



Croughton Parish Council
 Croughton Village Hall, Wheelers Rise, Croughton, NN13 5ND
 Tel: 07863 356095 | 01869 819905
 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, 8th June, 2026 at 7.30 p.m. when the following business will be transacted:

CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall
 Monday 8th June 2026
 at 7:30pm

AGENDA

| | | |
|---------------|---|---|
| 26/101 | To note that the resignation, from the role of Chair, has been received from Cllr Griffiths | |
| 26/102 | To elect the Parish Council Chair: 1. To elect the Chair of Croughton Parish Council 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. | |
| 26/103 | To receive and approve apologies for absence. | |
| 26/104 | To receive and approve for signature the Minutes of the meeting held on Monday 11 th May 2026 | * |
| 26/105 | To note the resignation of Councillor Simon Kerby | |
| 26/106 | To note any matters arising not included on this agenda, for report only (clerk's report) | |
| 26/107 | 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> | |
| 26/108 | Public participation session <i>(Members of the public are invited to address the council. Members of the public should address their representations through the chairman of the meeting)</i> | |

| 26/109 | <p>Financial matters:</p> <p>Balance of accounts as of 31st May 2026:</p> <table border="1" data-bbox="288 309 1007 421"> <tr> <td>Community Account</td> <td>£1,115.35</td> </tr> <tr> <td>Premium Savings Account</td> <td>£136,216.66</td> </tr> <tr> <td>Total</td> <td>£137,332.01</td> </tr> </table> <p>1. To approve the Bank Reconciliation for May 2026 (see separate document) *</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" data-bbox="212 636 1444 1041"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Defibrillator PAD/PAK batteries</td> <td>Debit card</td> <td>Curae Group</td> <td>£25.80</td> <td>£154.80</td> </tr> <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>Clerk salary (Mth 2)</td> <td>BACS</td> <td>K Kerby</td> <td>£0.00</td> <td>£733.74</td> </tr> <tr> <td>Clerk salary (Employer NIC – Mth 2)</td> <td>DD</td> <td>HMRC</td> <td>£0.00</td> <td>£47.51</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>£7.88</td> <td>£47.30</td> </tr> <tr> <td>Newsletter printing (27917)</td> <td>BACS</td> <td>Texprep</td> <td>£0.00</td> <td>£64.20</td> </tr> <tr> <td>Cemetery fee refund - rec'd in error</td> <td>BACS</td> <td>Edd Frost</td> <td>£0.00</td> <td>£262.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td>£35.39</td> <td>£1,354.80</td> </tr> </tbody> </table> <p>3. To note receipts for May 2026:</p> <table border="1" data-bbox="189 1124 1370 1361"> <thead> <tr> <th>Description</th> <th>Reference</th> <th>Payee</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 9</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>CC</td> <td>Plot 22</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Allotment rent</td> <td>Cheques</td> <td>Plot 5</td> <td></td> <td>£20.00</td> </tr> <tr> <td>Cemetery fee – rec'd in error</td> <td>CC</td> <td>Edd Frost</td> <td></td> <td>£262.00</td> </tr> <tr> <td>Cemetery Fees</td> <td>CC</td> <td>Banbury Memorials</td> <td></td> <td>£39.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td>£361.00</td> </tr> </tbody> </table> | Community Account | £1,115.35 | Premium Savings Account | £136,216.66 | Total | £137,332.01 | Description | Reference | Payee | VAT | Total | Defibrillator PAD/PAK batteries | Debit card | Curae Group | £25.80 | £154.80 | Water (Allotments) | DD | Wave | £0.00 | £ 20.00 | Water (Cemetery) | DD | Wave | £0.00 | £9.00 | Clerk salary (Mth 2) | BACS | K Kerby | £0.00 | £733.74 | Clerk salary (Employer NIC – Mth 2) | DD | HMRC | £0.00 | £47.51 | 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 (27917) | BACS | Texprep | £0.00 | £64.20 | Cemetery fee refund - rec'd in error | BACS | Edd Frost | £0.00 | £262.00 | TOTAL | | | £35.39 | £1,354.80 | Description | Reference | Payee | VAT | Total | Allotment rent | CC | Plot 9 | | £20.00 | Allotment rent | CC | Plot 22 | | £20.00 | Allotment rent | Cheques | Plot 5 | | £20.00 | Cemetery fee – rec'd in error | CC | Edd Frost | | £262.00 | Cemetery Fees | CC | Banbury Memorials | | £39.00 | TOTAL | | | | £361.00 |
|--------------------------------------|--|-------------------|---------------|-------------------------|-------------|-------|-------------|-------------|-----------|-------|-----|-------|---------------------------------|------------|-------------|--------|---------|--------------------|----|------|-------|---------|------------------|----|------|-------|-------|----------------------|------|---------|-------|---------|-------------------------------------|----|------|-------|--------|-------|------------|--------|-------|--------|------------------|------------|--------|-------|-------|-----------|----|-----------|-------|--------|-----------------------------|------|---------|-------|--------|--------------------------------------|------|-----------|-------|---------|--------------|--|--|---------------|------------------|-------------|-----------|-------|-----|-------|----------------|----|--------|--|--------|----------------|----|---------|--|--------|----------------|---------|--------|--|--------|-------------------------------|----|-----------|--|---------|---------------|----|-------------------|--|--------|--------------|--|--|--|----------------|
