



**CROUGHTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
Croughton Village Hall  
Monday, 12th January 2026  
at 7:30pm

**MINUTES**

Present:

Councillor Vee Griffiths (Chair)  
Councillor Simon Kerby  
Councillor Zoe Greenfield  
Councillor Steven Caldwell  
Councillor Susan Relf  
Councillor Kate Goodchild

In attendance: Karen Kerby (Clerk)

**The meeting opened at 19:30**

<b>26/1</b>	To receive and approve apologies for absence. No apologies received						
<b>26/2</b>	To receive and approve for signature the Minutes of the meeting held on Monday 8 <sup>th</sup> December 2025 <b>Resolved: to approve the Minutes of the meeting held on Monday 8th December 2025</b>						
<b>26/3</b>	To note any matters arising not included on this agenda, for report only (clerk's report) No other matters arising to report						
<b>26/4</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						
<b>26/5</b>	<b>Public participation session (10 mins)</b> ( <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						
<b>26/6</b>	<b>Financial matters:</b> Balance of accounts as of 31 <sup>st</sup> December 2025: <table border="1" data-bbox="322 1921 1040 2027"><tr><td>Community Account</td><td>£531.14</td></tr><tr><td>Premium Savings Account</td><td>£127,903.66</td></tr><tr><td>Total</td><td>£128,434.80</td></tr></table>	Community Account	£531.14	Premium Savings Account	£127,903.66	Total	£128,434.80
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Premium Savings Account	£127,903.66						
Total	£128,434.80						

1. To approve the Bank Reconciliations for December 2025 (see separate document)

**Resolved: to approve the Bank Reconciliation for December 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
Newsletter (27724) [paid in December]	BACS	Texprep	£0.00	£64.20
SLCC Membership	BACS	SLCC	£0.00	£158.00
Electricity ( <i>added at the meeting</i> )	DD	Npower	£48.74	£1,023.49
<b>TOTAL</b>			<b>£8.93</b>	<b>£1051.82</b>

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

3. To note receipts for December 2025:

Description	Reference	Payee	Total
Interest paid – Savings a/c		Bank	£364.64
Newsletter advertising		Advertiser	£30.00
Audit refund		PFK Littlejohn	£252.00
Allotment rent	CC	Tenants	£18.50
<b>TOTAL</b>			<b>£665.14</b>

**Receipts noted**

4. To approve funding to repair Streetlight PL8 in High Street. The equipment is obsolete and will need a replacement bracket, at a cost of £865.00 (exc. VAT).

**Resolved: to approve the funding for the repair to Streetlight PL8 in High Street**

26/7

**To consider purchasing a replacement defibrillator for the village.**

The current one is 11 years old and has been used for the first time over the Christmas period. However, the guardians of the defibrillator are having problems sourcing replacement components, including the PAD-PAK (single-use battery and pads) for it. A new defibrillator and cabinet is likely to cost £2,000+. The clerk reported that the PAD-PAK (single-use battery and pads) have been ordered by the guardians on a priority list, for delivery in the next few weeks.

It was agreed to research the cost of a new defibrillator and cabinet with a view to budgeting for it next year. The clerk will also follow up with the Co-op which have a scheme for providing defibrillators within the community.

**Council agreed in principle to replace the existing defibrillator, pending further cost details. Item deferred until more information is available.**

26/8

**Budget setting 2026/27**

1. To review the Budget for 2026/27

The Budget for 2026/27 was reviewed for information.

2. To set and approve the Precept for 2026/27

**Resolved: to set a Precept of £51,437 for 2026/27 as laid out in the Budget**

26/9	<p><b>Planning Applications relevant to Croughton:</b> No new planning applications at time of the meeting</p>
26/10	<p><b>Action Plan 2025-26 and associated actions</b></p> <p>1. To review Action Plan for 2025-26 No items to review</p> <p>2. To receive updates from representatives within the community, relevant to the Action Plan 2025-26, if available.</p> <ul style="list-style-type: none"> <li>a. Croughton All Saints Church</li> <li>b. Croughton Village Hall</li> <li>c. Cemetery</li> <li>d. Allotments</li> <li>e. Footpaths</li> <li>f. RAF Croughton</li> <li>g. Defibrillator</li> <li>h. Portway Pocket Park</li> <li>i. Highways</li> <li>j. Police</li> <li>k. Poor's Allotment Trust</li> </ul> <p>No specific updates were given.</p> <p>3. To receive and review Risk Assessments on public areas, where available:</p> <ul style="list-style-type: none"> <li>a. Allotments</li> <li>b. Cemetery</li> <li>c. Bus Shelter/Stock steps</li> <li>d. Mill Lane Ford</li> <li>e. Pavements</li> <li>f. Benches</li> <li>g. Lighting Columns</li> <li>h. Portway Pocket Park</li> </ul> <p>Item deferred until all Risk Assessments have been done.</p> <p>4. To receive requests for Councillor training. Cllr Goodchild wishes to attend the Off to a Flying Start course in March.</p>
26/11	<p><b>Project to rebuild the Allotment Wall</b> <a href="https://wnc.planning-register.co.uk/Planning/Display/2025/4639/LDP">https://wnc.planning-register.co.uk/Planning/Display/2025/4639/LDP</a> The application for a Lawful Development Certificate has been approved, confirming that the Council does not need to apply for planning permission to rebuild the wall. The Clerk reported that further work on the MHCLG Borrowing Application form can now proceed.</p>
26/12	<p><b>Traffic Working Group</b> To receive an update from the Traffic Working group. No specific update from the Traffic Working Group was available. Instances of HGVs travelling through Croughton are continuing to be reported to Highways enforcement officers. Information has been requested regarding the purchase of equipment for the Community Speedwatch team.</p>
26/13	<p><b>Allotment Working Group</b> To receive an update from the Allotment Working Group. No specific update was available.</p>

26/14	<p><b>Allotment Garden Policy</b>  To consider allowing current tenants to rent more than one plot at a time, making use of the number of plots that are vacant.  <b>Resolved: to refer this item to the Allotment Working Group for discussion and to propose an agreed change to the current Allotment Garden Policy.</b></p>
26/15	<p><b>To consider a proposal to set up a rota to provide tea, coffee and biscuits for the Parish Council meetings.</b>  <b>Resolved: to reject the proposal.</b></p>
26/16	<p><b>To consider a proposal to purchase a Christmas tree for the village.</b>  <b>Resolved: to support a community lead initiative to provide a Christmas tree.</b></p>
26/17	<p><b>Co-option to fill Councillor Vacancies</b>  To consider the process of co-opting to fill the vacancies on the Parish Council.  One more person has expressed an interest in becoming a Parish Councillor.  The Council agreed to continue promoting the need for new people to step forward to become Councillors.  Cllr Greenfield agreed to send 6 photos to the clerk to be used on the website/Social Media in order to improve engagement with the community.</p>
26/18	<p><b>To receive items to be included in the next agenda.</b>  None received</p>

**The meeting closed at 20:45**