



CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 10th March 2025
at 7:30pm

MINUTES

Present:

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

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

25/30	To receive and approve apologies for absence. Apologies received from Councillor Martin Hacon Resolved: to accept apologies from Cllr Hacon
25/31	To receive and approve for signature the minutes of the meeting held on Monday 10 th February 2025 Resolved: to approve the Minutes of the meeting held on Monday 10th February 2025
25/32	To note any matters arising not included on this agenda, for report only (clerk's report) <ul style="list-style-type: none">The request that Highways extend the proposed 20mph speed limit further than the Park End Industrial estate has been turned down, citing that "...the speed limit extension was considered by the panel, and it was decided that the current extents is appropriate for that section of the road". Plans are in place to install a VAS on the approach to the roundabout at Portway.Updates have been sent to the National Grid where the old SOX lamps have been replaced with more efficient LED lamps, back dated to 2023.The green bin at the cemetery has not been emptied for a long time and is now over-flowing. Item to be added to the next agenda for a decision on whether the council should pay for green bin removal.
25/33	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

25/34	<p>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>)</p> <p>No members of the public were present</p>																																																																																																																									
25/35	<p>To receive report on Finance matters; to approve and ratify payments and receipts:</p> <p>Balance of accounts as of 28th February 2025:</p> <table border="1" data-bbox="518 405 1189 517"> <tr> <td>Community Account</td> <td>£1,807.90</td> </tr> <tr> <td>Premium Savings Account</td> <td>£105,927.67</td> </tr> <tr> <td>Total</td> <td>£107,735.57</td> </tr> </table> <p>1. To approve the Bank Reconciliation for February 2025 (see separate document) Resolved: to approve the Bank Reconciliation for February 2025</p> <p>2. To ratify and approve payments and payments due:</p> <table border="1" data-bbox="228 730 1481 1435"> <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>£761.85</td></tr> <tr><td>PAYE - Month 11 – Emp NIC</td><td>DD</td><td>HMRC</td><td>£0.00</td><td>£0.53</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>Replace SOX lamp PL20 (Inv 6018801775)</td><td>BACS</td><td>E.ON</td><td>£173.00</td><td>£1,038.00</td></tr> <tr><td>Replace SOX lamp PL42 (Inv 6018801776)</td><td>BACS</td><td>E.ON</td><td>£61.00</td><td>£366.00</td></tr> <tr><td>GDPR/Data Protection fee</td><td>DD</td><td>ICO</td><td>£0.00</td><td>£47.00</td></tr> <tr><td>Dog Waste Bin collection</td><td>BACS</td><td>Marcus Young</td><td>£145.60</td><td>£873.60</td></tr> <tr><td>Cllr training x 2 (1 attend, 1 did not attend)</td><td>BACS</td><td>NCALC</td><td>£16.80</td><td>£100.80</td></tr> <tr><td>Room hire / Office rent 23/24 (Inv 1350)</td><td>BACS</td><td>C Village Hall</td><td>£0.00</td><td>£1,100</td></tr> <tr><td>Room hire / Office rent 24/25 (Inv 1353)</td><td>BACS</td><td>C Village Hall</td><td>£0.00</td><td>£1,100</td></tr> <tr><td>Room hire / Office rent (Inv 1354)</td><td>BACS</td><td>C Village Hall</td><td>£0.00</td><td>£40.00</td></tr> <tr><td>Room hire / Office rent (Inv 1365)</td><td>BACS</td><td>C Village Hall</td><td>£0.00</td><td>£10.00</td></tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£405.33</td> <td>£5,577.53</td> </tr> </tbody> </table> <p>Resolved: to ratify and approve payments and payments due as listed above.</p> <p>3. To note receipts for February 2025:</p> <table border="1" data-bbox="223 1574 1402 1727"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>Newsletter sponsorship</td><td>DC</td><td>Sponsor</td><td></td><td>£770.40</td></tr> <tr><td>Newsletter advert</td><td>BACS</td><td>KS Bridge club</td><td></td><td>£12.00</td></tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>£782.40</td> </tr> </tbody> </table> <p>Receipts for February 2025 were noted</p>	Community Account	£1,807.90	Premium Savings Account	£105,927.67	Total	£107,735.57	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	£761.85	PAYE - Month 11 – Emp NIC	DD	HMRC	£0.00	£0.53	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	Replace SOX lamp PL20 (Inv 6018801775)	BACS	E.ON	£173.00	£1,038.00	Replace SOX lamp PL42 (Inv 6018801776)	BACS	E.ON	£61.00	£366.00	GDPR/Data Protection fee	DD	ICO	£0.00	£47.00	Dog Waste Bin collection	BACS	Marcus Young	£145.60	£873.60	Cllr training x 2 (1 attend, 1 did not attend)	BACS	NCALC	£16.80	£100.80	Room hire / Office rent 23/24 (Inv 1350)	BACS	C Village Hall	£0.00	£1,100	Room hire / Office rent 24/25 (Inv 1353)	BACS	C Village Hall	£0.00	£1,100	Room hire / Office rent (Inv 1354)	BACS	C Village Hall	£0.00	£40.00	Room hire / Office rent (Inv 1365)	BACS	C Village Hall	£0.00	£10.00	TOTAL			£405.33	£5,577.53	Description	Reference	Payee	VAT	Total	Newsletter sponsorship	DC	Sponsor		£770.40	Newsletter advert	BACS	KS Bridge club		£12.00	TOTAL				£782.40
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25/36	<p>Planning Applications currently relevant to Croughton:</p> <p>1. https://wnc.planning-register.co.uk/Planning/Display/2025/0703/LDE 4 Blenheim, Croughton, NN13 5LP. Regularise use of surrounding land, including static caravan to north east of 4 Blenheim, for domestic purposes. Resolved: to give no comment</p>																																																																																																																									

