



Croughton Parish Council
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CROUGHTON PARISH COUNCIL PARISH COUNCIL MEETING

Croughton Village Hall
Monday 10th August 2026
at 7:30pm

MINUTES

Present:

Councillor Steven Caldwell (Chair)
Councillor Vee Griffiths
Councillor Susan Relf
Councillor Graham Judd

In attendance: Karen Kerby (Clerk)

The meeting opened at 19:33

26/139	Welcome announcement from the Chair
26/140	To receive and approve apologies for absence. Councillor Zoe Greenfield Resolved: to approve apologies from Cllr Zoe Greenfield
26/141	To receive and approve for signature the Minutes of the meeting held on Monday 13th July 2026 Two amendments were tabled: Item 26/130.1 In line with the requirements of MHCLG, the resolution should read: "At the Croughton Parish Council meeting of 13th July 2026, it was resolved to seek the approval of the secretary of State for Housing, Communities and Local Government to apply for borrowing approval for a loan of £80,000 over the borrowing term of 2 years for the rebuilding of the allotment wall running alongside the main road (B4031) through Croughton, which partially collapsed in January 2024 and which the Parish Council is responsible for. The annual loan repayments will come to around £42,515 It is not intended to increase the council tax precept for the purpose of the loan repayments." Item 26/134 To replace the sentence after the colon. It should read: "...either to develop a village Neighbourhood Plan in consultation with the local community and landowners; or (if this has not been achieved within 2 yrs of the local plan being adopted) work with the District Council as part of the development plan process to identify suitable site(s). It was agreed that this will be discussed at a future meeting." Resolved: to approve the Minutes of the meeting held on the 13th July 2026, subject to both amendments above

26/142	To receive and approve for signature the Minutes of the Extraordinary meeting held on Thursday 23 rd July 2026 Resolved: to approve Minutes of the Extraordinary meeting held on 23rd July 2026																																																																		
26/143	To note any matters arising not included on this agenda, for report only (clerk's report) - The Clerk noted that she has been in communication with Kier Highways regarding the VAS at the Portway roundabout which was installed less than 2 years ago and has not been working for over a year. They have promised that it is due to be fixed imminently. - The Clerk has applied for the S136 Mowing Grant for 2026. The application was for £844.85 and is now with West Northants Council.																																																																		
26/144	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																																																																		
26/145	Public participation session: One member of the public was present. They spoke about the traffic issue at the mini roundabout in the village at Portway: - Traffic does not slow down - HGVs use it to turn round, causing damage to the road signs and the private property at the house adjacent to the turning - There are frequent arguments where people do not give way or observe the rules of the road																																																																		
26/146	Financial matters: Balance of accounts as of 31 st July: <table><tr><td>Community Account</td><td>£1,201.19</td></tr><tr><td>Premium Savings Account</td><td>£140,326.45</td></tr><tr><td>Total</td><td>£141,527.64</td></tr></table> 1. To approve the Bank Reconciliation for July 2026 (see separate document) 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>Water (Allotments)</td><td>DD</td><td>Wave</td><td>£0.00</td><td>£ 45.00</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 4)</td><td>BACS</td><td>K Kerby</td><td>£0.00</td><td>£772.35</td></tr><tr><td>Clerk salary (Tax, Employer NIC – Mth 4)</td><td>DD</td><td>HMRC</td><td>£0.00</td><td>£69.17</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 (28002)</td><td>BACS</td><td>Texprep</td><td>£0.00</td><td>£64.20</td></tr><tr><td>Councillor training</td><td>BACS</td><td>NCALC</td><td>£10.60</td><td>£63.60</td></tr><tr><td>Printer toners</td><td>Debit card</td><td>Cartridge People</td><td>£9.64</td><td>£57.80</td></tr><tr><td>TOTAL</td><td></td><td></td><td>£29.83</td><td>£1,144.67</td></tr></table> Resolved: to ratify and approve payments listed above	Community Account	£1,201.19	Premium Savings Account	£140,326.45	Total	£141,527.64	Description	Reference	Payee	VAT	Total	Water (Allotments)	DD	Wave	£0.00	£ 45.00	Water (Cemetery)	DD	Wave	£0.00	£9.00	Clerk salary (Mth 4)	BACS	K Kerby	£0.00	£772.35	Clerk salary (Tax, Employer NIC – Mth 4)	DD	HMRC	£0.00	£69.17	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 (28002)	BACS	Texprep	£0.00	£64.20	Councillor training	BACS	NCALC	£10.60	£63.60	Printer toners	Debit card	Cartridge People	£9.64	£57.80	TOTAL			£29.83	£1,144.67
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	3. To note receipts for July 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 25</td><td></td><td>£10.00</td></tr><tr><td>TOTAL</td><td></td><td></td><td></td><td>£10.00</td></tr></table> Receipts were duly noted 4. To consider making an allowance to pay salary for 2 clerks during the handover period. Resolved: to approve provision, if required, to pay for 2 clerks during the handover period.	Description	Reference	Payee	VAT	Total	Allotment rent	CC	Plot 25		£10.00	TOTAL				£10.00
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26/147	Planning Applications currently relevant to Croughton: 1. Planning Applications relevant to Croughton: a. https://wnc.planning-register.co.uk/Planning/Display/2026/2855/HH Resolved: to submit no comments for the above planning application 2. To consider the implications for Croughton of the Local Planning Consultation and the emerging local plan up to 2043. It was noted that the WNC Local Plan update is available to view on the WNC website. Resolved: to defer this item for 3 months															
26/148	Action Plan 2026-27 and associated actions 1. To review the Action Plan for 2026-27 The Action Plan was reviewed. It was noted that the Allotment Policy review is item 26/149 on the agenda for the meeting. 2. To receive updates from representatives relevant to the Action Plan 2026-27 a. Croughton All Saints Church b. Croughton Village Hall: It was reported that there had been a complaint by a member of the public that litter is being left on the playing field. Also noted were the benches at the end of the playing field which are falling apart. The Clerk will pass this information on to the Village Hall Committee. c. Cemetery d. Allotments e. Footpaths f. RAF Croughton g. Defibrillator: it was noted that the group organising the GoFundMe page have written a piece for the Newsletter and have reported a flurry of donations over the weekend. The organisers of the Beer Festival in September plan to donate their proceeds to the fund as well. h. Portway Pocket Park i. Highways j. Police: It was noted that there had recently been a number of break-ins in Aynho. k. Poor’s Allotment Trust 3. To receive requests for Councillor training. None received															
26/149	To review the Allotment Policy and fees Resolved: to defer this item for two months to allow the Allotment Working Group to submit their recommendations for amendments to the policy															
26/150	Allotment Wall rebuilding project The Clerk reported that she has been in communication with the assessors (MHCLG) for the borrowing application (see amendment to the Minutes of the meeting held on 13th July item 26/141 above)															

