



**CROUGHTON PARISH COUNCIL**  
**PARISH COUNCIL MEETING**  
Croughton Village Hall  
Monday, 13<sup>th</sup> April, 2026  
at 7:30pm

**MINUTES**

Present:

Councillor Vee Griffiths (Chair)

Councillor Simon Kerby

Councillor Zoe Greenfield

Councillor Steven Caldwell

Councillor Graham Judd

In attendance: Karen Kerby (Clerk)

**The meeting opened at 19:30**

<b>26/58</b>	Welcome and announcement from the Chair
<b>26/59</b>	To receive and approve apologies for absence. Apologies were received from Councillor Susan Relf <b>Resolved: to approved apologies from Cllr Relf</b>
<b>26/60</b>	To receive and approve for signature the Minutes of the meeting held on Monday 9 <sup>th</sup> March 2026 <b>Resolved: to approve the Minutes of the meeting held on Monday 9<sup>th</sup> March 2026</b>
<b>26/61</b>	To note any matters arising not included on this agenda, for report only (clerk's report) <ul style="list-style-type: none"><li>• The clerk had received an email from a resident regarding the noise from guard dogs at one of the units at Park End works. A reply was sent suggesting this should be reported to WNC Environmental Health dept.</li><li>• The Clerk has reported the 4 permanent VAS machines in the village, none of which are currently working.</li><li>• An email has been received from a company (CMBus) who are looking at the possibility of providing a bus service into Brackley from a number of villages including Croughton. This is still at the 'investigation' stage.</li></ul>
<b>26/62</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>26/63</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

**26/64****Financial matters:**Balance of accounts as of 31<sup>st</sup> March 2026:

Community Account	£2,481.60
Premium Savings Account	£113,216.66
Total	£115,698.26

**1. To approve the Bank Reconciliations for March 2026** (see separate document)**Resolved: to approve the Bank Reconciliation for March 2026****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 (March - Mth 12)	BACS	K Kerby	£0.00	£821.09
Clerk salary (Employers NIC Mth 12)	DD	HMRC	£0.00	£60.61
Newsletter (27829)	BACS	Texprep	£0.00	£64.20
Training courses (2x Cllr)	BACS	NCALC	£19.80	£118.80
NCALC & CALC/ Int Audit / DPO fee	BACS	NCALC	£63.55	£821.46
Nat. Non-Domestic Rate Demand - Cem		WNC	£0.00	£0.00
Electricity (Jan – Mar 2026)	DD	NPower	£36.61	£687.91
Streetlamps maintenance (6018817603)	BACS	E.ON	£37.82	£226.92
<b>TOTAL</b>			<b>£166.71</b>	<b>£2,889.54</b>

**Resolved: to approve payments and payments due, as above.****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
<b>TOTAL</b>			<b>£1,867.90</b>

**Receipts noted.****4. To review and approve the Internal Control Report for 2025/26 Q2****Resolved: to approve Internal Control Report for 2025/26 Q2****5. To review and approve the Internal Control Report for 2025/26 Q3****Resolved: to approve Internal Control Report for 2025/26 Q3****26/65****Annual Governance and Accountability Return 2025/26 (AGAR)**

To review and approve Sections 1 &amp; 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)

