



CROUGHTON PARISH COUNCIL
PARISH COUNCIL MEETING
Croughton Village Hall
Monday 10th February 2025
at 7:30pm

MINUTES

Present:

Councillor Simon Kerby (Chairman)
Councillor Steve Caldwell
Councillor Trevor Davies
Councillor Vee Griffiths
Councillor Martin Hacon
Councillor Rodger James (after 19:46)
Councillor Brian Tomlin
Councillor David Marsden

In attendance: Karen Kerby (Clerk)

Not present:

Councillor Zoe Greenfield
Councillor David Marsden

The meeting opened at 19:30

25/15	To receive and approve apologies for absence. Apologies received from Councillor Zoe Greenfield Resolved: to note apologies from Cllr Zoe Greenfield
25/16	To receive and approve for signature the minutes of the meeting held on Monday 13 th January 2025 Resolved: to approve Minutes of the meeting held on 13th January 2025
25/17	To note any matters arising not included on this agenda, for report only (clerk's report) The Clerk noted that: <ul style="list-style-type: none">• The CPC response to Planning Application 2024/5352/MAF (Item 25/7.1) had been submitted and uploaded to the Planning Application portal.• The response to the 20mph proposal (Item 25/7.2) has been sent but no reply had been received.• Banbury Memorials have confirmed that they would move any memorials installed by them that were in the wrong place.
25/18	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 Caldwell made a Declaration of Interest in item 25/21.1. Cllrs resolved that Cllr Caldwell be allowed to stay in the room, but to not participate in the discussion.																																																													
25/19	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>) One member of the public was present to observe proceedings.																																																													
25/20	<p>To receive report on Finance matters; to approve and ratify payments and receipts: Balance of accounts as of 31st January 2025:</p> <table border="1"> <tr> <td>Community Account</td> <td>£1,842.45</td> </tr> <tr> <td>Premium Savings Account</td> <td>£105,927.67</td> </tr> <tr> <td>Total</td> <td>£107,770.12</td> </tr> </table> <p>1. To approve the Bank Reconciliation for January 2025 (see separate document) Resolve: to approve the Bank Reconciliation for January 2025</p> <p>2. To ratify and approve payments and payments due:</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>Water</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£ 7.00</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>£64.20</td> </tr> <tr> <td>Clerk salary</td> <td>BACS</td> <td>K Kerby</td> <td>£0.00</td> <td>£677.20</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>TOTAL</td> <td></td> <td></td> <td>£8.93</td> <td>£816.95</td> </tr> </tbody> </table> <p>Resolve: to ratify and approve the payments for February 2025</p> <p>3. To note receipts for January 2025:</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>TOTAL</td> <td></td> <td></td> <td></td> <td>£0.00</td> </tr> </tbody> </table> <p>Receipts noted</p> <p>4. To review and approve the Internal Control report for 2024/25 Q3 Resolve: to approve the Internal Control Report for 2024/25 Q3</p> <p>5. To approve tree works at the allotments at a cost of £2,600. This is a retrospective approval as the work needed to be scheduled before the spring growing season begins in March. Resolve: to approve tree works at the allotment</p>	Community Account	£1,842.45	Premium Savings Account	£105,927.67	Total	£107,770.12	Description	Reference	Payee	VAT	Total	Water	DD	Wave	£0.00	£ 7.00	Water	DD	Wave	£0.00	£9.00	Newsletter printing	BACS	Texprep	£0.00	£64.20	Clerk salary	BACS	K Kerby	£0.00	£677.20	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	TOTAL			£8.93	£816.95	Description	Reference	Payee	VAT	Total	TOTAL				£0.00
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25/21	<p>Planning Applications currently relevant to Croughton: [Cllr James joined the meeting during this item at 19:46] [Cllr Caldwell took no part in the discussion during this item]</p> <p>1. 2025/0390/FULL – Land to rear of 63 High Street. New Self-Build house. Cllrs discussed the size of the building in relation to the surrounding houses as well as the access location through a gate at the end of an existing driveway. It was noted that it would be a small, locally driven, organic growth of the village; however, it was also noted that the external walls which are proposed to be made of Ironstone and Cedar cladding, are not in keeping with the local Cotswold stone used predominantly throughout the village.</p>																																																													