	They have requested further information, some of which had been supplied previously. All the information will be re-submitted once the approved Minutes of the meeting on the 13 th July are published on the website.
26/151	Traffic Working Group To receive an update from the Traffic Working group. • A final draft version of the Traffic Survey was circulated to Councillors before the meeting and briefly discussed at the meeting. The Traffic Working Group was thanked for producing a comprehensive report, and was reminded that the remit was to provide their recommendations to the Council along with costings for proposals. It was noted that this was always planned to be the next step. • It was agreed that the heading for section 5 should be changed to 'For Future Consideration'. • There have been anecdotal complaints that the traffic through the village has significantly increased since the temporary closure of the A422 through Farthinghoe, including more HGV's which are likely to be over the 7-tonne weight restriction on the B4031 through the village.
26/152	Allotment Working Group To receive an update from the Allotment Working Group. It was noted that the Working Group have not had a meeting for some time. A meeting will be arranged as soon as possible.
26/153	Recruitment of a new Clerk The retirement of the current Clerk and the recruitment of a new clerk. It was reported that the Extraordinary meeting held on the 23rd July had approved Candidate 4 as the best applicant for the job. However, the candidate has since decided to decline the post. After a short discussion, it was agreed to offer the role to Candidate 3. Resolved: to offer the position to Candidate 3 The recruitment team will follow this up to try to ensure an over-lap with the current clerk. The Chair thanked the current Clerk for her commitment to her work over the last 4 years, for her patience with the recruitment process and wished her well in her retirement.
26/154	To consider a request from a member of the public to remove the ragwort from the allotment wall area. • It was established that ragwort is not a notifiable weed and, although poisonous to horses, it does not pose a risk to the people using the allotments or to the general public. It was noted that the Council has very limited resources to call upon for its removal. • It was agreed to ask allotment holders to remove the weed from their own plots. • It was agreed that the Clerk should also ask the grass cutting contractor to assess whether he is able to trim the ragwort at the same time as strimming the strip of grass along the top of the wall.
26/155	Councillor Vacancies To note that the Council has vacancies for co-option for 4 Councillors. Suggestions for encouraging people to want to become councillors were discussed. It was proposed that a leaflet could be produced explaining a month in the life of a Parish Councillor and also the negative aspects of having no Councillors. This could be shared at events in the village such as the beer festival in September.

The meeting closed at 20:59