



CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 13th October, 2025
at 7:30pm

MINUTES

Present:

Councillor Simon Kerby (Chair)
Councillor Zoe Greenfield
Councillor Susan Relf

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

25/123	Election of Chair for the meeting Cllr Simon Kerby was elected as Chair for the meeting
25/124	To receive and approve apologies for absence. Apologies had been received from Councillor Vee Griffiths and Councillor Steven Caldwell Resolved: to approve apologies from Cllr Griffiths and Cllr Caldwell
25/125	To receive and approve for signature the Minutes of the meeting held on Monday 8 th September 2025 Resolved: to approve Minutes of meeting held on Monday 8th September 2025
	At the Chair's discretion, item 25/132 was brought forward to allow a member of the public to present the interim Traffic Survey report from the Traffic Working Group. Please refer to item 25/132 for details.
25/126	To note any matters arising not included on this agenda, for report only (clerk's report) <ul style="list-style-type: none">• An email has been received to let the Council know that the stakes that have been supporting the new Elm tree outside the Church have been removed because they were rotten. New supports have been put in place.• A VAT refund claim form has been submitted for March – September 2025. The funds have already been received into the Council bank account.• The Parish Council has been invited to attend the Croughton Remembrance Day Service to lay a wreath. It was agreed that a representative from the Council will attend.
25/127	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

25/128 Public participation session (10 mins) (*Members of the public are invited to address the council. Members of the public should address their representations through the chair of the meeting*)

One member of the public was present, to give a presentation on item 25/132.

25/129 Financial matters:
Balance of accounts as of 30th September 2025:

Community Account	£2,594.93
Premium Savings Account	£130,539.02
Total	£133,133.95

1. To approve the Bank Reconciliation for September 2025 (see separate documents)
Resolved: to approve the Bank Reconciliation for September 2025

2. To ratify and approve payments and payments due:

Description	Reference	Payee	VAT	Total
Poppy Wreath - donation	BACS	Royal British Legion	£0.00	£50.00
Water (Allotments)	DD	Wave	£0.00	£ 12.00
Water (Cemetery)	DD	Wave	£0.00	£9.00
Clerk salary	BACS	K Kerby	£0.00	£821.09
Clerk salary (Emp NIC)	DD	HMRC	£0.00	£60.61
Phone	Debit card	Vonage	£1.71	£10.25
Mobile phone SIM	Debit card	Smarty	£0.00	£6.00
Newsletter (27584)	BACS	Texprep	£0.00	£64.20
External Audit	BACS	PFK Littlejohn	£42.00	£252.00
Broadband	DD	Gigaclear	£7.22	£43.30
Streetlighting maintenance (6018810057)	BACS	E.ON	£42.02	£252.12
Microsoft 365 subscription	Debit card	Microsoft	£0.00	£84.99
Streetlighting electricity (added at mtg)	DD	N Power	£25.54	£536.30
TOTAL			£118.49	£2,201.86

Resolved: to ratify and approve payments due, including a late additional payment to Npower of £536.30

3. To note receipts for September 2025:

Description	Reference	Payee	Total
Interest paid - Savings	CC	Bank Interest	£381.91
Precept payment	CC	WNC Payments	£21,271.50
TOTAL			£21,653.41

Receipts for September were noted

4. To approve repairs to 5 streetlights (PL1-4 & PL41) on the Portway/Park End roundabout and on the footpath from Park End to Portway Crescent: cost £305.00 (exc. VAT) each.
Resolved: to approve repairs to 5 streetlights (PL1-4 and PL41)

25/130 Planning Applications relevant to Croughton:

1. <https://wnc.planning-register.co.uk/Planning/Display/2024/5352/MAF> - Land to the West of A43 Buckingham Road, Evenley, NN13 5GH (constriction of a renewable biomethane gas generation facility) – to note the decision from WNC Strategic Planning committee meeting held on the 23rd September 2025.
It was noted that the WNC Strategic Planning committee had resolved to approve the planning application.