	<p>b. To approve the Annual Governance Statement 2025/26 <b>Resolved: to approve the Annual Governance Statement 2025/26</b></p> <p>2. Section 2 - Accounting Statements 2025/26:</p> <p>a. To approve the Accounting Statements 2025/26 (AGAR Section 2) <b>Resolved: to approve the Accounting Statements 2025/26</b></p> <p>b. To approve the Bank Reconciliation for YE 31<sup>st</sup> March 2026 <b>Resolved: to approve the Bank Reconciliation for YE 31<sup>st</sup> March 2026</b></p> <p>c. To approve the Explanation of Significant Variances for 2025/26. <b>Resolved: to approve the Explanation of Variances for 2025/26</b></p>
26/66	<p><b>Insurance pre-renewal Questionnaire</b></p> <p>1. To review the Insurance pre-renewal questionnaire It was noted that there is no address for the Allotment wall. The clerk has provided a What3Words reference to the Insurance company.</p> <p>2. To approve the Cllr declaration on Page 8 <b>Resolved: Councillors to submit their responses, confidentially, to the clerk.</b></p>
26/67	<p><b>Planning Applications relevant to Croughton:</b> No new Planning Applications at time of agenda publication</p>
26/68	<p><b>Action Plan 2025-26 and associated actions</b></p> <p>1. To review Action Plan for 2025-26</p> <p>a. To review and approve the Cemetery Fees for 2026/27 Cllrs have noticed that the fees are significantly lower at Croughton Cemetery than other similar sized cemeteries in the area. It was agreed to carry out some further research before setting the fees for the next year.</p> <p>2. To receive updates from representatives within the community, relevant to the Action Plan 2025-26, if available.</p> <p>a. Croughton All Saints Church. No specific updates were available.</p> <p>b. Croughton Village Hall. No specific updates were available.</p> <p>c. Cemetery. No specific updates were available.</p> <p>d. Allotments. No specific updates were available.</p> <p>e. Footpaths. No specific updates were available.</p> <p>f. RAF Croughton. No specific updates were available.</p> <p>g. Defibrillator. No specific updates were available.</p> <p>h. Portway Pocket Park. No specific updates were available.</p> <p>i. Highways. No specific updates were available.</p> <p>j. Police. No specific updates were available.</p> <p>k. Poor's Allotment Trust. No specific updates were available.</p> <p>3. To receive feedback from Councillor training. Cllr Greenfield reported on her attendance of the 'Code of Conduct' course and offered to share the handouts from the course with other Councillors.</p> <p>4. To receive requests for Councillor training.</p>
26/69	<p><b>Exclusion of the Public and Press</b> 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. <b>Resolved: to approve that the Public and Press be excluded from the meeting for item 26/70 – Staffing matters</b></p>

<b>26/70</b>	<p><b>Staffing matters</b> Confidential item <b>Resolved: to advertise the position of Clerk/RFO following the announcement of the retirement of the current clerk.</b></p>
<b>26/71</b>	<p><b>Project to rebuild the Allotment Wall</b> To receive an update, if available The clerk reported that she is still waiting for a response from NCalc and will follow up as soon as possible.</p>
<b>26/72</b>	<p><b>Traffic Working Group</b> To receive an update from the Traffic Working group, if available. No specific update to report.</p>
<b>26/73</b>	<p><b>Allotment Working Group</b> To receive an update from the Allotment Working Group, if available. The Allotment Working Group held a productive meeting. One of the main items discussed was to address the situation regarding plots with no tenants (of which there are 7). The following proposal was tabled:</p> <p>To consider for approval the following addition to the Allotment Policy, as proposed by the Allotment Working Group: “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> <p>It was agreed in principle to approve the proposal, but more detail is required from the AWG to determine the practicalities of how this could be managed; in particular, who decides which plot is given up if there is more than one tenant with a second plot.</p>
<b>26/74</b>	<p><b>To review the status of the dog waste bins.</b> To receive an update if available No complaints have been received recently regarding over-flowing bins. Council will continue to monitor, but the situation appears to have resolved itself.</p>
<b>26/75</b>	<p>To receive feedback from the community tidy of Croughton Cemetery on Saturday 11<sup>th</sup> April. It was reported that 3 Councillors and 3 members of the public (including one from the RAF Base) spent a busy morning moving a substantial amount of topsoil to level the ground where it had dropped away over time. The council will now need to purchase some grass seed to reinstate the grass.</p>
<b>26/76</b>	<p><b>Co-option to fill Councillor Vacancies</b> To consider the process of co-opting to fill the vacancies on the Parish Council.</p>
<b>26/77</b>	<p><b>To receive items to be included in the next agenda</b></p> <ul style="list-style-type: none"> <li>To consider the process of calling an Annual Parish Meeting</li> </ul>

**The meeting closed at 21:00**