



Croxden Parish Council Agenda Pack
www.croxdenparishcouncil.org.uk

Agenda Pack for an Annual Parish Council meeting being held on Wednesday 17th May 2023, at the Abbey Room, St Giles Church, Croxden ST14 5JG. The meeting commenced at 7pm.

APM23.05.001 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL.
CHAIRMAN TO SIGN ACCEPTANCE OF OFFICE DOCUMENT.

APM23.05.002 ESBC NOTICE OF UNCONTESTED ELECTION IN PARISH – MAY 2023.
The ESBC Returning Officer for the Elections confirmed that Croxden Parish Council is an uncontested Election and all Councillors are elected. Notices are on the website and noticeboards.

APM23.05.003 COUNCILLORS – DECLARATION OF ACCEPTANCE OF OFFICE FORMS.
All Councillors to sign declaration.

APM23.05.004 APOLOGIES

APM23.05.005 COUNCILLORS – DECLARATIONS OF INTERESTS AND TO CONSIDER REQUESTS FOR DISPENSATIONS.
ESBC provided the declaration of interest forms for 2023-2024, Councillors to complete and return to clerk. Forms will be displayed on council website.

APM23.05.006 TO CONSIDER AND APPROVE THE MINUTES OF PARISH MEETING HELD ON 9TH MARCH 2023 ARE A CORRECT RECORD.

APM23.05.007 TO CONSIDER AND APPROVE THE MINUTES OF ANNUAL COMMUNITY MEETING HELD ON 15TH APRIL 2023 ARE A CORRECT RECORD.

APM23.05.008 TO CONSIDER AND APPROVE THE PARISH COUNCIL POLICIES FOR 2023-2024.
The list of policies for consideration are:

Annual Leave Policy
Asset-Register 2023/2024
Business Risk Table
Civility and Respect Policy
Code of Conduct
Complaints Procedure
Community Engagement Policy
Contact with Council Policy
Clerk Delegation Policy
Data Privacy Notice
Dignity at Work Policy
Discipline Policy
Expenses Policy
Equal Opportunities Policy
Financial Regulations



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Freedom of Information/Publication Scheme
Grievance Policy
Health and Safety Policy
Homeworking Policy
Media Policy
Privacy Notice
Retention and Disposal of Documents Policy – plus Appendix A
Standing Orders
Training Policy Training Log

APM23.05.009 ELECTION OF OFFICERS TO COMMUNITY ROLES:

List of community roles are:

Role	Councillor name
Vice Chairman	
Defibrillator Checks – Beamhurst and Croxden	
Community Liaison/Engagement X 2	
Complaints Committee x 3	
Footpaths	
Highways	
Internal Audit Trail	
Noticeboards – Greatgate, Croxden, Beamhurst	
Planning	
Website	

APM23.05.0010 - TO CONSIDER AND APPROVE THE FINANCIAL REPORT AND AUDIT (AGAR) FOR 2022-2023 AND CONFIRM PUBLIC RIGHTS DATES:

The external auditor provided the AGAR form and the RFO/Clerk completed, along with Bank Reconciliation/Variance explanation table and Confirmation of Public rights dates to view accounts. The internal Auditor reviewed all information.

APM23.05.0011- CONFIRMATION OF DATES FOR PARISH MEETINGS FOR 2023/2024

The Parish Council meets bi-monthly – 2nd Wednesday of Month. The dates for confirmation are: 12th July 2023, 13th September 2023, 8th November 2023, 10th January 2024, 13th March 2024, 8th May 2024

APM23.05.0012 - PUBLIC PARTICIPATION

This item allows 15 minutes of each Parish Council Meeting, for members of the public to



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make representations or give evidence in connection with items included on the agenda. Each representation must be a maximum of 3 minutes. At the discretion of the Chairperson, the meeting may be adjourned to give members of the public present an opportunity to raise other matters of public interest.

APM23.05.0013 FINANCE - TO CONSIDER AND APPROVE PAYMENTS OF THE LIST THAT IS ON AGENDA AND RECEIVE FINANCIAL UPDATES

APM23.05.0014 CONSIDER AND APPROVE REPAIR TO CROXDEN 36 FOOTPATH.

APM23.05.0015 CONSIDER AND APPROVE QUOTES TO REPLACE PARISH COUNCIL PRINTER AND INK CONTRACT.

The budget meeting of the council highlighted the cost of printer ink and possible reduction of cost via a printer with an ink contract. The Budget for new printer was set at £80.

Clerk researched two printers:

below a couple of HP printer/scanner/copier with instant ink

<https://www.hp.com/gb-en/shop/product.aspx?id=223N4B&opt=687&sel=PRN>

<https://www.hp.com/gb-en/shop/product.aspx?id=223N5B&opt=687&sel=PRN>

APM23.05.0016 TO RECEIVE ABOUT PREVIOUS RESOLUTIONS:

KING CHARLES III CORONATION COMMUNITY EVENT – 7TH MAY 2023

Council to receive update on Community Event

BROADBAND – CROXDEN HAMLET – UPDATE.

Councillors will review information received from Openreach regarding Croxden hamlet and broadband coverage.

LOCAL GOVERNMENT AWARDS – UPDATE

Council awarded the Foundation level award on 24.03.2023.

Press release printed in Echo newspaper and put onto website.

BEAMHURST – SPEED INDICATOR SIGN (SID)

Council to discuss Staffordshire County Council response to request for a SID.

COMMUNITY WALK – Review event and confirm next community walk.

APM23.05.0017 - ANNUAL PARISH COMMUNITY MEETING – UPDATES ON RESOLUTIONS

APM23.05.0018 TO CONSIDER AND APPROVE WEBSITE ANNUAL CONTRACT.



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APM23.05.0019 TO CONFIRM THE NEW ESBC COUNCILLORS FOR STRAMSHALL AND WEAVER WARD AND RECEIVE BOROUGH AND COUNTY COUNCILLORS' REPORTS.

ESBC Election took place on 5th May and ESBC confirm the councillors that will represent the Stramshall and Weaver Ward, that Croxden Parish Council is within are Cllr Laura Beech and Cllr Steve Sankey. Contact details will be on website when available.

APM23.05.0020 TO CONSIDER PLANNING APPLICATIONS AND RECEIVE PLANNING DECISIONS:

All planning applications details are on the Parish Council website.

APM23.05.0021 CLERK REPORT

APM23.05.0022 CORRESPONDENCE

Councillors consider correspondence that is received between meetings.

APM23.05.0023 COUNCILLORS REPORTS (information only)

Councillors bring items for consideration for future Agendas.