNUAL PARISH COUNCIL MEETING

Held in Croxton Social Club on Thursday 15th May 2025

1. Councillor Dauny opened the meeting as outgoing Chairman and welcomed everyone to the Annual Parish Council Meeting. He then handed over to the clerk to take over proceedings for the election of the new Chairman and Vice Chairman.

The Clerk then asked for a nomination of a new Chairman. Councillor Vick proposed and Councillor Poore seconded the motion that Councillor Dauny be elected as Chairman. This was agreed unanimously.

RESOLVED: Councillor Dauny be elected Chairman for the year ensuing.

The Chairman then asked for nominations for Vice Chairman. The Chairman proposed and Councillor Goucher seconded a motion for Councillor Poore to be elected Vice Chairman. This was carried unanimously.

RESOLVED: Councillor Poore be elected Vice Chairman for the year ensuing.

The newly appointed Chairman and Vice Chairman signed the acceptances of office. The Clerk then asked if there had been any changes in the register of interests and it was confirmed that there were none.

2. Present

Paul Dauny	PD	Chairman
Andy Poore	AP	Vice Chairman
Carrie Goucher	CG	Councillor
Dave Vick	DV	Councillor
Emma Grist	EG	Councillor
Romy Dawson	RD	Clerk/RFO

Also in attendance: Councillors Chapman-Allen, Kybird and Eagle.

3. **Any Declarations of Interest** There were none.
4. **Chairman's Report FYE 24/25** The Chairman read out his report which had been circulated previously and questions invited. There were none. The full report will be published on the website.
5. **Minutes of the Meeting held on 20th March 2025.** These had been circulated previously, were agreed and approved unanimously. These were then signed by the Chairman.
6. **Matters Arising**
 - i. **Norfolk County Council Report** The Annual Report can be found at attachment 1.
 - ii. **Breckland District Council Report** This report can be found at attachment 2
 - iii. **GTP** No further updates. Meeting to be held in June.
 - iv. **Playing Fields/Annual Inspection** Annual Inspection to take place in June. Match funding for new equipment will be closing at the end of June. Equipment discussed at length and it was agreed to decide on three pieces of equipment that the various committee can vote for in order of preference. The three choices provided will be based on cost, visual appeal and longevity.

7. Planning

- a. No planning issues were discussed.
- b. **Local Plan** No further update.
- c. **JNP** No further update. Councillor Poore to contact Andrea Long.

8. Finance

- a. **Financial Year End Report** The clerk distributed the copies of the signed Financial Year End Report and was read out and questions were invited. The meeting was also informed that the Internal Auditor had approved the accounts and had completed and signed the Internal Auditor Report of the AGAR. The clerk then requested a proposer and seconder to adopt the Annual Accounts. Councillor Dauny proposed and Councillor Poore seconded the motion to approve the accounts and this was carried unanimously. The AGAR was then signed by the Chairman and countersigned by the Clerk. The Clerk also reported that the internal Auditor did not wish to do the audit in 2026, so it will be necessary to find and appoint a new auditor.

RESOLVED: To approve the accounts.

- b. **Asset Register** The Clerk reported that the Internal Auditor had not approved Asset Register value and it was agreed that the Asset Register would be an annual discussion in the autumn, after the annual inspection (and therefore necessary work to rectify issues) and after any purchases were made in order that the value is reflected as accurately as possible.

c. Financial Report: Statement up to 15th May 2025

Savings Account	Balance at last meeting	£11,382.69	
Incoming	Quarterly Interest	£71.66	
	new Balance	£11,454.35	
Current Account			£13,652.65
Outgoings			
	March	HMRC Clerk Jan-March	£69.00
	March	Clerk Remuneration Jan-March	£276.28
	March	Clerk Office Expenses Jan-March	£13.00
	April	Nurture Landscapes	£75.00
	April	URM	£25.92
	April	Bank Fee	£6.00
	May	Insurance	£643.43
	May	Nurture Landscapes	£109.50
	May	NALC membership	£153.06
	Total Expenses	£1,371.19	
		Subtotal	£12,281.46
Income	Precept	£3,772.65	£3,772.65
	HMRC VAT Refund	£378.72	£378.72
	Village Hall Rent Payment	£415.84	
	Village Hall Rent Review Refund	£116.39	£166.39
		£4,683.60	
		Total Current	£16,965.06
		Total in both Accounts	£28,419.41

16/01/2025

Total in both Accounts **£28,419.41**

9. Correspondence

- a. The Clerk had circulated an email from NALC explaining the requirement of a generic, paid for, email address for the clerk which NALC was offering for £20 a year. It was also be considered good practice to provide new .gov email addresses for the councillors. It was unanimously agreed to proceed. Clerk to action.

10. AOB

- a. It was reported that the base of the Village Sign had lost some flint stones; repair to be arranged by the PC.
- b. The Chairman wished to express his thanks to the team of volunteers who had repaired the Church Clock after it was accidentally damaged. The Church clock is now on a waiting list to be serviced by a specialist.
- c. Newsletter Advertisement: The clerk was handed details of individuals to be invoiced for the annual advertisements in the newsletter. It was unanimously agreed to keep the cost at £20 per annum for each individual. Clerk to action the invoices.
- d. The clerk reported that BDC had been contacted to return the green grant, however, it was suggested that perhaps the funds could be used for solar panels for the Village Hall. Clerk to confirm whether this might be an option.

11. Dates of next meetings There being no other business, the PC agreed the following dates for year ensuing:

17th July
18th September
20th November
8th January
12th March
21st May

The meeting closed at 19.50hrs

Minutes agreed:

P Dauny
Chairman

Date: