



**CROUGHTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
Croughton Village Hall  
Monday, 9<sup>th</sup> March, 2026  
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 19:30**

<b>26/38</b>	Welcome and announcement from the Chair The Chair welcomed everyone present and reminded all that, under the Openness of Local Government Bodies Regulations 2014, the meeting is open to Members of the Public and the Press, and that recording of the meeting is permitted.
<b>26/39</b>	To receive and approve apologies for absence. Apologies had been received from Councillor Kate Goodchild <b>Resolved: to approve apologies from Cllr Goodchild</b>
<b>26/40</b>	To receive and approve for signature the Minutes of the meeting held on Monday 9 <sup>th</sup> February 2026 <b>Resolved: to approve the Minutes of the meeting held on Monday 9<sup>th</sup> February 2026</b>
<b>26/41</b>	<b>To consider for approval an application for Co-option to Croughton Parish Council</b> Introductions were made around the table, and Graham explained why he wanted to join the Parish Council. <b>Resolved: to approved, unanimously, the application from Graham Judd to be co-opted as a member of Croughton Parish Council.</b> Graham signed the Declaration of Acceptance of Office and was welcomed to join the meeting as a Councillor.
<b>26/42</b>	<b>To note any matters arising not included on this agenda, for report only (clerk's report)</b> The Clerk reported that: <ul style="list-style-type: none"><li>• She has contacted the Co-op Mid counties Defibrillator team again to ask if they would be prepared to place a unit at the Co-op in Croughton.</li><li>• A member of the public has reported the stile in the field leading from Chapel Lane. They have provided some photos, and it will need reporting on FixMyStreet again. The clerk to follow up.</li></ul>

	<ul style="list-style-type: none"> <li>The Internal Auditor has been in touch to set a date for the audit. The clerk reminded all councillors that the next couple of months will be a busy time, and there may be some extra work to make sure that all processes are in order and that all the correct information is on the website.</li> </ul>																																																																																																								
<b>26/43</b>	<p>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></p> <p>None declared</p>																																																																																																								
<b>26/44</b>	<p><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></p> <p>One member of the public from RAF Croughton was present to find out what is happening in the village.</p>																																																																																																								
<b>26/45</b>	<p><b>Financial matters:</b></p> <p>Balance of accounts as of 28<sup>th</sup> February 2026:</p> <table border="1" data-bbox="320 734 1042 842"> <tr> <td>Community Account</td> <td>£2,087.05</td> </tr> <tr> <td>Premium Savings Account</td> <td>£114,903.66</td> </tr> <tr> <td><b>Total</b></td> <td><b>£116,990.71</b></td> </tr> </table> <p><b>1. To approve the Bank Reconciliations for February 2026</b> (see separate documents)  <b>Resolved: to approve the Bank Reconciliations for February 2026</b></p> <p><b>2. To ratify and approve payments and payments due:</b></p> <table border="1" data-bbox="237 1055 1469 1529"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Water (Allotments)</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£ 20.00</td> </tr> <tr> <td>Water (Cemetery)</td> <td>DD</td> <td>Wave</td> <td>£0.00</td> <td>£9.00</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>Clerk salary (Feb Mth 11)</td> <td>BACS</td> <td>K Kerby</td> <td>£0.00</td> <td>£698.80</td> </tr> <tr> <td>Clerk salary (Emp NIC) Mth 11</td> <td>DD</td> <td>HMRC</td> <td>£0.00</td> <td>£42.27</td> </tr> <tr> <td>Newsletter (27799)</td> <td>BACS</td> <td>Texprep</td> <td>£0.00</td> <td>£64.20</td> </tr> <tr> <td>Replace SOX lamp (PL8 ) – (6018815693)</td> <td>BACS</td> <td>E.ON</td> <td>£173.00</td> <td>£1,038.00</td> </tr> <tr> <td>WNC Parish election recharge</td> <td>BACS</td> <td>WNC</td> <td>£0.00</td> <td>£64.50</td> </tr> <tr> <td>Dog waste bin emptying</td> <td>BACS</td> <td>Marcus Young</td> <td>£145.60</td> <td>£873.60</td> </tr> <tr> <td>Data Protection fee</td> <td>DD</td> <td>ICO</td> <td>£0.00</td> <td>£47.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>£327.53</b></td> <td><b>£2,916.92</b></td> </tr> </tbody> </table> <p>To note the ICO Data Protection annual payment of £47.00 will be paid by Direct Debit in March.  <b>Resolved: to ratify and approve the payments and payments due, as above.</b></p> <p><b>3. To note receipts for February 2026:</b></p> <table border="1" data-bbox="223 1720 1326 1960"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Grass Cutting Grant</td> <td></td> <td>WNC Finance</td> <td>£844.85</td> </tr> <tr> <td>Cemetery Fees</td> <td></td> <td>Edd Frost</td> <td>£262.00</td> </tr> <tr> <td>Cemetery Fees</td> <td></td> <td>Banbury Memorials</td> <td>£106.00</td> </tr> <tr> <td>Cemetery Fees</td> <td></td> <td>Co-op - Heart of England</td> <td>£127.00</td> </tr> <tr> <td>Cemetery Fees</td> <td></td> <td>Private</td> <td>£144.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td><b>£1,483.85</b></td> </tr> </tbody> </table> <p><b>Receipts for February were noted</b></p>	Community Account	£2,087.05	Premium Savings Account	£114,903.66	<b>Total</b>	<b>£116,990.71</b>	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 (Feb Mth 11)	BACS	K Kerby	£0.00	£698.80	Clerk salary (Emp NIC) Mth 11	DD	HMRC	£0.00	£42.27	Newsletter (27799)	BACS	Texprep	£0.00	£64.20	Replace SOX lamp (PL8 ) – (6018815693)	BACS	E.ON	£173.00	£1,038.00	WNC Parish election recharge	BACS	WNC	£0.00	£64.50	Dog waste bin emptying	BACS	Marcus Young	£145.60	£873.60	Data Protection fee	DD	ICO	£0.00	£47.00	<b>TOTAL</b>			<b>£327.53</b>	<b>£2,916.92</b>	Description	Reference	Payee	Total	Grass Cutting Grant		WNC Finance	£844.85	Cemetery Fees		Edd Frost	£262.00	Cemetery Fees		Banbury Memorials	£106.00	Cemetery Fees		Co-op - Heart of England	£127.00	Cemetery Fees		Private	£144.00	<b>TOTAL</b>			<b>£1,483.85</b>
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	<p>4. To note that the Monthly payment to Gigaclear will increase by £4.00 in April. <b>Noted</b></p>
26/46	<p><b>Planning Applications relevant to Croughton:</b></p> <p>1. <a href="https://wnc.planning-register.co.uk/Planning/Display/2026/0560/FULL">https://wnc.planning-register.co.uk/Planning/Display/2026/0560/FULL</a> - Holly Tree Cottage, Park End. Single storey rear extension <b>Resolved: to submit a comment of ‘no objections’ to the Planning Application</b></p> <p>2. <a href="https://wnc.planning-register.co.uk/Planning/Display/2025/5297/FULL">https://wnc.planning-register.co.uk/Planning/Display/2025/5297/FULL</a> – Peartree House, Portway. Single storey front extension <b>Resolved: to submit a comment of ‘no objections’ to the Planning Application</b></p>
26/47	<p><b>Action Plan 2025-26 and associated actions</b></p> <p>1. To review Action Plan for 2025-26</p> <ol style="list-style-type: none"> <li>a. Newsletter sponsorship The clerk confirmed that the sponsor is happy to continue sponsoring the Newsletter. The Council expressed thanks for their continued support.</li> <li>b. To review the Cemetery Policy &amp; Fees <ol style="list-style-type: none"> <li>i. Cemetery Policy: to be amended to read 12 years old instead of 2 years old, which was incorrect, in Appendix 1: Fees</li> <li>ii. Cemetery Fees: to be reviewed at a later meeting. Councillors agreed to investigate fees charges by other similar sized cemeteries in the area.</li> </ol> </li> </ol> <p>2. To receive updates from representatives within the community, relevant to the Action Plan 2025-26, if available.</p> <ol style="list-style-type: none"> <li>a. Croughton All Saints Church: no report available</li> <li>b. Croughton Village Hall: no report available</li> <li>c. Cemetery: no report available</li> <li>d. Allotments: no report available</li> <li>e. Footpaths: no report available</li> <li>f. RAF Croughton: no report available</li> <li>g. Defibrillator: the lead Defibrillator Guardian has reported that the manufacturer of the replacement PAD/PAK batteries has restarted production, and the distributor has started to receive small quantities. We are on the priority list as the village is currently without a unit.</li> <li>h. Portway Pocket Park: no report available</li> <li>i. Highways: no report available</li> <li>j. Police: no report available</li> <li>k. Poor’s Allotment Trust: no report available</li> </ol> <p>3. To receive requests for Councillor training. Cllr Greenfield requested to attend the NCALC Code of Conduct Training Course on the 10<sup>th</sup> March.</p>
26/48	<p><b>Project to rebuild the Allotment Wall</b></p> <p>The clerk reported that she has submitted a draft copy of the borrowing application to NCALC and is awaiting their response.</p>
26/49	<p><b>Traffic Working Group</b></p> <p>No update available.</p>
26/50	<p><b>Allotment Working Group</b></p> <p>No update available. A meeting is being planned for late March.</p>

