



Croughton Parish Council
Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND
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Clerk: Karen Kerby

CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING Croughton Village Hall Monday, 8th April, 2024 at 7:30pm

MINUTES

Present:

Councillor Simon Kerby (Chairman)
Councillor Steve Caldwell
Councillor Trevor Davies
Councillor Vee Griffiths
Councillor Martin Hacon
Councillor Rodger James
Councillor Brian Tomlin
Councillor David Marsden

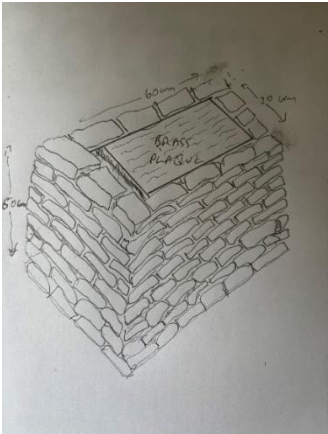
In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

24/44	To receive and approve apologies for absence. Apologies were received from Cllr Greenfield Resolved to approve apologies.
24/45	To receive and approve for signature the minutes of the meeting held on Monday 11 th March 2024 Resolved to approve Minutes of the meeting held on 11th March 2024.
24/46	To note any matters arising not included on this agenda, for report only (clerk's report): <ol style="list-style-type: none">1. The Insurance renewal has been received. The Clerk has asked for a reduction in the insurance value of the wall until it is rebuilt but is still waiting to hear back from them.2. ICO (Data Protection) have taken £35.00 as DD, but no notice was received. The Clerk will follow up with ICO.3. The Clerk has received new correspondence from an allotment tenant about the willow tree on allotment plot 21, which has not been removed properly. A response was sent to say that CPC are aware of a number of trees in other allotments and will be reviewing the allotment policy this year.4. The invoices for the allotments will be sent this month.
24/47	To receive members' Declarations of Interest under the Council's Code of Conduct related to business on the agenda. <i>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest is required, and that the member should withdraw from the meeting room during the transaction of that item of business).</i>

