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Minutes of an ANNUAL PARISH meeting of Croxden Parish Council held at Abbey Room, St Giles Church, Croxden ST14 5JG at 7 pm on Wednesday 8th May 2024

Present: Cllr Bean, Cllr Hemingway, Cllr Hall, Cllr James

APM 24.05.001 ELECTION OF CHAIRMAN FOR 2024-2025 – CLLR BEAN

APM 24.05.002 APOLOGIES – Cllr Brandrick, Accepted

APM 24.05.003 CHAIRMAN REPORT 2023-2024

Croxden Parish council continued to work on activities that provided a direct benefit to residents. In addition to work to maintain local footpath stiles we have run a series of walks within the parish which have been well attended to residents.

Some progress has been made on long standing issues including high speed broadband availability where a number of properties can now make use of gigabit broadband following infrastructure works. We continue to pursue longstanding issues such as speed controls along the major routes through the parish and hope that this forthcoming year we make a breakthrough with this issue.

We continue to support residents with reporting of highways issues and other problems where we can help register concerns with district and county councils.

We now have a new website which we would encourage residents to access and have established a mailing list for residents to share our news augmenting the information we continue to publish in the parish magazine.

We look forward to the new year optimistic that we can have a positive impact on behalf of the residents of Croxden Parish.

APM 24.05.004 EAST STAFFORDSHIRE BOROUGH COUNCIL - DECLARATIONS OF REGISTER OF INTERESTS
ALL SIGNED – Clerk to send to ESBC and upload onto website

APM 24.05.005 TO CONSIDER AND APPROVE ELECTION OF OFFICERS FOR 2024-2025
RESOLVED for the following roles to be allocated to Councillors.

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| Vice Chairman | CLLR HALL |
| Footpaths | CLLR HALL |
| Highways Liaison Group x 2 | CLLR JAMES AND CLLR HALL |
| Defibrillator checks x 2 | CLLR HALL AND CLLR HEMINGWAY |
| Planning | CLLR BEAN |
| Noticeboards, Greatgate, Croxden, Beamhurst | CLLR JAMES AND CLLR HEMINGWAY |



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|--------------------------|----------------|
| Internal Audit Trail | CLLR BEAN |
| Community Engagement | CLLR JAMES |
| Carbon Literacy/NET ZERO | CLLR HEMINGWAY |
| Newsletter | CLLR HEMINGWAY |

APM 24.05.006 TO CONSIDER AND APPROVE PARISH COUNCIL POLICIES for 2024-2025 and confirm General Power of Competencies and Civility and Respect Pledge.

RESOLVED to approve all Polices, Clerk to upload to website

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| <u>Policy Name</u> |
| Community Engagement |
| Annual Leave |
| Risk management |
| Code of Conduct |
| Contact with Council |
| Freedom of information and Publication Scheme |
| Data Notice |
| Training policy |
| Training Log |
| Bring your own device policy |
| Clerk Delegation |
| Complaints procedure |
| Dignity at Work |
| Disciplinary |
| Equal ops |
| Expenses policy |
| Financial Regulations (2024) |
| Grievance policy |
| Health and safety |



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| Homeworking policy |
| Media policy |
| Retention and disposal of documents and appendix A |
| Standing orders |

To confirm that the Parish Council is able to exercise the General Power of Competence. (Localism Act 2011, ss1-8, Local Government Act 1972 s137) - **RESOLVED**

To confirm that the Parish Council continues to support the NALC Civility and Respect Pledge - <https://www.nalc.gov.uk/our-work/civility-and-respect-project> - **RESOLVED**

To confirm Foundation Level Award from NALC from March 2023 to March 2027 - **NOTED**

APM 24.05.007 TO CONSIDER AND APPROVE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-2024 (AGAR) - INCLUDING BANK RECONCILIATION AND EXPLANATION OF VARIANCES. **RESOLVED**

APM 24.05.008 TO CONSIDER AND APPROVE CERTIFICATE OF EXEMPTION 2023-2024 (AGAR) **RESOLVED** and Clerk to send to Mazars, External Auditor.

APM 24.05.009 TO CONSIDER AND APPROVE NOTICE OF PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS (REG 15(2) ACCOUNTS AND AUDIT REGULATIONS 2015) (AGAR) **RESOLVED** for the public rights dates to be 3rd June 2024-12th July 2024

RESOLVED for all AGAR documents to be uploaded onto website.

APM 24.05.0010 TO CONSIDER AND APPROVE DATES FOR BI-MONTHLY PARISH COUNCIL MEETINGS FOR 2024-2025
10th July 2024, 11th September 2024, 13th November 2024, 8th January 2025, 12th March 2025, 14th May 2025.

RESOLVED

DATE OF NEXT MEETING:

The Next ANNUAL Council meeting will be held on 14th May 2025 at 7pm. The meeting was formally closed at 7.17pm

Signed.....