<p>25/131</p>	<p>Action Plan 2025-26 and associated actions</p> <ol style="list-style-type: none"> 1. To review Action Plan for 2025-26. Action Plan reviewed – no actions for October. 2. To receive updates from representatives within the community, relevant to the Action Plan 2025-26, if available. <ol style="list-style-type: none"> a. Croughton All Saints Church report: Reverend George is settling well into his role in the community and is generally making a difference - he is very approachable and hard working. The church roof has been leaking in a number of places, and the PCC have managed to obtain funding for the church to be 'weatherproofed'. The paintings restoration project is making slow but definite progress, and investigation is still on-going to get running water into the church/churchyard. b. Croughton Village Hall report: The Village Hall committee have recently upgraded the fire detection system and put in a surge protector on the mains electrics, to protect in case of a lightning strike. They have resurfaced the rubber around the carousel in the infants play area, and the fence around the infants play area is being repaired and, where necessary, reinforced. They are looking for more trustees - like the council, they are struggling to recruit volunteers. c. Cemetery: nothing to report d. Allotments: nothing to report e. Footpaths: nothing to report f. RAF Croughton: nothing to report g. Defibrillator: nothing to report h. Portway Pocket Park report: the Pocket Park volunteers have been working hard with the wood left over from the willow tree that was chopped down, creating an area for children to sit with small seats and tables, and purchasing a number of plants for the edges. i. Highways: nothing to report j. Police: nothing to report k. Poor's Allotment Trust: nothing to report 3. To receive and review Risk Assessments on public areas, where available: <ol style="list-style-type: none"> a. Allotments b. Cemetery c. Bus Shelter/Stock steps d. Mill Lane Ford e. Pavements f. Benches g. Lighting Columns h. Portway Pocket Park <p>Most Risk Assessments are still to be carried out. To be deferred for review at the next meeting.</p> 4. To receive requests for Councillor training. None requested
<p>25/132</p>	<p>Traffic Working Group</p> <p>To receive an update from the Traffic Working group, including an interim report from the Traffic Survey:</p> <p>The Council was given a presentation by a member of the Traffic Working Group, detailing the results from the Traffic Survey. There were 67 responses received, which CPC thought was a good return. All the data has now been input and collated, and it now needs to be analysed in order to be presented in a format which can be used to prioritise the observations and concerns raised. CPC thanked the member of the public for their time and the effort they had put into the presentation.</p> <p>The interim report will be on the website as a document from this meeting.</p>

25/133	<p>Project to rebuild the Allotment Wall</p> <p>To receive an update from the Clerk:</p> <ul style="list-style-type: none"> • The Clerk has written to WNC Planning department to ask them to confirm the Council’s belief that the re-building of the wall is allowed under Permitted Development. However, they have replied that they cannot confirm this and that CPC need to apply for an LDC to determine this. The Clerk has begun the process of uploading the information to the Planning Portal. • The Clerk has continued to prepare information for the borrowing application and will be seeking advice from NCALC. The application will be dependent on the outcome of the LDC.
25/134	<p>Allotment Working Group</p> <p>To receive an update from the Allotment Working Group, if available</p> <p>No update available</p>
25/135	<p>Cemetery maintenance</p> <p>To arrange a working party to tidy the Cemetery, including levelling the ground.</p> <p>It was agreed that this item should be deferred to the next meeting.</p>
25/136	<p>Co-option to fill Councillor Vacancies</p> <p>To consider the process of co-opting to fill the vacancies of 4 Councillors.</p> <p>Councillors will continue to speak to residents, and a regular item will be placed in the Newsletter.</p>
25/137	<p>To receive items to be included in the next agenda</p> <ul style="list-style-type: none"> • Item requested to address the parking on Brackley Road opposite Townend Close

The meeting closed at 20:20