	<p>2. https://wnc.planning-register.co.uk/Planning/Display/2025/0647/COND Old Farm Buildings Buckingham Road Croughton NN13 5LL. Discharge of condition 6 for application 2024/0743/FULL - Replacement of workshop buildings with a new single storey dwelling (alternate to approved dwelling ref. WNS/2022/1265/FUL).</p> <p>Resolved: to give no comment</p> <p>3. https://wnc.planning-register.co.uk/Planning/Display/2025/0775/PND Gateridge Farm Brackley Road Croughton NN13 5GR. Determination as to whether prior approval is required for the erection of a general purpose steel portal framed agricultural building in respect of the siting, design and external appearance of the building.</p> <p>Resolved: to give no comment</p>
25/37	<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) <ul style="list-style-type: none"> • The church building still needs to be made waterproof following the lead that was stolen from the roof in 2018. The damp is the cause of some damage to the historic paintings. • The church has approached specialist organisations about the bats in the church with a view to creating a solution for both bats and humans to be able to use the space. • Plans are being investigated for the installation of toilet facilities. • The project to restore the medieval paintings has been given a new lease of life due to a new interested member of the community who has come forward. b. Footpaths (Cllr Marsden) <ul style="list-style-type: none"> • Cllr Marsden suggested that a litter pick could be arranged around the village. • The clerk has submitted Cllr Marsden to be the registered Footpaths Warden, but no acknowledgement or other email has been received from WNC/Kier regarding the scheme. c. Highways (Cllr Caldwell) <ul style="list-style-type: none"> • Nothing specific to report d. Police (Cllr Caldwell) <ul style="list-style-type: none"> • Nothing specific to report • It was noted that two vehicles have been abandoned on the road alongside the allotments. Reports to be made via FixMyStreet. The council also requested that the clerk send a letter to households in the area requesting the owner to remove the vehicles. e. RAF Croughton (Cllr James) <ul style="list-style-type: none"> • A new Base Liaison Officer will be taking up the role on 1st June. f. Reading Room (Cllr Tomlin) <ul style="list-style-type: none"> • Nothing specific to report g. Village Hall (Cllr Hacon) <ul style="list-style-type: none"> • Nothing specific to report h. Cemetery (all) <ul style="list-style-type: none"> • Nothing specific to report i. Allotments (all) <ul style="list-style-type: none"> • Trees and hedges have been removed, but contractor is still waiting to gain access to a track chipper to complete the work, which includes the removal of a large willow tree. 2. To review the Cemetery Policy and agree the fees for 2025/26 <ul style="list-style-type: none"> • Resolved: to change the wording in the fees document to read “...the body, or cremated remains...” • Resolved: to increase fees by 5% for 2025/26 3. To receive requests for Councillor training. None received

25/38	<p>Traffic Working Group</p> <p>To receive updates:</p> <p>A draft survey has been emailed to Cllrs for comments. It was confirmed that the working group can go ahead with the survey without further approval from full council.</p> <p>The clerk to check that the volunteers are happy to include the extra insert when distributing the Newsletter, and to confirm the printing process.</p>
25/39	<p>Allotment Wall Committee</p> <p>To receive updates:</p> <p>The plans have been loaded onto the Contract Finders portal which has generated some interest.</p>
25/40	<p>Allotment Working Group</p> <p>To receive updates:</p> <p>The group met for an initial meeting with a number of good suggestions from allotment holders being put forward.</p>
25/41	<p>Little Brook Ward</p> <p>To receive feedback from the Little Brook Ward meeting:</p> <p>Minutes have been circulated to Cllrs.</p>
25/42	<p>To consider what the Council should do about the moles / mole hills in the cemetery</p> <p>It was agreed that the mole hills are created by a small number of moles in spring during the mating season. According to the RHS website they provide a key service in the natural world and should be treated as part of the biodiversity.</p> <p>Resolved: to do nothing to the moles; to rake the mole hills in order to spread the soil so that the grass can re-grow.</p>
25/43	<p>Citizens Advice West Northants and Cherwell have asked for a financial donation towards their work</p> <p>They provide free, confidential, and impartial advice to help individuals overcome their problems and improve their lives, in person, on the phone and using other digital channels.</p> <p>Resolved: to approve a donation from CPC of £50</p>
25/44	<p>West Northamptonshire Local Planning Briefing (Thursday 3rd April, 10:00-11:00)</p> <p>This session will update parish and town councils on what stage the Local Plan is at and the timetable for the final stages.</p> <p>To approve up to 3 delegates to attend</p> <p>Resolved: Cllr Caldwell and Greenfield have signed up for the briefing. The clerk will look to attend if spaces are available. Update to be provided at the next meeting.</p>
25/45	<p>To consider further actions to be taken ahead of the local elections on 1st May 2025</p> <p>It was suggested that a post be put on the Facebook page.</p>

The meeting closed at 20:52