	Resolved: to submit comments to WNC Planning that the size of the proposed house is significantly larger than the surrounding properties and that the external appearance is not in keeping with the local Cotswold stone used predominantly throughout the village.
25/22	<p>Action Plan 2024-25 and associated actions</p> <ol style="list-style-type: none"> 1. To receive updates in respect of Councillor Responsibilities, if available: <ol style="list-style-type: none"> a. All Saints Church (Cllr Davies): none available. b. Footpaths (Cllr Marsden): none available. c. Highways (Cllr Caldwell): The current method of informing Parish Councils about planned road closures by Kier Highways is under review as it does not provide up-to-date information where closures have been postponed at the last minute. d. Police (Cllr Caldwell): none available e. RAF Croughton (Cllr James): none available f. Reading Room (Cllr Tomlin): none available g. Village Hall (Cllr Hacon): plans to install a floodlight outside the front of the Village Hall are being put in place. h. Cemetery (all): none available i. Allotments (all): the first meeting of the Allotment Working Group is booked for 17th February. 2. To receive requests for Councillor training. None requested
25/23	<p>Traffic Working Group</p> <p>To receive updates: work is moving forwards on a survey which is planned to be distributed to the residents of Croughton.</p>
25/24	<p>Allotment wall committee</p> <p>To receive updates: committee meeting held on 5th February agreed final documents to be uploaded to the Contracts Finder portal to enable Estimates to be submitted to the Council.</p>
25/25	<p>To consider actions to be taken ahead of the local elections on 1st May 2025</p> <ul style="list-style-type: none"> • The Chair is aware of at least 2 councillors who will not be standing again at the election. Cllrs were encouraged to speak to residents about stepping forward to become Parish Councillors. • Cllr Caldwell had attended the 'Planning for Elections' NCALC course and gave a rundown of the key points. Nominations need to be submitted to WNC by 4pm on the 2nd April (not before 17th March). • The Clerk will continue to post items in the Newsletter/website.
25/26	<p>To consider request to split allotment plot 24 in half. <i>The current allotment holder has cultivated the plot since 2009 but does not wish to continue with a full plot.</i></p> <p>It was agreed to allow the allotment holder to rent half of the plot.</p> <p>Cllrs discussed what to do with the other half: it was agreed to defer the decision to the allotment working group.</p> <p>Resolved: to allow allotment plot 24 to be split in half.</p>
25/27	<p>To consider replacing the defibrillator at the Reading Room</p> <p><i>The current equipment was installed in 2014 and consists of:</i></p> <ul style="list-style-type: none"> • <i>the defibrillator (Heartsine Samaritan PAD 360P Fully Automatic AED Defibrillator)</i> • <i>the external cabinet which houses the defibrillator and is installed at the side of The Reading Room.</i> <p><i>The defibrillator was guaranteed for 10 years, which has now expired.</i></p> <p><i>The cost of replacing the current model varies from £745 to £850 exc. VAT, depending on the supplier.</i></p>

	<p>CLLrs discussed replacing this one and also looking into an additional one at the other end of the village. The Clerk to investigate the possibility of obtaining grants for defibrillators.</p>
25/28	<p>To consider joining the Parish Path Warden Scheme which is being relaunched by Kier Highways The Clerk to ask Cllr Marsden, as the current Footpath Warden, if he is willing to be nominated.</p>
25/29	<p>To submit items for the Little Brook Ward meeting on the 5th March CLLrs noted for discussion: The Appeal to the planning application for development at M40/J11, and the on-going planning application at M40/J10. The Scope Opinion Application for a theme park / tourism development on land north and east of Manor Farm, Bucknell.</p>

The meeting closed at 20:28