



Croughton Parish Council  
Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND  
Tel: 07863 356095 | 01869 819905  
Email: [clerk@croughtonparishcouncil.org.uk](mailto:clerk@croughtonparishcouncil.org.uk)

Clerk: Karen Kerby

All Councillors are summoned to a meeting of Croughton Parish Council in the Parish Room, Croughton Village Hall on Monday, 11<sup>th</sup> March, 2024 at 7.30 p.m. when the following business will be transacted:

## CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday, 11<sup>th</sup> March, 2024  
at 7:30pm

### AGENDA

<b>24/30</b>	To receive and approve apologies for absence.																																																																												
<b>24/31</b>	To receive and approve for signature the minutes of the meeting held on Monday 12 <sup>th</sup> February 2024	*																																																																											
<b>24/32</b>	To note any matters arising not included on this agenda, for report only (clerk's report)																																																																												
<b>24/33</b>	To receive members' Declarations of Interest under the Council's Code of Conduct related to business on the agenda. (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).																																																																												
<b>24/34</b>	<b>Public participation session</b> (Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting)																																																																												
<b>24/35</b>	<b>To receive report on Finance matters; to approve and ratify payments and receipts:</b> Receipts and Payments, and Balance of Account: Community Account £91,284.94 (as of 29 <sup>th</sup> February 2024) 1. To consider for approval the Bank Reconciliation for February 2024 (attached separately) 2. To ratify and approve payments and payments due (subject to change, but correct at time of agenda publication):	*																																																																											
<table border="1"><thead><tr><th>Description</th><th>Reference</th><th>Payee</th><th>VAT</th><th>Total</th></tr></thead><tbody><tr><td>Allotment Wall - fence panels (paid)</td><td>BACS</td><td>Southern Plant hire</td><td>£35.00</td><td>£210.00</td></tr><tr><td>Broadband</td><td>DD</td><td>Gigaclear</td><td>£7.22</td><td>£43.30</td></tr><tr><td>Water</td><td>DD</td><td>Wave</td><td>£0.00</td><td>£ 56.00</td></tr><tr><td>Water</td><td>DD</td><td>Wave</td><td>£0.00</td><td>£9.00</td></tr><tr><td>Phone (reimbursement)</td><td>BACS</td><td>V Griffiths (Vonage)</td><td>£1.75</td><td>£10.49</td></tr><tr><td>Newsletter printing</td><td>BACS</td><td>Texprep</td><td>£0.00</td><td>£61.90</td></tr><tr><td>Clerk salary</td><td>BACS</td><td>K Kerby</td><td>£0.00</td><td>£766.10</td></tr><tr><td>Clerk salary</td><td>DD</td><td>HMRC (PAYE+NIC)</td><td>£0.00</td><td>£16.32</td></tr><tr><td>Allotment wall rebuild project</td><td>BACS</td><td>AB Designs</td><td>£150.00</td><td>£900.00</td></tr><tr><td>Mobile phone SIM (reimbursement)</td><td>BACS</td><td>K Kerby (SMARTY)</td><td>£0.00</td><td>£6.00</td></tr><tr><td>Councillor Training</td><td>BACS</td><td>NCALC</td><td>£9.60</td><td>£57.60</td></tr><tr><td>Phone</td><td>Debit card</td><td>Vonage</td><td>£1.71</td><td>£10.25</td></tr><tr><td>Mobile phone SIM</td><td>Debit card</td><td>Smarty</td><td>£0.00</td><td>£6.00</td></tr><tr><td><b>TOTAL</b></td><td></td><td></td><td><b>£205.28</b></td><td><b>£2,152.96</b></td></tr></tbody></table>			Description	Reference	Payee	VAT	Total	Allotment Wall - fence panels (paid)	BACS	Southern Plant hire	£35.00	£210.00	Broadband	DD	Gigaclear	£7.22	£43.30	Water	DD	Wave	£0.00	£ 56.00	Water	DD	Wave	£0.00	£9.00	Phone (reimbursement)	BACS	V Griffiths (Vonage)	£1.75	£10.49	Newsletter printing	BACS	Texprep	£0.00	£61.90	Clerk salary	BACS	K Kerby	£0.00	£766.10	Clerk salary	DD	HMRC (PAYE+NIC)	£0.00	£16.32	Allotment wall rebuild project	BACS	AB Designs	£150.00	£900.00	Mobile phone SIM (reimbursement)	BACS	K Kerby (SMARTY)	£0.00	£6.00	Councillor Training	BACS	NCALC	£9.60	£57.60	Phone	Debit card	Vonage	£1.71	£10.25	Mobile phone SIM	Debit card	Smarty	£0.00	£6.00	<b>TOTAL</b>			<b>£205.28</b>	<b>£2,152.96</b>
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This Meeting is open to Members of the Public and the Press. You may be filmed, recorded, or published.