<b>26/51</b>	<p>To consider a payment of £150 to Northants Police which will allow Croughton residents to take part in the Community Speed Watch programme 2026.</p> <p><b>Resolved: to approve the payment of £150 to allow Croughton residents to take part in the Community Speed Watch programme 2026</b></p>
<b>26/52</b>	<p><b>To consider a response from CPC to the WNC Town &amp; Parish Council Election Recharge consultation.</b></p> <p><b>Resolved: to provide no response to the consultation.</b></p>
<b>26/53</b>	<p><b>To consider appointing a delegate to attend the NCALC Strategic Plan Engagement session on 23<sup>rd</sup> March</b></p> <p>No Councillors wished to attend the session.</p>
<b>26/54</b>	<p><b>To review the status of the dog waste bins.</b></p> <p>Cllr Relf reported that the lid on bin at the end of Brackley Road had been removed and looked broken. The clerk to report this to the contractor to obtain an estimate for a repair.</p> <p>It was agreed to place another post in the Newsletter reminding people to take dog poo bags home if the dog waste bins are full.</p>
<b>26/55</b>	<p><b>To set a date for a community team to tidy Croughton Cemetery.</b></p> <p>A date was set for Saturday the 11<sup>th</sup> April, from 10am-12pm. Notices will be put in the Newsletter and on Facebook to ask for volunteers from the community.</p>
<b>26/56</b>	<p><b>Co-option to fill Councillor Vacancies</b></p> <p>To consider the process of co-opting to fill the vacancies on the Parish Council.</p>
<b>26/57</b>	<p><b>To receive items to be included in the next agenda</b></p> <p>None received.</p>

**The meeting closed at 20:30**