Croughton Parish Council
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CROUGHTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Croughton Village Hall
Monday 9th September 2024
at 7:30pm

MINUTES

Present:
Councillor Simon Kerby (Chairman)
Councillor Trevor Davies
Councillor Zoe Greenfield
Councillor Vee Griffiths
Councillor Martin Hacon
Councillor Rodger James
Councillor David Marsden

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

24/125	To receive and approve apologies for absence. Apologies were received from: Councillor Steve Caldwell Councillor Brian Tomlin **Resolved: to approve apologies from Cllrs Caldwell and Tomlin**
24/126	To receive and approve for signature the minutes of the meeting held on Monday 12th August 2024 **Resolved: to approve the minutes of the meeting held on 12th August 2024.**
24/127	To note any matters arising not included on this agenda, for report only (clerk's report) • To note that the External Audit (AGAR) has been completed, but as it was too late for the publication of the agenda for this meeting, it will be included in the next agenda.
24/128	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 is required, and that the member should withdraw from the meeting room during the transaction of that item of business).* None received
24/129	**Public participation session** *(Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting)* One member of the public was present and spoke about his concerns about trees overgrowing from the allotment. He asked that the council to consider cutting them back.

24/130 **To receive report on Finance matters; to approve and ratify payments and receipts:**

Balance of accounts as of 31st August 2024:

Community Account	£3,560.69
Premium Savings Account	£98,152.88
Total	£101,713.57

1. To consider for approval the Bank Reconciliation for August 2024 (see separate document)
   - To note a receipt of £520 from Edd Frost & Daughters which was received in error. A refund was immediately generated of £520 and authorized by Cllr Davies.

2. To ratify and approve payments and payments due:

Description	Reference	Payee	VAT	Total
Refund for funds received in error (Aug)	BACS	Edd Frost & Daughters	£0.00	£520.00
Water	DD	Wave	£0.00	£ 56.00
Water	DD	Wave	£0.00	£9.00
Newsletter printing	BACS	Texprep	£0.00	£61.90
Clerk salary (2 hours CiLCA)	BACS	K Kerby	£0.00	£700.90
Phone	Debit card	Vonage	£1.71	£10.25
Mobile phone SIM	Debit card	Smarty	£0.00	£6.00
Elm tree plaque construction	BACS	Private contractor	£0.00	£750.00
Broadband	DD	Gigaclear	£7.22	£43.30
Microsoft 365 licence for 2024/25	Debit card	Amazon	£9.83	£59.00
TOTAL			**£18.76**	**£2,216.35**

Resolved: to approve payments and payments due

3. To note that the clerk's hours include 2 hours of CiLCA training.

Noted

4. To note that the DD for the water at the allotments will reduce to £7 in October 2024, which means that the outstanding debt from the water leak has now been paid.

Noted

5. To note receipts for August 2024:

Description	Reference	Payee	VAT	Total
VAT Refund	DC	HMRC		£3,128.63
Funds received in error	BACS	Edd Frost & Daughters		£520.00
TOTAL				**£3,648.63**

Noted

6. To consider the Internal Control Report for 2024/25 Q1

No material issues were raised by Cllr Hacon, but he noted that the DD for HMRC is taken quarterly and will need to be checked back at the next review.

Resolved: to approve the Internal Control Report for 2024/25 Q1

24/131 **Planning Applications currently relevant to Croughton:**

No new local Planning Applications had been received since the last meeting.

Acorn Bioenergy – Astwick Green Energy site

To consider the council's response to the correspondence from Acorn Bioenergy regarding their new proposals for the Astwick Green Energy site.

	It was agreed that the correspondence was not yet part of a new Planning Application. Cllrs do not believe that the council's position on the subject is any different than that stated in the previous Planning Application (Oct 2022), which focussed on the effect of the traffic flow. **Resolved: to restate the comments raised by council when the Planning Application is submitted to WNC.**
24/132	**Action Plan 2024-25 and associated actions** 1. To receive updates in respect of Councillor Responsibilities: a. Village Hall maintenance is on-going. Cllrs agreed that the hall is looking a lot better now, and it was good to see people from the village turning out for the Village Show. b. Allotments: plot 2 now has a supply of manure for use by allotment holders. c. No significant news from RAF Croughton. d. Work on the church porch has started, and a discussion has begun on the possibility of providing a water supply and installing toilet facilities. A new Facebook page has been set up for the church. e. Footpaths: a report on FixMyStreet has resulted in a new stile being installed on footpath AF5. 2. To receive requests for training. None received
24/133	**Traffic Working Group** To receive updates, if available There has been no meeting to report this month. However, the Community Speedwatch was successful and a note has gone into the Croughton Newsletter asking for volunteers to come forward.
24/134	**Allotment wall committee** To receive updates, if available AB Designs have produced a drawing for a 1.6m retaining wall with a freestanding wall on top so that from the road the wall will appear as before it collapsed. Clerk to check the tender process in the Financial Regulations, for projects over £60,000. Approval for the design to be included in the agenda for the next meeting.
24/135	**The Elm tree plaque** To acknowledge that the work is complete. Letters of thanks to be sent for the supply of stones from the local area and for the workmanship involved in creating the structure. All councillors agreed that the work had been completed to a high standard, and they were very happy with the final result. **Resolved: Clerk to send letter of thanks**
24/136	**Cemetery** To consider estimates for work to raise the canopy of trees at the entrance to the cemetery, and to tidy the trees in the hedges and central avenue. Emails have been sent to 2 other contractors, but no further quotes have been received. **Resolved: to approve go-ahead for the estimate from KPS Tree Care** Further to an item in the minutes of the meeting on 12th August (Item 94/122.2), help has been offered for moving soil at the allotments to the cemetery for filling in graves that have sunk. Cllr Davies will co-ordinate to get this done as soon as possible.
24/137	To consider correspondence from a resident regarding the trees along the west edge of the allotment land (the end furthest from the entrance) which are encroaching into the buildings on the adjacent land, and the hedge and fencing along the playing field boundary.

	It was noted that the hedge along the playing field boundary is the responsibility of the Village Hall Committee, and the resident is now aware. It was also noted that the trees along the allotment boundary were planted by the Parish Council. **Resolved: to obtain an assessment for the reduction or removal of the trees. Clerk to contact KPS Tree Care for a quote, including for the removal of the willow tree in allotment plot 21**
24/138	To consider correspondence from a resident regarding the new road surface through the village. Cllr Kerby noted that he has also reported the road surface between Mill Lane and Blenheim on FixMyStreet, including a photo. The following response was received: "…a qualified Highways Inspector has assessed the location, and we confirm that in accordance with the WNC Highways Inspection Manual this defect does not meet the investigatory levels for repair." **Resolved: Clerk to respond to resident with above comment.**
24/139	To consider sending a delegate from the council to the inaugural West Northants Area Climate Summit on Wednesday 9 October 2024 at Delapre Abbey in Northampton. No-one is available to attend the meeting.
24/140	To consider dates for the next Ward meeting, to be organised by CPC. Dates to be sent by the clerk, to the other parish councils in the Little Brook ward: 21st & 28th October

The meeting closed at 20:42