	Cllr Hacon declared a Disclosable Interest in item 24/50.4 – Planning Applications. It was agreed that he should remain in the meeting but take no part in the discussion.																																																																																																									
24/48	Public participation session (<i>Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting</i>) None present																																																																																																									
24/49	<p>To receive report on Finance matters; to approve and ratify payments and receipts: Receipts and Payments, and Balance of Account: Community Account £88,883.31 (as of 31st March 2024)</p> <p>1. To consider for approval the Bank Reconciliation for March 2024 (attached separately) Resolved to approve Bank Reconciliation for March 2024.</p> <p>2. To ratify and approve payments and payments:</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>Data Protection (paid March '24)</td> <td>DD</td> <td>ICO</td> <td>£0.00</td> <td>£35.00</td> </tr> <tr> <td>New Printer (approved mtg 12 Feb '24 item 24/27, paid March '24)</td> <td>Debit Card</td> <td>Amazon</td> <td>£40.00</td> <td>£239.99</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>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>£764.00</td> </tr> <tr> <td>Clerk salary</td> <td>DD</td> <td>HMRC (PAYE+NIC Mar)</td> <td>£0.00</td> <td>£21.77</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>Broadband</td> <td>DD</td> <td>Gigaclear</td> <td>£7.22</td> <td>£43.30</td> </tr> <tr> <td>Cllr Training</td> <td>BACS</td> <td>NCALC</td> <td>£16.80</td> <td>£100.80</td> </tr> <tr> <td>Cemetery Rate Demand 2024/25</td> <td>N/A</td> <td>WNC</td> <td>£0.00</td> <td>£0.00</td> </tr> <tr> <td>Electricity</td> <td>DD</td> <td>Npower</td> <td>£49.43</td> <td>£1,048.52</td> </tr> <tr> <td>Lighting Maintenance</td> <td>BACS</td> <td>E.ON</td> <td>£56.02</td> <td>£336.12</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£171.18</td> <td>£2,732.65</td> </tr> </tbody> </table> <p>Resolved to approve Payments and payments due.</p> <p>3. To note receipts for March 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>Allotment Rent</td> <td>DC</td> <td>Allotment plot 26</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>Newsletter</td> <td>DC</td> <td>Advert</td> <td></td> <td>£ 30.00</td> </tr> <tr> <td>Allotment Rent</td> <td>DC</td> <td>Allotment plot 4</td> <td></td> <td>£ 18.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>£ 66.00</td> </tr> </tbody> </table> <p>Receipts for March 2024 duly noted.</p> <p>4. To resolve to allow the Clerk to approve repairs to streetlights that have failed where the repair is not covered under the maintenance contract with E.ON. Resolved to allow the Clerk to authorise approval for repairs to streetlights and to report approval at the following Council meeting.</p>	Description	Reference	Payee	VAT	Total	Data Protection (paid March '24)	DD	ICO	£0.00	£35.00	New Printer (approved mtg 12 Feb '24 item 24/27, paid March '24)	Debit Card	Amazon	£40.00	£239.99	Water	DD	Wave	£0.00	£ 56.00	Water	DD	Wave	£0.00	£9.00	Newsletter printing	BACS	Texprep	£0.00	£61.90	Clerk salary	BACS	K Kerby	£0.00	£764.00	Clerk salary	DD	HMRC (PAYE+NIC Mar)	£0.00	£21.77	Phone	Debit card	Vonage	£1.71	£10.25	Mobile phone SIM	Debit card	Smarty	£0.00	£6.00	Broadband	DD	Gigaclear	£7.22	£43.30	Cllr Training	BACS	NCALC	£16.80	£100.80	Cemetery Rate Demand 2024/25	N/A	WNC	£0.00	£0.00	Electricity	DD	Npower	£49.43	£1,048.52	Lighting Maintenance	BACS	E.ON	£56.02	£336.12	TOTAL			£171.18	£2,732.65	Description	Reference	Payee	VAT	Total	Allotment Rent	DC	Allotment plot 26		£ 18.00	Newsletter	DC	Advert		£ 30.00	Allotment Rent	DC	Allotment plot 4		£ 18.00	TOTAL				£ 66.00
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24/50	<p>Planning Applications currently pending in Croughton:</p> <p>1. 22 Portway Crescent Croughton: https://wnc.planning-register.co.uk/Planning/Display/2024/1518/FULL</p> <p>Resolved to respond that the Parish Council does not think that the plans are in keeping with the character of the location or the village and that it creates an unacceptable privacy issues.</p>																																																																																																									

	<p>2. Charles House 3A Wheelers Rise Croughton: https://wnc.planning-register.co.uk/Planning/Display/2024/1089/LDP Resolved to provide no objection.</p> <p>3. The Hermitage 42 High Street Croughton: https://wnc.planning-register.co.uk/Planning/Display/2024/1637/LDE Resolved to provide no objection.</p> <p>4. Land West of Brackley Road, Demolition of 3-bed bungalow at 25 Brackley Road– Conditions Discharge: a. https://wnc.planning-register.co.uk/Planning/Display/2024/1312/COND b. https://wnc.planning-register.co.uk/Planning/Display/2024/1313/COND c. https://wnc.planning-register.co.uk/Planning/Display/2024/1314/COND d. https://wnc.planning-register.co.uk/Planning/Display/2024/1316/COND e. https://wnc.planning-register.co.uk/Planning/Display/2024/1317/COND f. https://wnc.planning-register.co.uk/Planning/Display/2024/1318/COND g. https://wnc.planning-register.co.uk/Planning/Display/2024/1319/COND h. https://wnc.planning-register.co.uk/Planning/Display/2024/1320/COND i. https://wnc.planning-register.co.uk/Planning/Display/2024/1321/COND Resolved to provide no comments – the documents are responding to conditions placed on the original Planning Application.</p>
24/51	<p>Action Plan 2023-24 and associated actions</p> <p>1. To receive updates in respect of Councillor Responsibilities, if available:</p> <ul style="list-style-type: none"> a. Croughton All Saints Church <ul style="list-style-type: none"> i. Several further applications for grant funding have been submitted by Croughton All Saints Church to help fund the repairs to the porch entrance. b. Footpaths <ul style="list-style-type: none"> i. An accusation by a Cllr of inappropriate behaviour by the Chair was raised at the previous meeting. Contact has been made with the member of the public to whom the alleged behaviour was addressed, and they have confirmed that they had did not have an issue. ii. AF5 – The broken fence has not been re-reported on FixMyStreet and it was also noted that the kissing gate on the ROW is broken, which is allowing livestock to escape onto the footpath. A new report to be submitted to FixMyStreet. c. Highways <ul style="list-style-type: none"> i. The flooding outside RAF Croughton has now been escalated to WNC Highways for further investigation. ii. The Mill Lane / Thames Water / sewage issues (where sewage is overflowing from the sewage plant and is being removed by tankers every 2 hours) are on-going, but a successful meeting with residents and Thames Water has identified the problem. A suitable fix has been agreed and work should commence on 15th April. Further work will be required to fix the road and the banking which has been damaged due to the tankers accessing the sewage plant. d. Police / SNAST – nothing to report e. RAF Croughton <ul style="list-style-type: none"> i. The Change of Command is due to take place on 14th June 2024. ii. There is still no replacement for the Base community liaison officer. iii. RAF Croughton have been asked to look at the flooding on the road, but currently they have no remit to address the issue. f. Village Hall <ul style="list-style-type: none"> i. Renovation/maintenance work is continuing, and there is also a boiler/heating problem, but the Village Hall Committee are working hard to resolve any issues.

