Croughton Parish Council
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CROUGHTON PARISH COUNCIL
ANNUAL PARISH COUNCIL MEETING
Croughton Village Hall
Monday 11th May 2026
at 7:30pm

MINUTES

Present:
Councillor Vee Griffiths (Chair)
Councillor Simon Kerby
Councillor Zoe Greenfield
Councillor Susan Relf
Councillor Graham Judd

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:31

26/78	**To elect the Parish Council Chair:** 1. To elect the Chair of Croughton Parish Council Following a lengthy discussion, Cllr Vee Griffiths reluctantly stepped up to be elected as Chair for the meeting, and was duly voted in. **Resolved: to elect Cllr Vee Griffiths as Chair** 2. To receive the Chair's Declaration of Acceptance of Office or, if not received, to decide a date by which it shall be received. **(Declaration of Acceptance received on Tuesday 12th May)**
26/79	To receive and approve apologies for absence. Apologies had been received from Councillor Steven Caldwell **Resolved: to accept and approve apologies from Cllr Caldwell**
26/80	To receive and approve for signature the Minutes of the meeting held on Monday 13th April 2026 **Resolved: to approve the Minutes of the meeting held on the 13th April 2026**
26/81	To note the resignation of Councillor Kate Goodchild. The resignation of Cllr Goodchild was noted The Clerk reported that WNC Electoral Services have been informed and the vacancy has been dutifully advertised.
26/82	To note any matters arising not included on this agenda, for report only (clerk's report) • A late notification for a Planning Application on RAF Croughton has been received. It was agreed that the clerk will circulate the information and if any Cllr wishes to call a meeting to discuss the proposal, a meeting will be called.

- The Clerk has been informed that one of the VAS machines close to the entrance to RAF Croughton is beyond economic repair. The other one has been fixed.
- The faulty footpath lights PL45, PL53 and PL22 have been fixed with replacement bulbs.

26/83 To receive members' Declarations of Interest under the Council's Code of Conduct related to business on the agenda. *(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).*
None declared

26/84 **Public participation session** *(Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting)*
No members of the public were present

26/85 **Financial matters:**
Balance of accounts as of 30th April 2026:

Community Account	£27,677.00
Premium Savings Account	£111,216.66
Total	£138,893.66

1. To approve the Bank Reconciliation for April 2026 (see separate document)
Resolved: to approve the Bank Reconciliation for April 2026

2. **To ratify and approve payments and payments due** *(subject to change before the meeting, but correct at time of agenda publication):*

Description	Reference	Payee	VAT	Total
Cemetery - grass seed	Debit card	Amazon Business	£2.59	£15.56
Water (Allotments)	DD	Wave	£0.00	£ 12.00
Water (Cemetery)	DD	Wave	£0.00	£9.00
Clerk salary (Mth 1)	BACS	K Kerby	£0.00	£698.80
Clerk salary (Emp NIC – Mth 1)	DD	HMRC	£0.00	£42.27
Phone	Debit card	Vonage	£1.71	£10.25
Mobile phone SIM	Debit card	Smarty	£0.00	£6.00
Broadband	DD	Gigaclear	£7.88	£47.30
Newsletter printing (27875)	BACS	Texprep	£0.00	£64.20
Insurance	BACS	AJG (Hiscox)	£64.32	£650.30
TOTAL			**£76.50**	**£1,555.68**

Resolved: to ratify and approve payments and payments due above

3. To note receipts for April 2026:

Description	Reference	Payee	VAT	Total
Allotment rent	CC	26		£20.00
Allotment rent	CC	3		£20.00
Allotment rent	CC	16		£20.00
Allotment rent	CC	8		£20.00
Allotment rent	CC	17		£20.00
Allotment rent	CC	15		£20.00
Allotment rent	CC	6a		£10.00
Allotment rent	CC	24b		£10.00
Allotment rent	CC	19		£20.00

