



# CROUGHTON PARISH COUNCIL ANNUAL PARISH COUNCIL MEETING

Croughton Village Hall  
Monday 12<sup>th</sup> May, 2025  
at 7:30pm

## MINUTES

Present:

Councillor Simon Kerby

Councillor Zoe Greenfield

Councillor Vee Griffiths

Councillor Susan Relf

In attendance: Karen Kerby (Clerk)

**The meeting was opened at 19:30**

<b>25/63</b>	<b>To elect the Parish Council Chair:</b> 1. To elect the Chair of Croughton Parish Council <b>Resolved: to appoint Cllr Vee Griffiths as Chair of Croughton Parish Council</b>  2. To receive the Chair's Declaration of Acceptance of Office or, if not received, to decide a date by which it shall be received. <b>Declaration of Acceptance of Office for the Chair received</b>
<b>25/64</b>	To receive Declarations of Acceptance of Office from all Councillors or, if not received, to decide when they shall be received. <b>Declaration of Acceptance of Office received from Cllrs Kerby, Griffiths, Greenfield and Relf.</b> <b>Resolved: to receive Declaration of Acceptance of Office from Cllr Caldwell before next meeting.</b>
<b>25/65</b>	To receive and approve apologies for absence. Apologies have been received from Cllr Steven Caldwell <b>Resolved: to approve apologies from Cllr Caldwell</b>
<b>25/66</b>	To receive and approve for signature the minutes of the meeting held on Monday 14 <sup>th</sup> April 2025 <b>Resolved: to approve for signature the minutes of the meeting held on Monday 14th April 2025</b>
<b>25/67</b>	To note any matters arising not included on this agenda, for report only (clerk's report) Nothing additional to report
<b>25/68</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 received

**25/69 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*)  
 No members of the public were present

**25/70 Financial matters:**

Balance of accounts as of 30<sup>th</sup> April 2025:

Community Account	£23,921.78
Premium Savings Account	£96,807.31
<b>Total</b>	<b>£120,729.09</b>

**1. To approve the Bank Reconciliation for April 2025** (see separate document)

**Resolved: to approve the Bank Reconciliation for April 2025**

**2. To ratify and approve payments and payments due**

Description	Reference	Payee	VAT	Total
Office stationery (stamps) – paid in April	Debit card	Post Office	£0.00	£13.60
Office stationery (stamps) – paid in April	Debit card	Post Office	£0.00	£4.60
Water (Allotments)	DD	Wave	£0.00	£ 12.00
Water (Cemetery)	DD	Wave	£0.00	£9.00
Newsletter printing	BACS	Texprep	£0.00	£140.40
Clerk salary	BACS	K Kerby	£0.00	£813.30
Clerk salary (Emp NIC)	DD	HMRC	£0.00	£62.14
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>£8.93</b>	<b>£1,096.39</b>

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

**3. To note receipts for April 2025:**

Description	Reference	Payee	VAT	Total
Precept	DC	WNC Payments		£ 21,271.50
Allotment rent	DC	Plot 3		£20.00
Allotment rent	CC	Plot 26		£20.00
Allotment rent	CC	Plot 19		£20.00
Allotment rent	CC	Plot 6a		£10.00
Allotment rent	Cheques	Post Office – Cheques paid in		£80.00
Allotment rent	CC	Plot 25		£8.50
Allotment rent	CC	Plot 24b		£10.00
Allotment rent	CC	Plot 15		£20.00
Allotment rent	CC	Plot 24a		£10.00
Cemetery rates	CC	ERB purchase		£135.00
Cemetery rates	CC	Co-op Heart of England		£166.00
Cemetery rates	CC	Edd Frost		£524.00
<b>TOTAL</b>				<b>£22,295.00</b>

**Receipts were noted**

**4. To appoint the Internal Control Councillor for 2025/26**

**Resolved: to appoint Cllr Susan Relf as Internal Control Councillor for 2025/26**

25/71	<p><b>To review and approve the Standing Orders for Croughton Parish Council</b></p> <p><b>Resolved: to approve the Standing Orders for 2025/26</b> subject to the removal of the references to 'District Council' in Item 24</p>
25/72	<p><b>To review and approve the Financial Regulations for Croughton Parish Council</b></p> <p><b>Resolved: to approve the Financial Regulations for 2025/26</b></p>
25/73	<p><b>To review and approve the Code of Conduct for Croughton Parish Council</b></p> <p><b>Resolved: to approve the Code of Conduct for 2025/26</b></p>
25/74	<p><b>To approve the meeting dates for 2025/26</b></p> <p>1. To consider a proposal to remove the August meeting date from the list  <b>Resolved: to approve removal of the August meeting for 2025/26</b></p> <p>2. To consider a proposal to remove the December meeting date from the list  <b>Proposal declined. To be reviewed again next year</b></p> <p><b>Resolved: to approve all meeting dates for 2025/26, except August.</b></p>
25/75	<p><b>To review for approval the Insurance renewal, due on 1<sup>st</sup> June 2025</b></p> <p>1. To accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers. There have been no material changes to the policy since last year.  <b>Resolved: to accept the Policy Schedule recommended by Gallagher Insurance Brokers</b></p> <p>2. To approve the Renewal Payment of £639.63 for 2025-26  <b>Resolved: to approve the Insurance renewal payment of £639.63 for 2025/26</b></p>
25/76	<p><b>Planning Applications currently relevant to Croughton:</b>  No new Planning Applications at the time of publication of the agenda.</p>
25/77	<p><b>Action Plan 2025-26 and associated actions</b></p> <p>1. To review Action Plan for 2025-26  Action Plan 2025/26 reviewed and noted. The clerk noted that the Council is no longer eligible to claim General Power of Competence.</p> <p>2. To review the appointment of representatives relevant to the Action Plan 2025-26  Suggested representatives to be contacted by the Clerk before final approval</p> <p>3. To receive requests for Councillor training.  Cllr Griffiths requested to attend the NCalc 'New Chair / Leadership' training course.</p>
25/78	<p><b>Traffic Working Group</b></p> <p>To receive an update from the Traffic Working group, if available  Cllr Greenfield reported that the Traffic Survey responses are due to be collected from the boxes in the Co-op and the Village Hall, and the information would be collated as soon as possible.</p>
25/79	<p><b>Allotment Wall Committee</b></p> <p>1. To receive an update from the Allotment Wall committee, if available  Cllr Greenfield reported that no update was available.</p> <p>2. To appoint Councillors to the Allotment Wall Committee for 2025-26, or to consider discontinuing the Committee.</p> <p><b>Resolved: to disband the Allotment Wall Committee and bring decisions back into Full Council meetings</b></p>

<b>25/80</b>	<b>Allotment Working Group</b> To receive an update from the Allotment Working Group, if available No update available
<b>25/81</b>	<b>Co-option to fill Councillor Vacancies</b> To consider the process of co-opting to fill the vacancies of 4 Councillors. It was suggested that posts on the website, Newsletter and Facebook be made more visible and that they should stress that being on the Parish Council allows Cllrs to have a say in community issues.

**The meeting was closed at 20:45**