



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

### MINUTES

Present:

Councillor Simon Kerby (Chairman)  
Councillor Steve Caldwell  
Councillor Trevor Davies  
Councillor Zoe Greenfield  
Councillor Martin Hacon  
Councillor Rodger James  
Councillor David Marsden

In attendance: Karen Kerby (Clerk)

**The meeting was opened at 19:30**

<b>24/30</b>	To receive and approve apologies for absence. Apologies were received from Cllr Tomlin <b>Resolved to approve apologies.</b> Apologies were also sent by Cllr Griffiths, but due to a technical problem they were not received until after the meeting.
<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>Resolved to approve minutes of meeting held on 12<sup>th</sup> February 2024</b>
<b>24/32</b>	To note any matters arising not included on this agenda, for report only (clerk's report) <ul style="list-style-type: none"><li>• The request for information has been received ahead of the Insurance renewal, which will be due in May. This will need a possible adjustment following the collapse of the wall. The clerk will contact the Insurance company for clarification.</li><li>• The bank Debit Card has arrived for the clerk. This should prevent the need for individual council members, or the clerk, to make claims for reimbursement where payments can only be made by card – eg. where previously set up for Vonage and the mobile SIM card.</li><li>• The Noticeboard outside the Coop was beyond repair when it was removed from the fence. The council will need to look into options for a replacement.</li><li>• The letter regarding the recurring flooding on High Street at the junction with Brackley Road has been sent to West Northamptonshire Planning department. No acknowledgement has yet been received.</li></ul>

<b>24/33</b>	<p>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).</p> <p>None received</p>																																																																																																									
<b>24/34</b>	<p><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)</p> <p>None present</p>																																																																																																									
<b>24/35</b>	<p><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)</p> <p>1. To consider for approval the Bank Reconciliation for February 2024 (attached separately)  <b>Resolved to approve the bank reconciliation for February 2024.</b></p> <p>2. To ratify and approve payments and payments due:</p> <table border="1" data-bbox="236 779 1457 1283"> <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>Poppy Appeal donation (chq 103245 stopped)</td> <td>BACS</td> <td>Royal British Legion</td> <td>£0.00</td> <td>£50.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>£205.28</b></td> <td><b>£2,202.96</b></td> </tr> </tbody> </table> <p><b>Resolved to ratify and approve payments.</b></p> <p>3. To note receipts for February 2024:</p> <table border="1" data-bbox="252 1413 1437 1570"> <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.  <b>Resolved to approve the increase cost for emptying the dog bins.</b></p>	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	Poppy Appeal donation (chq 103245 stopped)	BACS	Royal British Legion	£0.00	£50.00	<b>TOTAL</b>			<b>£205.28</b>	<b>£2,202.96</b>	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>	<p><b>Planning Applications:</b>  No new applications at time of agenda publication.</p>																																																																																																									
<b>24/37</b>	<p><b>Action Plan 2023-24 and associated actions</b></p> <p>1. To receive updates in respect of Councillor Responsibilities, if available:</p> <ol style="list-style-type: none"> <li>Croughton All Saints Church – no updates</li> <li>Footpaths – Footpath AF5 needs to be re-reported to Fix My Street.</li> <li>Highways – no updates</li> </ol>																																																																																																									

	<p>d. Police / SNAST – there has been a report of a number of thefts of purses in the centre of Brackley. A reminder to stay alert will be posted in the next newsletter.</p> <p>e. RAF Croughton – there is due to be a change of command later this year.</p> <p>f. Village Hall – a new thermostat Nest system has been installed which will enable remote control of the heating and prevent it being accidentally left on.</p> <p>g. Allotments</p> <p>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.</p> <p><b>It was resolved to approve the idea in principle, but the Council would need more information regarding the size of the skip and the logistics of accessing the site.</b></p> <p>2. To receive update on the Traffic Working group, if available. Dates have been agreed for the first meeting of the working group, which will report back at the next Parish Council meeting.</p> <p>3. To consider for approval an increase of 10% on Cemetery fees for 2024/25 (Appendix 1 of Cemetery Policy) <b>Resolved: to approve the increase in Cemetery fees from 1<sup>st</sup> April 2024</b></p> <p>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. <b>Resolved: to approve as an exception, the replacement of an existing memorial with one of the same size and not exceeding 2’9” in height.</b></p> <p>5. To receive requests for training. None received</p>
24/38	<p><b>Allotment wall.</b></p> <p>1. To consider the design proposals for the project to repair the allotment wall. (Relevant paperwork attached separately for Cllrs).</p> <p>2. To consider the proposal to form a sub-committee to oversee the allotment wall rebuild project. <b>It was resolved to reverse the order of discussion of the two items relating to the wall.</b></p> <p>To consider the proposal to form a sub-committee to oversee the allotment wall rebuild project. Members of the Council appointed to the committee are: Cllr Tomlin, Cllr Caldwell, Cllr Greenfield, and Cllr Marsden</p> <p><b>Resolved: to approve proposal to form a committee to oversee the allotment wall rebuild project</b></p> <p>Six design plans for building a replacement wall were presented. However, there was no information available about the relative costs. It was noted that Croughton is known for its high walls, but it was agreed to plan for a wall of 1.6m height, in line with the height of the corner of the wall in the Conservation area.</p> <p><b>Resolved: to build a wall of 1.6m height</b></p> <p>There was a discussion regarding the merits of each of the designs and it was agreed to ask AB Designs to re-draw options 1 &amp; 3 at a height of 1.6m and to provide relative costings for the next meeting.</p>
24/39	<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). There was a discussion regarding the facilities within Croughton Village and whether it is still appropriate for the village to remain as a ‘B’ tier village. The Council agreed that the vision for Croughton in the next 10-15 years should include better cycling and pedestrian facilities to connect Croughton with Brackley and other nearby villages, such as Aynho; to note</p>

	<p>the need for an adoption of a 20mph speed limit in villages throughout Northamptonshire, similar to that adopted by Oxfordshire; and to re-instate a bus route through the village.</p> <p><b>Resolved: Council considers that Croughton should remain as a B tier village with an amendment to show that the Village now has Broadband.</b></p>
<b>24/40</b>	<p>To receive an update on the new gov.uk website The clerk reported that new website provider, Parish Online, are making good progress and by the next meeting the new site should be up and running, with new email addresses for each Councillor.</p>
<b>24/41</b>	<p>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).</p> <p>It was agreed to defer this item to the next meeting.</p>
<b>24/42</b>	<p>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></p> <p>Item was deferred to the next CPC meeting.</p>
<b>24/43</b>	<p>To receive additional items for next agenda.</p> <p>None received</p>

**The meeting was closed at 21:30**