



Croughton Parish Council
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CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

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

MINUTES

Present:

Councillor Vee Griffiths (Chair)
Councillor Zoe Greenfield
Councillor Steven Caldwell
Councillor Graham Judd

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:30

26/101	To note that the resignation, from the role of Chair, has been received from Cllr Griffiths The resignation of Cllr Griffiths from the role of Chair was noted. Cllr Griffiths was thanked for stepping into the role to allow the previous meeting to go ahead.
26/102	To elect the Parish Council Chair: 1. To elect the Chair of Croughton Parish Council Cllr Caldwell proposed that he should be elected as Chair and was duly elected. Resolved: to elect Cllr Caldwell 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. The Chair's Declaration of Acceptance of Office was received
26/103	To receive and approve apologies for absence. Apologies had been received from Councillor Susan Relf Resolved: to accept and approve apologies from Cllr Relf
26/104	To receive and approve for signature the Minutes of the meeting held on Monday 11 th May 2026 Resolved: to approve the Minutes of the meeting held on Monday 11th May 2026
26/105	To note the resignation of Councillor Simon Kerby The resignation of Cllr Kerby was noted. Cllr Kerby was thanked for all his work, including 2 years as Chair and also for being instrumental in carrying out the project to reduce the electricity bill for the street lighting.
26/106	To note any matters arising not included on this agenda, for report only (clerk's report) None to 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> None declared																																																																																																					
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> No members of the public were present																																																																																																					
26/109	Financial matters: Balance of accounts as of 31st May 2026: <table><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> 1. To approve the Bank Reconciliation for May 2026 (see separate document) Resolved: to approve the Bank Reconciliation for May 2026 2. To ratify and approve payments and payments due: <table><tr><th>Description</th><th>Reference</th><th>Payee</th><th>VAT</th><th>Total</th></tr><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></table> Resolved: to ratify and approve the payments and payments due above. 3. To note receipts for May 2026: <table><tr><th>Description</th><th>Reference</th><th>Payee</th><th>VAT</th><th>Total</th></tr><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></table> Receipts for May were noted	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
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26/110	Annual Governance & Accountability Return 2025/26 1. Internal Audit: a. To receive the Internal Auditors Report dated 29th April 2026 Resolved: 2025/26 Internal Auditors Report was noted and accepted																																																																																																					

	b. To note that the Internal Auditor has completed and signed off the Annual Internal Audit Report 2025/26 Resolved: to note the completion of the Internal Audit Report 2. Period for Exercise of Public Rights To approve commencement date of 9th June 2026 (to end on 20th July 2026) Resolved: to approve commencement date for the period for the Exercise of Public Rights
26/111	Planning Applications currently relevant to Croughton: No new Planning Applications at the time of the meeting
26/112	Action Plan 2026-27 and associated actions 1. To review the Action Plan for 2026-27 Amendments to be made by the clerk. Action Plan to be reviewed at the next meeting. 2. To receive updates from representatives relevant to the Action Plan 2026-27 Updates were received from: • All Saint's Church: plaster has been falling off another section of the wall with the possibility of exposing further medieval paintings on the wall behind. • Northants Police: the police are still investigating the break-ins at the allotments and outbuildings at the west end of Croughton. They were also called to a break-in at the Co-op, although it isn't clear whether anything was stolen. • RAF Croughton: Cllr Greenfield has arranged a meeting with the RAF Croughton liaison, Abby. 3. To receive requests for Councillor training. Cllr Caldwell requested permission to attend the Chairperson and Leadership course. Resolved: to approve Cllr Caldwell to attend the course.
26/113	Allotment Wall rebuilding project The Clerk has submitted the Borrowing Application to MHCLG and has received a response requesting a change to some of the information. It was agreed that the clerk will look at the implications for this before the next meeting and, if appropriate, and the Chair will call an extra ordinary meeting to expediate the process.
26/114	Traffic Working Group The clerk reported that an email had been received asking when the working group would be reporting back from the survey. The WG agreed that they will arrange to have a meeting as soon as possible.
26/115	Allotment Working Group To receive an update from the Allotment Working Group, if available Nothing to report
26/116	Recruitment for a new Clerk A Recruitment Working Group meeting was held, and the following proposals have been submitted: 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. Resolved: to advertise the role through the SLCC network 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. Resolved: to pay the clerk on the payment due date, in line with legislative compliance

	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. Resolved: to review the clerk's performance twice yearly 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. Resolved: to review the clerk's salary annually.
26/117	Defibrillator To receive an update from the meeting held on the 4th June, 2026 to discuss fundraising for a new defibrillator. - The meeting was well attended with representatives from the Parish Council, the AED Guardians, the WI, the Wine group/beer festival, Brackley Morris Men and representatives from the village. - The defibrillator is now operational and back on the 'circuit' but it is out of warranty and the replacement parts are becoming increasingly difficult to source. - Some funding has already been raised by the Brackley Morris Men, the Wine club/beer festival plan to donate proceeds this year to a new defibrillator and the WI have passed a motion to provide fund as well. - A new defibrillator will cost approximately £1,000, and a new cabinet will cost approximately £600. - The group decided to replace the current defibrillator with a new one, including a new cabinet, with the aim of doing this by October. The old defibrillator is still functional and could be made available in a building (perhaps the village hall) until it becomes impossible to source the replacement parts. - It was also suggested that, if funds permitted, a second defibrillator could be purchased to be placed near the Portway end of the village. - The meeting requested that the Parish Council holds the funds in an earmarked reserve and the CPC will purchase the defibrillator on behalf of the village. - A working group was set up to coordinate the fundraising and to research the best available defibrillator for Croughton. It was agreed to set up a GoFundMe page where donations can be collected. - It was noted that this working group is independent from the Parish Council. Cllr Griffiths proposed that Croughton Parish Council hold the funds in ear-marked reserves on behalf of the defibrillator group. Resolved: for CPC to hold the funds in an ear-marked reserve and to purchase the defibrillator and cabinet recommended by the group.
26/118	Cemetery To approve a request to purchase an ERB for the interment of 3 sets of ashes in a burial plot. Resolved: to approve the purchase of a ERB for the interment of 3 ashes in a burial plot at Croughton cemetery. Cllr Griffiths reported a couple of the headstones in the cemetery are loose and need straightening. It was agreed that the clerk will attempt to contact the family concerned to ask them to arrange for the headstones to be straightened. If this fails, the Parish Council will arrange for them to be laid down.
26/119	Litter Pick 1. To consider, in principle, holding a village litter pick during 2026/27. It was agreed, in principle, to hold a village litter pick with a date to be arranged. 2. To enquire about the availability of litter picking equipment. It was suggested that the Council contact WNC and/or the Brackley Wombles about the availability of litter picking equipment.

26/120	Little Brook Ward meeting To consider CPC involvement in the next Little Brook Ward meeting. Resolved: to support the continuation of the Little Brook Ward meetings.
26/121	Councillor Vacancies To note that the Council has vacancies for co-option for 4 Councillors. The Clerk had advertised the vacancy created by the resignation of Cllr Kerby and has been informed by WNC that no requests were made for an election.

The meeting closed at 20:53

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