



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

## CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday 8<sup>th</sup> July, 2024  
at 7:30pm

### MINUTES

Present:

Councillor Simon Kerby (Chairman)  
Councillor Steven 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**

<b>24/98</b>	To receive and approve apologies for absence. Apologies were, received from Councillor Zoe Greenfield <b>Resolved: to approve apologies</b>
<b>24/99</b>	To receive and approve for signature the minutes of the meeting held on Monday 10 <sup>th</sup> June 2024 <b>Resolved: to approve minutes of the meeting held on Monday 10<sup>th</sup> June 2024</b>
<b>24/100</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 clerk reported that the Annual Return (AGAR) had been submitted following the last meeting, but that the council had been selected for an 'Intermediate Audit' this year. The external auditors required proof of GPoC, which related back to a previous clerk. SLCC had been able to provide the necessary confirmation.</li></ul>
<b>24/101</b>	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> None declared
<b>24/102</b>	<b>Public participation session</b> <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

24/103

**To receive report on Finance matters; to approve and ratify payments and receipts:**

Balance of accounts as of 30<sup>th</sup> June 2024:

Community Account	£1,889.80
Premium Savings Account	£100,152.88
Total	£102,042.68

1. To consider for approval the Bank Reconciliation for June 2024 (see separate document)

**Resolved: to approve the bank reconciliation for June 2024**

2. To ratify and approve payments and payments due (*one additional item since the publication of the agenda*):

Description	Reference	Payee	VAT	Total
Elm plaque	Debit card	The Signmaker	£58.88	£353.26
Water	DD	Wave	£0.00	£ 56.00
Water	DD	Wave	£0.00	£9.00
Newsletter printing	BACS	Texprep	£0.00	£61.90
Clerk salary (52 hours)	BACS	K Kerby	£0.00	£846.60
Clerk salary	DD	HMRC (PAYE+NIC mth 3)	£0.00	£13.36
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
Streetlighting maintenance	BACS	E.ON	£42.02	£252.12
Electricity	DD	NPOWER	£38.96	£818.23
<b>TOTAL</b>			<b>£148.79</b>	<b>£2,470.02</b>

**Resolved: to ratify and approve the payments and payments due**

3. To note that the clerk’s hours include 11 hours of CiLCA training.
4. To note receipts for June 2024:

Description	Reference	Payee	VAT	Total
Allotment Rent	cheques	Cheques paid in PO		£18.00
Allotment Rent	CC	Allotment plot 19		£18.00
Bank interest	credit	Savings account		£152.88
<b>TOTAL</b>				<b>£188.88</b>

5. To receive and note the payments and receipts reports for 2024/25 Q1
  - a. 2024/25 Q1 Payments report (see separate document)  
**Report reviewed and noted**
  - b. 2024/25 Q1 Receipts report (see separate document)  
**Report reviewed and noted**

24/104

**Planning Applications currently relevant to Croughton:**

1. <https://wnc.planning-register.co.uk/Planning/Display/2024/2855/FULL> - 43 Park End, Croughton. Garage rear extension.

**Resolved: to submit that the council offers no objection.**

2. <https://wnc.planning-register.co.uk/Planning/Display/2024/2423/FULL> - 1 Brackley Road, Croughton. Proposed single storey side extension.

**Resolved: to submit that the council offers no objection.**

	<p>3. <a href="https://wnc.planning-register.co.uk/Planning/Display/2024/3130/FULL">https://wnc.planning-register.co.uk/Planning/Display/2024/3130/FULL</a> - 4 Blenheim, Croughton. Replacement of static caravan with shepherd's hut and associated works. <b>Resolved: to submit that the council offers no objection.</b></p> <p>4. <a href="https://wnc.planning-register.co.uk/Planning/Display/2024/2931/OAC">https://wnc.planning-register.co.uk/Planning/Display/2024/2931/OAC</a> [Planning Application active at Cherwell Council: <a href="https://planningregister.cherwell.gov.uk/Planning/Display/22/01340/OUT#undefined">https://planningregister.cherwell.gov.uk/Planning/Display/22/01340/OUT#undefined</a>] - Application Re-consultation - Amendments- As a new statutory consultee, the views of ATE are requested in respect to this substantial B8-use logistics development proposal to the east of the A43 at Baynards Green and north and south of the B4100, near to J10 of the M40. 22/01340/OUT <b>Resolved: to restate that the council objects to the planning application:</b></p> <ul style="list-style-type: none"> <li>• on grounds of the proximity to the village of Stoke Lyne</li> <li>• on the likely increase of traffic on the already over-stressed transport network along the A43. This statement to be made on both WNC and Cherwell Planning portals.</li> </ul>
24/105	<p><b>Action Plan 2024-25 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. Cllr James reported that there is unlikely to be a replacement for the liaison on the Base due to staff cuts</li> <li>b. It was noted that Cllr Hacon is now the representative for CPF&amp;VHC</li> </ol> </li> <li>2. To receive requests for training. None received</li> </ol>
24/106	<p><b>Traffic Working Group</b> To receive updates, if available: The Working group has not had a meeting since the last full council meeting. The next meeting will restate the aims and remit of the group. The community Speedwatch program is due to begin again in late July.</p>
24/107	<p><b>Allotment wall committee</b> To receive updates, if available: The allotment wall committee held a meeting on 2<sup>nd</sup> July. Minutes to be circulated, but they did not arrive in time for this full council meeting. The committee reported that there had been further discussion regarding the height of the wall and its relation to the height of the wall in the conservation area. It was suggested that a section could be added to the proposed retaining wall to increase the visible height to above 1.6 m It was proposed and agreed that the committee should obtain comparison quotes, including talking to AB Designs, and to put the proposal to WNC Planning Department.</p>
24/108	<p><b>The Elm tree plaque</b> To receive updates, if available: The Clerk has made the payment to enable work to start on the plaque. It was proposed that the council should seek approval from the WNC Conservation team before commencing with the work to build the structure. The Clerk will follow up. <b>Resolved: to contact WNC Conservation team for approval</b></p>
24/109	<p>1. To note that the Chair has sent a letter to the tenant of allotment plot 21. At the date of the meeting, no response has been received from the tenant. It was proposed to send a follow up email after 19<sup>th</sup> July. <b>Resolved: chair to send follow-up email to the tenant</b></p>

2. To review the Allotment Policy

- a. To consider whether to increase the current fees for the allotments

**Resolved: to increase the fees to £20 per 6 months for a full plot, £10 per 6 months for a half plot.**

- b. To consider whether to permit the planting of fruit trees on allotments

After discussing the issue, it was proposed to permit up to 2 fruit trees on a full plot (1 tree on a half plot) with a maximum height of 2m. All trees and their branches must remain within the confines of the allotment which they are planted in.

**Resolved: to permit fruit trees to a maximum height of 2m (maximum 2 per full plot, 1 per half plot).**

- c. To consider the rules about permitting other trees on allotments

**Resolved: to permit only fruit trees on allotments**

**The meeting closed at 20:55**