| Community Account | £1,115.35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Premium Savings Account | £136,216.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | £137,332.01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Reference | Payee | VAT | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Defibrillator PAD/PAK batteries | Debit card | Curae Group | £25.80 | £154.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water (Allotments) | DD | Wave | £0.00 | £ 20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Water (Cemetery) | DD | Wave | £0.00 | £9.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk salary (Mth 2) | BACS | K Kerby | £0.00 | £733.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Clerk salary (Employer NIC – Mth 2) | DD | HMRC | £0.00 | £47.51 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 (27917) | BACS | Texprep | £0.00 | £64.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cemetery fee refund - rec'd in error | BACS | Edd Frost | £0.00 | £262.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | | £35.39 | £1,354.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Description | Reference | Payee | VAT | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allotment rent | CC | Plot 9 | | £20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allotment rent | CC | Plot 22 | | £20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allotment rent | Cheques | Plot 5 | | £20.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cemetery fee – rec'd in error | CC | Edd Frost | | £262.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cemetery Fees | CC | Banbury Memorials | | £39.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | | | £361.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26/110 | <p>Annual Governance & Accountability Return 2025/26</p> <p>1. Internal Audit:</p> <p>a. To receive the Internal Audit Report dated 29th April 2026</p> <p>b. To note that the Internal Auditor has completed and signed off the Annual Internal Audit Report 2025/26</p> <p>2. Period for Exercise of Public Rights</p> <p>To approve commencement date of 9th June 2025 (to end on 20th July 2025)</p> | * * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26/111 | <p>Planning Applications currently relevant to Croughton:</p> <p>No new Planning Applications at the time of publication of the agenda.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26/112 | <p>Action Plan 2026-27 and associated actions</p> <p>1. To review the Action Plan for 2026-27</p> <p>2. To receive updates from representatives relevant to the Action Plan 2026-27</p> <p>3. To receive requests for Councillor training.</p> | * * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26/113 | <p>Allotment Wall rebuilding project</p> <p>To receive an update, if available.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 26/114 | <p>Traffic Working Group To receive an update from the Traffic Working group, if available</p> | |
| 26/115 | <p>Allotment Working Group To receive an update from the Allotment Working Group, if available</p> | |
| 26/116 | <p>Recruitment for a new Clerk A Recruitment Working Group meeting was held, and the following proposals have been submitted:</p> <ol style="list-style-type: none"> 1. CPC to authorise the Recruitment Working Group to spend up to £364 +VAT to advertise the clerk's role with the SLCC (Society of Local Council Clerks). This will enable targeted advertising with a listing on the SLCC website, advertising on their social media channels and listed in their bi-weekly news bulletin for up to 4 weeks. 2. An adjustment to the way the clerk is paid to ensure legislative compliance. Basic salary will be paid on the due date, and any overtime will be authorised at the following meeting. Overtime may be incurred up to a pre-authorised limit without specific agreement for each case. 3. To review the Clerk's performance twice yearly on the next meeting after the 6 month anniversary of their appointment, onwards. The Clerk is responsible for including this in the agenda. 4. The Clerk will receive an annual salary review, to be offset by 3 months from the performance review. The Clerk is responsible for including this in the agenda. | |
| 26/117 | <p>Defibrillator To receive an update from the meeting held on the 4th June, 2026 to discuss fundraising for a new defibrillator.</p> | |
| 26/118 | <p>Cemetery To approve a request to purchase an ERB for the interment of 3 sets of ashes in a burial plot.</p> | |
| 26/119 | <p>Litter Pick</p> <ol style="list-style-type: none"> 1. To consider, in principle, holding a village litter pick during 2026/27. 2. To enquire about the availability of litter picking equipment | |
| 26/120 | <p>Little Brook Ward meeting To consider CPC involvement in the next Little Brook Ward meeting.</p> | |
| 26/121 | <p>Councillor Vacancies To note that the Council has vacancies for co-option for 3 Councillors, and that the Clerk has advertised one vacancy created by the resignation of Cllr Kerby.</p> | |