



CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 8th December, 2025
at 7:30pm

MINUTES

Present:

Councillor Vee Griffiths (Chair)

Councillor Simon Kerby

Councillor Zoe Greenfield

Councillor Steven Caldwell

Councillor Susan Relf

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:31

25/154	To receive and approve apologies for absence. No apologies received
25/155	To receive and approve for signature the Minutes of the meeting held on Monday 10 th November 2025 Resolved: to approved Minutes of the meeting held on Monday 10th November 2025
25/156	To consider for approval an application for Co-option to Croughton Parish Council Resolved: to approved, unanimously, the application form Kate Goodchild to be co-opted as a member of Croughton Parish Council Kate signed the Declaration of Acceptance of Office and was welcomed to join the meeting as a Councillor.
25/157	To note any matters arising not included on this agenda, for report only (clerk's report) None to be noted
25/158	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
25/159	Public participation session (10 mins) <i>(Members of the public are invited to address the council. Members of the public should address their representations through the chair of the meeting)</i> No members of the public were present

25/160

Financial matters:

Balance of accounts as of 30th November 2025:

Community Account	£1,565.79
Premium Savings Account	£127,539.02
Total	£129,104.81

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

Resolved: to approve the Bank Reconciliation for November 2025

2. To ratify and approve payments and payments due:

Description	Reference	Payee	VAT	Total
Water (Allotments)	DD	Wave	£0.00	£ 20.00
Water (Cemetery)	DD	Wave	£0.00	£9.00
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
Clerk salary	BACS	K Kerby	£0.00	£698.80
Clerk salary (Emp NIC)	DD	HMRC	£0.00	£42.27
Website / emails	BACS	Parish Online	£70.00	£420.00
Councillor training	BACS	NCALC	£10.60	£63.60
TOTAL			£8.93	£1,313.22

Resolved: to ratify and approve payments and payments due above

Resolved: to approve payment for the Newsletter of £64.20, when the invoice is received.

3. To note receipts for November 2025:

Description	Reference	Payee	Total
Allotment rent	CC	Tenants	£70.00
TOTAL			£70.00

Receipts were noted

4. To note that the Direct Debit for the allotment water rates has been increased to £20 per month.

Noted

5. To approve the repair to streetlight PL45 on Yew Tree Drive at a cost of £305.00 (exc. VAT).

Resolved: to approve the repair of streetlight PL45

6. To receive and review the Internal Control Report for 2025/26 Q1

Internal Control Report for 2025/26 Q1 was received and noted

7. To consider a donation request from Citizens Advice, West Northants and Cherwell

Resolved: there is no provision in the 2025/26 Budget for a donation to Citizens Advice, West Northants and Cherwell. It was agreed to consider adding an amount to the 2026/27 Budget.

25/161

To consider for approval in principle, a one-off payment of £150 for equipment to be provided by the Safer Roads Team which will enable the Community Speed Watch programme to continue next year. More details of the scheme will be provided in the new year.

It was accepted, in principle, to make a one-off payment for the equipment, subject to further information being available about the ownership of the equipment and the insurance implications for the Parish Council. The item was deferred to the next meeting.

25/162	<p>Budget setting 2026/27</p> <ol style="list-style-type: none"> 1. To consider for approval the Draft Budget 2026/27 proposal <ul style="list-style-type: none"> • It was noted that the cost of rebuilding the allotment wall may increase due to the delay and the potential requirement for the Council to apply for Planning permission. If the work is further delayed due to the need for the Parish Council to obtain Planning permission, there is some contingency in the Budget. • It was agreed to include £50 donation for Citizens Advice, in addition to £50 to the RBL. • All items on the draft budget were accepted, with a note that the fees for some items, such as the grass cutting and dog bin services, have not been confirmed by the contractors. <p>Resolved: to approve the Budget for 2025/26 as presented at the meeting</p> <ol style="list-style-type: none"> 2. To note the proposed 'Earmarked Reserves' for ongoing projects Earmarked Reserves were noted.
25/163	<p>Planning Applications relevant to Croughton:</p> <ol style="list-style-type: none"> 1. https://wnc.planning-register.co.uk/Planning/Display/2025/3681/FULL – Altnaharrie, 11 Blenheim. Proposed single storey rear extension with garage conversion with associated internal and external works <p>Resolved: to submit a response of no comments supporting or objecting to the plans.</p>
25/164	<p>Action Plan 2025-26 and associated actions</p> <ol style="list-style-type: none"> 1. To review Action Plan for 2025-26 <ol style="list-style-type: none"> a. To approve the CPC FOI Publication Scheme 2025 <p>Resolved: to approve the FOI Publication Scheme 2025</p> 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 b. Croughton Village Hall c. Cemetery d. Allotments e. Footpaths – it was reported that the stiles in the field where footpaths AF7 & AF9 join are broken. Cllr Relf agreed to report the issue on 'FixMyStreet'. f. RAF Croughton – Cllr Goodchild was appointed as representative for RAF Croughton. g. Defibrillator h. Portway Pocket Park i. Highways j. Police k. Poor's Allotment Trust 3. To receive and review Risk Assessments on public areas, where available: This item was deferred until all Risk Assessments have been done. <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 4. To receive requests for Councillor training. Cllr Goodchild requested to attend 'Off to a Flying Start'.

25/165	<p>Project to rebuild the Allotment Wall</p> <p>To receive an update, if available</p> <p>The Clerk reported that the decision date for the Lawful Development Certificate (P) for the allotment wall is 15th December. It was noted that if WNC Planning Department resolve that CPC need to apply for Planning Permission, there will be an additional cost involved.</p>
25/166	<p>Traffic Working Group</p> <p>To receive an update from the Traffic Working group, if available.</p> <p>Work is still going on to analyse information gathered from the Traffic Survey and reports are still being made about the number of HGVs travelling through the village illegally.</p>
25/167	<p>Allotment Working Group</p> <p>To receive an update from the Allotment Working Group, if available</p> <p>No update available</p>
25/168	<p>Co-option to fill Councillor Vacancies</p> <p>To consider the process of co-opting to fill the vacancies on the Parish Council.</p> <p>The Council have been advertising regularly, but with very slow response and it was noted that talking to people in the community is likely to encourage more interest for people to come forward.</p>
25/169	<p>To receive items to be included in the next agenda</p> <ul style="list-style-type: none"> • To consider providing tea/coffees/biscuits at the Parish Council meeting • To consider providing a Christmas tree for the village

The meeting closed at 21:00