	<p>3. To note receipts for February 2024:</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Newsletter sponsorship</td> <td>DC</td> <td>Sponsor</td> <td></td> <td>£742.80</td> </tr> <tr> <td>Cemetery fees</td> <td>DC</td> <td>Edd Frost &amp; Daug</td> <td></td> <td>£110.00</td> </tr> <tr> <td>Cemetery fees</td> <td>DC</td> <td>Edd Frost &amp; Daug</td> <td></td> <td>£110.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td></td> <td><b>£962.80</b></td> </tr> </tbody> </table> <p>4. To consider for approval the cost of emptying the dog bins is increasing from £3.20 per bin to £3.50 per bin.</p>	Description	Reference	Payee	VAT	Total	Newsletter sponsorship	DC	Sponsor		£742.80	Cemetery fees	DC	Edd Frost & Daug		£110.00	Cemetery fees	DC	Edd Frost & Daug		£110.00	<b>TOTAL</b>				<b>£962.80</b>	
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<b>24/36</b>	<b>Planning Applications:</b> No new applications at time of agenda publication.																										
<b>24/37</b>	<p><b>Action Plan 2023-24 and associated actions</b></p> <ol style="list-style-type: none"> <li>1. To receive updates in respect of Councillor Responsibilities, if available: <ol style="list-style-type: none"> <li>a. Croughton All Saints Church</li> <li>b. Footpaths</li> <li>c. Highways</li> <li>d. Police / SNAST</li> <li>e. RAF Croughton</li> <li>f. Village Hall</li> <li>g. Allotments <ol style="list-style-type: none"> <li>i. To consider suggestion by an allotment tenant to allow a small skip (to be organised by the allotment holders) for the removal of rubbish from the allotments.</li> </ol> </li> </ol> </li> <li>2. To receive update on the Traffic Working group, if available.</li> <li>3. To consider for approval an increase of 10% on Cemetery fees for 2024/25 (Appendix 1 of Cemetery Policy)</li> <li>4. To consider a request for replacing an existing memorial in Croughton Cemetery with a like for like stone, which will be 3" higher than the current policy states.</li> <li>5. To receive requests for training.</li> </ol>	*																									
<b>24/38</b>	<p><b>Allotment wall.</b></p> <ol style="list-style-type: none"> <li>1. To consider the design proposals for the project to repair the allotment wall. (Relevant paperwork attached separately for Cllrs).</li> <li>2. To consider the proposal to form a sub-committee to oversee the allotment wall rebuild project.</li> </ol>	*																									
<b>24/39</b>	<p><b>West Northamptonshire Local Plan</b></p> <p>To consider the Council's response to the West Northamptonshire Council Local Plan relating to the settlement of Croughton. (Relevant paperwork attached separately for Cllrs).</p>	*																									
<b>24/40</b>	To receive an update on the new gov.uk website																										
<b>24/41</b>	To consider options for the plaque and information board to mark the new Elm Tree, including the proposal for the wording to be included. (Relevant paperwork attached separately for Cllrs).	*																									
<b>24/42</b>	To consider organising a litter pick in the village, as suggested by West Northamptonshire Council: <a href="#">West Northants Council to tackle litter this spring   West Northamptonshire Council</a>																										
<b>24/43</b>	To receive additional items for next agenda.																										

Signed: *Karen Kerby* (Clerk)

Date: 6<sup>th</sup> March 2024