	<p>g. Allotments.</p> <p>i. The issue with a number of trees which are growing on allotment plots, in contravention of the allotment policy, is to be discussed in item 24/58.</p> <p>2. To receive requests for training - none received.</p> <p>3. Report from the Little Brook Ward meeting (held on March 24th)</p> <p>a. An accusation at the meeting that Croughton Parish Council had been deficient in supporting the efforts by Evenley Parish Council to object to the planning application for the Anaerobic Digester facility, was refuted by Cllr Caldwell on the grounds that the issues affecting Croughton were primarily Highway issues, which were materially different from the issues affecting Evenley. The predominant reasons for the application being refused were on grounds of Highways issues.</p>
24/52	<p>Terms of Reference for Committees and Working Parties</p> <p>To approve the Terms of Reference for Croughton Parish Council Committees and Working Groups.</p> <p>Resolved to adopt the Terms of Reference which encompasses all Croughton Parish Council Committees and Working Groups in one document.</p>
24/53	<p>Traffic Working Group</p> <p>To receive update from the Traffic Working group, if available.</p> <p>The first meeting of the Working Group has taken place. A number of items were agreed for discussion and further investigation. The Group plans to produce a report at the end of their work.</p>
24/54	<p>Allotment wall</p> <p>To consider updated design proposals for the project to repair the allotment wall.</p> <p>No update was provided in time for the meeting but, as the TORs have been approved, the Allotment Wall Committee can now follow up.</p>
24/55	<p>Plaque for the elm tree</p> <p>To consider options for the information board to mark the new Elm Tree.</p> <p>The following suggestion was made which would be in keeping with the location and would be built by a local dry-stone wall specialist:</p>  <p>The decision has been deferred to the next meeting when all the costs of the structure and the plaque will be available.</p>
24/56	<p>Old office equipment</p> <p>To consider what to do with the old CPC printer and laptop which have both been replaced.</p> <p>It was agreed that the Clerk would check with NCALC for any local places to recycle old office equipment and defer decision to the next meeting.</p>

24/57	<p>Parish Council Noticeboard</p> <p>To consider the scope of the budget for a new noticeboard to replace the old one outside the Coop, and to consider whether the same location is appropriate.</p> <p>It was noted that there is still an old Parish Council noticeboard in the grounds of the Reading Room. It would need repairing to make it waterproof, moving away from the flag pole to gain access and lowering so that it can be read from the pavement. Item deferred to the next meeting.</p>
24/58	<p>Allotment policy</p> <p>To decide whether the allotment policy should be reviewed to allow shrubs and trees to be grown.</p> <p>Resolved to review the Allotment Policy before the rent invoices are sent out in September 2024.</p>

The meeting closed at 21:23