



Croughton Parish Council
 Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND
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 Email: clerk@croughtonparishcouncil.gov.uk

All Councillors are summoned to a meeting of Croughton Parish Council in the Parish Room, Croughton Village Hall on Monday, 13th April 2026 at 7.30 p.m. when the following business will be transacted:

CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall

Monday 13th April 2026

at 7:30pm

AGENDA

26/58	Welcome and announcement from the Chair																																
26/59	To receive and approve apologies for absence.																																
26/60	To receive and approve for signature the Minutes of the meeting held on Monday 9 th March 2026	*																															
26/61	To note any matters arising not included on this agenda, for report only (clerk's report)																																
26/62	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>																																
26/63	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>																																
26/64	<p>Financial matters: Balance of accounts as of 31st March 2026:</p> <table border="1" style="margin-left: 40px;"> <tr> <td>Community Account</td> <td style="text-align: right;">£2,481.60</td> </tr> <tr> <td>Premium Savings Account</td> <td style="text-align: right;">£113,216.66</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£115,698.26</td> </tr> </table> <p>1. To approve the Bank Reconciliations for March 2026 (see separate documents)</p> <p>2. To ratify and approve payments and payments due <i>(subject to change before the meeting, but correct at time of agenda publication):</i></p> <table border="1" style="margin-left: 40px;"> <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 style="text-align: right;">£0.00</td> <td style="text-align: right;">£ 20.00</td> </tr> <tr> <td>Water (Cemetery)</td> <td>DD</td> <td>Wave</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£9.00</td> </tr> <tr> <td>Phone</td> <td>Debit card</td> <td>Vonage</td> <td style="text-align: right;">£1.71</td> <td style="text-align: right;">£10.25</td> </tr> <tr> <td>Mobile phone SIM</td> <td>Debit card</td> <td>Smarty</td> <td style="text-align: right;">£0.00</td> <td style="text-align: right;">£6.00</td> </tr> </tbody> </table>	Community Account	£2,481.60	Premium Savings Account	£113,216.66	Total	£115,698.26	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	*
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	Broadband	DD	Gigaclear	£7.22	£43.30		
	Clerk salary (Mar Mth 12)	BACS	K Kerby	£0.00	£821.09		
	Clerk salary (Emp NIC) Mth 12	DD	HMRC	£0.00	£60.61		
	Newsletter (27829)	BACS	Texprep	£0.00	£64.20		
	Training courses	BACS	NCALC	£19.80	£118.80		
	NCALC & CALC/ Int Audit / DPO fee	BACS	NCALC	£63.55	£821.46		
	Nat. Non-Dom Rate Demand - Cemetery		WNC	£0.00	£0.00		
	TOTAL			£92.28	£1,974.71		
	3. To note receipts for March 2026:						
	Description	Reference	Payee	Total			
	Newsletter		Sponsor	£770.40			
	Bank Interest		Savings account	£313.00			
	Cemetery Fees		Private	£77.00			
	VAT Refund		HMRC	£647.50			
	Allotment Rent		Plot 10	£20.00			
	Allotment Rent		Plot 18	£20.00			
	Allotment Rent		Plot 20	£20.00			
	TOTAL			£1,867.90			
	4. To review and approve the Internal Control Report for 2025/26 Q2						*
	5. To review and approve the Internal Control Report for 2025/26 Q3						*
26/65	Annual Governance and Accountability Return 2025/26 (AGAR) To review and approve Sections 1 & 2 of the AGAR for 2025/26:						
	1. Section 1 - Annual Governance Statement 2025/26						
	a. To consider the measures taken in support of the Annual Governance Statements (AGAR Section 1)					*	
	b. To approve the Annual Governance Statement 2025/26						
	2. Section 2 - Accounting Statements 2025/26:						
	a. To approve the Accounting Statements 2025/26 (AGAR Section 2)					*	
	b. To approve the Bank Reconciliation for YE 31 st March 2026					*	
	c. To approve the Explanation of Significant Variances for 2025/26.					*	
26/66	Insurance pre-renewal Questionnaire						
	1. To review the Insurance pre-renewal questionnaire					*	
	2. To approve the Cllr declaration on Page 8						
26/67	Planning Applications relevant to Croughton: No new planning Applications at time of agenda publication						
26/68	Action Plan 2025-26 and associated actions						
	1. To review Action Plan for 2025-26						
	a. To review and approve the Cemetery Fees for 2026/27					*	
	2. To receive updates from representatives within the community, relevant to the Action Plan 2025-26, if available.						
	a. Croughton All Saints Church						
	b. Croughton Village Hall						
	c. Cemetery						
	d. Allotments						
	e. Footpaths						

	<ul style="list-style-type: none"> f. RAF Croughton g. Defibrillator h. Portway Pocket Park i. Highways j. Police k. Poor's Allotment Trust <p>3. To receive feedback from Councillor training.</p> <p>4. To receive requests for Councillor training.</p>	
26/69	<p>Exclusion of the Public and Press</p> <p>To resolve that the Public and Press be excluded from the meeting for the following item (26/70 – Staffing matters) by reason of the confidential nature of the business to be transacted.</p>	
26/70	<p>Staffing matters</p> <p>Confidential item</p>	
26/71	<p>Project to rebuild the Allotment Wall</p> <p>To receive an update, if available</p>	
26/72	<p>Traffic Working Group</p> <p>To receive an update from the Traffic Working group, if available.</p>	
26/73	<p>Allotment Working Group</p> <p>To receive an update from the Allotment Working Group, if available.</p> <p>To consider for approval the following addition to the Allotment Policy, as proposed by the Allotment Working Group:</p> <p>“Allotment holders are permitted to take on a subsequent plot, at standard rent, if there is no interest from non-current allotment holders. If all plots are full and a prospective plot holder applies, then the subsequent plot will be given up with no less than one month's notice, before the following October, to allow for the harvest of the year's crops.”</p>	
26/74	<p>To review the status of the dog waste bins.</p> <p>To receive an update if available</p>	
26/75	<p>To receive feedback from the community tidy of Croughton Cemetery on Saturday 11th April.</p>	
26/76	<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>	
26/77	<p>To receive items to be included in the next agenda</p>	

Signed: *Karen Kerby*

(Clerk)

Date 8th April 2026