



# CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday 12<sup>th</sup> August, 2024  
at 7:30pm

## MINUTES

Present:

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

In attendance: Karen Kerby (Clerk)

**The meeting opened at 19:30**

<b>24/110</b>	To receive and approve apologies for absence. Apologies were, received from Councillor David Marsden <b>Resolved: to approve apologies</b>
<b>24/111</b>	To receive and approve for signature the minutes of the meeting held on Monday 8 <sup>th</sup> July 2024 <b>Resolved: to approve minutes of the meeting held on Monday 8<sup>th</sup> July 2024</b>
<b>24/112</b>	To note any matters arising not included on this agenda, for report only (clerk's report) No matters arising to report not included on this agenda
<b>24/113</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>24/114</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> No members of the public were present

**24/115 To receive report on Finance matters; to approve and ratify payments and receipts:**Balance of accounts as of 31<sup>st</sup> July 2024:

Community Account	£1,352.01
Premium Savings Account	£98,152.88
Total	£99,504.89

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

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

2. To ratify and approve payments and payments due (*subject to change before the meeting, but correct at time of agenda publication*):

Description	Reference	Payee	VAT	Total
Water	DD	Wave	£0.00	£ 56.00
Water	DD	Wave	£0.00	£9.00
Newsletter printing	BACS	Texprep	£0.00	£61.90
Clerk salary (3 hours CiLCA)	BACS	K Kerby	£0.00	£733.50
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
<b>TOTAL</b>			<b>£1.71</b>	<b>£919.95</b>

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

3. To note that the clerk's hours include 3 hours of CiLCA training.
4. To note receipts for July 2024:

Description	Reference	Payee	VAT	Total
Wayleave payment	cheques	Cheques paid in PO		£8.40
<b>TOTAL</b>				<b>£8.40</b>

**24/116 Planning Applications currently relevant to Croughton:**

1. [Planning application: 2024/3354/FULL - Planning register | Planning register | West Northamptonshire Council \(planning-register.co.uk\)](#) Charles House, Wheelers Rise - Replace existing wooden conservatory and brittle polycarbonate roof, with brown double-glazed upvc frame

**Resolved: to offer no comment**

2. [Planning application: 2024/3528/FULL - Planning register | Planning register | West Northamptonshire Council \(planning-register.co.uk\)](#) 58 High Street - Replace and reposition 1no door and 1no window to rear elevation of dwelling. Remove and replace existing garden outbuilding.

**Resolved: to offer no comment****24/117 Action Plan 2024-25 and associated actions**

1. To receive updates in respect of Councillor Responsibilities, if available:
  - a. All Saints Church – Cllr Davies reported that all 6 grant applications for work to the south porch have now been approved, and work will begin in September.
  - b. Footpaths – There have been a few recent reports of blocked Rights of Way, specifically bridleways in the parish. Cllrs were reminded that the footpaths warden's job is to report these on FixmyStreet – and especially where the ROW is outside of the parish. It was also noted that, if there is a personal connection with the landowner, there would be no objection to speaking directly with them.

	<ul style="list-style-type: none"> <li>c. Highways – nothing of note to report</li> <li>d. Police – nothing of note to report</li> <li>e. RAF Croughton – nothing of note to report</li> <li>f. Village Hall – Cllr Hacon reported that, following a recent medical emergency on the playing fields, the Village Hall committee will install a key safe box on the pavilion for the key to the drop-down post, which would enable access to the field for emergency vehicles.</li> <li>g. Allotments – Cllr Griffiths reported that agreement has been reached for a supply of manure for use at the allotments to be placed on allotment plot 2.</li> </ul> <p>2. To receive requests for training. None received</p>
<b>24/118</b>	<p><b>Traffic Working Group</b></p> <p>A meeting was held on the 16<sup>th</sup> July, which restated the scope of the working group and set out the plans going forward.</p> <p>The Community Speedwatch program has started up again and Cllr Caldwell reported that the first week appears to have shown a marked improvement in the overall speed of vehicles through the village compared to a few years ago.</p>
<b>24/119</b>	<p><b>Allotment wall committee</b></p> <p>To receive updates, if available: No notable updates received.</p>
<b>24/120</b>	<p><b>The Elm tree plaque</b></p> <p>To receive updates, if available:</p> <p>The clerk is waiting to hear from WNC Planning Authority about the pre-application request for the plaque. Cllr Caldwell has also contacted them for clarification. Cllr Caldwell noted that the installation should be covered under Permitted Development rights (Schedule 2, Part 12) as an installation of a public information point by the council. The clerk will follow up in order to get a resolution as soon as possible.</p> <p><b>Resolved: to give WNC a week to respond and to go ahead with the plaque under Permitted Development rights for a local council.</b></p>
<b>24/121</b>	<p><b>Allotments</b></p> <p>1. To review the Allotment Policy</p> <ul style="list-style-type: none"> <li>a. To consider changes for the permission of sheds as outlined in the draft policy document</li> </ul> <p><b>Resolved: to adopt the changes outlined in the document</b></p> <ul style="list-style-type: none"> <li>b. To approve the Allotment Policy to be sent out with all invoices in September</li> </ul> <p><b>Resolved: to approve the Allotment Policy. The revised document will be sent out with invoices in September</b></p> <p>2. To consider setting up an allotment committee to oversee the day-to-day management of the allotments.</p> <p><b>Resolved: to initiate setting up an allotment group and inviting all allotment holders to take part – information to be sent out along with the invoices in September.</b></p>
<b>24/122</b>	<p><b>Cemetery</b></p> <p>To consider setting up a working party to oversee the maintenance of the cemetery in response to the following comments:</p> <p>1. A number of concerns have been raised regarding the trees:</p> <ul style="list-style-type: none"> <li>a. All trees on the roadside need trimming back as they restrict vision when driving out.</li> <li>b. Tree at the gate hangs low and hinders the coffin bearers.</li> <li>c. Trees inside the fence line need cutting back and raised to allow grass cutting.</li> </ul>

	<p>d. Trees in the central walkway require pruning.</p> <p>2. A number of concerns have been raised regarding the graves:</p> <ol style="list-style-type: none"> <li>a. Some graves have sunk and need filling with soil.</li> <li>b. Some headstones are tipping over and need straightening.</li> <li>c. On the latest line of graves, some memorial stones are behind the correct line and not positioned correctly on the graves.</li> </ol> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• The clerk to check how often the hedges are scheduled to be cut</li> <li>• To find a source of topsoil for filling in where graves have sunk</li> <li>• To reset headstones that are in danger of tipping over</li> <li>• The clerk to contact memorial stone masons where headstones have been positioned incorrectly.</li> <li>• The clerk to seek quotes for work to raise the canopy level at the entrance to 3m, to cut back overhanging branches of trees around the edge of the cemetery and to generally tidy up the trees along the central pathway.</li> </ul>
<b>24/123</b>	<p><b>To consider the proposal for a VAS sign by Kier Highways:</b></p> <p>Kier Highways have asked for the Parish Council's comments on their proposal to place a VAS sign close to the 30mph sign at the entrance to Croughton before Portway roundabout on the B4031 (details in separate document).</p> <p><b>Resolved: the clerk to respond that the Parish council is in favour of the VAS sign, providing that Kier Highways have consulted with the property adjacent to the site.</b></p>
<b>24/124</b>	<p>To consider correspondence from a resident about the flooding at Park End on 5<sup>th</sup> July.</p> <p><b>Resolved: the clerk to contact the resident for more details.</b></p>

The meeting closed at 20:43