Allotment rent	CC	24b		£8.50
Allotment rent	CC	7		£20.00
Allotment rent	Cheques	1 + 27		£60.00
Allotment rent	CC	24b		£1.50
Cemetery Fees	CC	Private		£135.00
Precept	CC	WNC		£25,719.50
TOTAL				**£26,104.50**

Receipts for April 2026 were duly noted

4. To appoint the Internal Control Councillor for 2026/27
Resolved to appoint Cllr Judd as Internal Control Councillor for 2026/27

26/86 **To review and approve the Standing Orders for Croughton Parish Council**
It was noted that there is a discrepancy between the document retention SO (page 11 item XV) and the Action Plan 2026/27. After a brief discussion, it was agreed to amend the Action Plan 2026/27
Resolved: to approve the Standing Orders for 2026/27

26/87 **To review and approve the Financial Regulations for Croughton Parish Council**
Resolved: to approve the Financial Regulations for 2026/27

26/88 **To review and approve for adoption the Code of Conduct for Croughton Parish Council**
Resolved: to adopt the Code of Conduct for 2026/27

26/89 **To approve the Parish Council meeting dates for 2026/27**
Resolved: to approve the Parish Council meeting dates for 2026/27

26/90 **To review for approval the Insurance renewal, due on 1st June 2026**
1. To accept the Policy Schedule with Hiscox Insurance Company as recommended by Gallagher Insurance Brokers. There have been no material changes to the policy since last year.
Resolved: to accept the Policy schedule above
2. To approve the Renewal Payment of £650.30 for 2026-27
Resolved: to approve the renewal payment of £650.30

26/91 **Planning Applications currently relevant to Croughton:**
No new Planning Applications at the time of publication of the agenda.

26/92 **Action Plan 2026-27 and associated actions**
1. To approve the Action Plan for 2026-27
It was agreed to defer this to the next meeting subject to the changes made to bring it in line with the Standing Orders

2. To review the appointment of representatives relevant to the Action Plan 2026-27
Cllr Greenfield was appointed as contact with RAF Croughton following the resignation of Kate Goodchild
Cllr Relf to continue as footpath warden
The Clerk to contact all other non-Parish Council representatives for agreement to continue

3. To receive requests for Councillor training.
None were received

26/93	**Allotment Wall rebuilding project** To consider for approval the Borrowing Application for a PWLB loan. 1. Business Statement **Resolved: to approve the Business Statement for submission to NCALC** 2. Borrowing Application form **Resolved: to approve the Borrowing Application for submission to NCALC**
26/94	**Traffic Working Group** To receive an update from the Traffic Working group, if available No update available
26/95	**Allotment Working Group** To receive an update from the Allotment Working Group, if available A report has been received of a break-in to sheds at the allotment, as well as further break-ins in the surrounding area. The police have been informed and are investigating.
26/96	**Defibrillator** To consider holding a meeting to bring all parties interested in the defibrillator together to discuss the route forwards. The meeting is proposed to be held on Thursday 20th of May at 7:30 pm in the Parish room. **Resolved: to hold a meeting to bring all parties together to discuss fundraising for a new defibrillator.** The clerk will check dates with the Village Hall committee and book the room.
26/97	**Annual Parish Meeting** To consider a proposal to hold an Annual Parish Meeting on Monday June 1st at 7:30 pm in the Parish room. **Resolved: to decline the proposal**
26/98	**Litter Pick** 1. To consider, in principle, holding a village litter pick during this year. 2. To enquire about the availability of litter picking equipment **Resolved: to defer this item to the next meeting**
26/99	To receive an update on noise from the compound next to the Co-op. It has been reported that the noise has reduced and that there have been no further problems
26/100	**Councillor Vacancies** To note that the Council can co-opt to fill the vacancies of 2 Councillors from the last election, and advertise the vacancy created by the resignation of Cllr Goodchild. Noted

The meeting closed at 20:59