



Croughton Parish Council
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CROUGHTON PARISH COUNCIL MEETING

Croughton Village Hall
Monday 14th September 2026 at 7:30pm

MINUTES

Present:

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

In attendance: Alan Youel (Clerk/RFO)

The meeting opened at 19:31

26/156	Welcome announcement from the Chair
26/157	To receive and approve apologies for absence. Cllr Zoe Greenfield, Cllr Susan Relf Resolved: To approve apologies from Cllr Zoe Greenfield & Cllr Susan Relf
26/158	To receive and approve for signature the Minutes of the meeting held on Monday 10th August 2026 Resolved: To approve the Minutes of the meeting held on the 10th August 2026
26/159	To note any matters arising not included on this agenda, for report only (clerk's report) General discussion, for the benefit of the new Clerk, on the types of matters councillors would expect to be routinely included in future Clerk's Reports.
26/160	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>) <i>None declared</i>
26/161	Public participation session: <i>No members of public present</i>

26/162

Financial matters:

Balance of accounts as of 31st August:

Community Account	£363.72
Premium Savings Account	£140,326.45
Total	£140,690.17

1. To approve the Bank Reconciliation for August 2026 (see separate document)

Resolved: To approve Bank Reconciliation for August 2026

2. To ratify and approve payments and payments due:

Description	Reference	Payee	VAT	Total
Laptop station keyboard & mouse	Debit card	Amazon	£3.83	£22.97
Water (Allotments)	DD	Wave	£0.00	£45.00
Water (Cemetery)	DD	Wave	£0.00	£9.00
Clerk salary (Mth 5)	BACS	K Kerby	£0.00	£842.30
Clerk salary (Tax, Employer NIC – Mth 5)	DD	HMRC	£0.00	£99.67
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 (2802)	BACS	Texprep	£0.00	£64.20
External Audit	BACS	PKF Littlejohn	£63.00	£378.00
Clerk salary (Mth 6 FINAL)	BACS	NCALC	£0.00	£432.08
**Secure Shredding	BACS	Restore Datashred	£12.96	£77.77
TOTAL			£89.38	£2034.54

****Invoice Restore Datashred subject to credit request**

Resolved: To ratify and approve payments listed above totalling £2034.54

3. To note receipts for August 2026:

Description	Reference	Payee	VAT	Total
Allotment rent	CC	Plot 4		£20.00
Refund	CC	SLCC		£240.00
TOTAL				£260.00

Resolved: To receive and note receipts totalling £260.00

4. Annual Governance and Accountability Return (AGAR), Section 3 2025/26

To receive and note External Auditor’s Report for the 2025/26 Annual Governance and Accountability Return. No exceptions or other matters. <https://croughtonparishcouncil.gov.uk/wp-content/uploads/2026/09/NH0066-S3.pdf>

Resolved: To approve AGAR 2025-26, section 3 External Auditor report

26/163

Planning Applications currently relevant to Croughton:

1. Planning Applications relevant to Croughton:

a. <https://wnc.planning-register.co.uk/Planning/Display/2026/2855/HH>

	Members noted that the Council had previously resolved to submit no comment on the application. Following that decision, comments and objections had subsequently been received from neighbouring residents. Members considered the matters raised and the implications for the Council's consultation response. Resolved: To submit comments to the Planning Authority in respect of application 2026/2855/HH, including a request that due regard be given to the comments received from members of the public and that appropriate consideration be given to the quality and suitability of the proposed materials 2. Local Planning Consultation and Emerging Local Plan to 2043 Members considered the implications of the Local Planning Consultation and the emerging Local Plan to 2043 for Croughton. It was noted that the current WNC Local Plan update documentation is available to view on the West Northamptonshire Council website. Resolved: To defer consideration of this item until the November meeting, to allow members to consider the available documentation
26/164	Action Plan 2026-27 and associated actions 1. To review the Action Plan for 2026–27 The Action Plan for 2026–27 was reviewed. It was noted that the Action Plan will be reviewed on a quarterly basis. 2. To receive updates from representatives relevant to the Action Plan 2026–27 a. Croughton All Saints Church No update was reported. b. Croughton Village Hall No update was reported. c. Cemetery It was noted that reseeding works had been carried out following the end of the period of exceptionally dry weather. d. Allotments It was noted that the Allotment Working Group will meet on 24 September at 7.00pm. e. Footpaths No update was reported. f. RAF Croughton No update was reported. g. Defibrillator It was noted that a possible contribution from the Beer Festival may be made towards the defibrillator fund. The Chair noted the success of the event. h. Highways It was noted that a recent incident at the Brackley Road end of the village, involving a 40mt HGV

	attempting to turn within the 7.5mt weight restriction area, had resulted in damage to a BT chamber and a wall. The matter had been reported to West Northamptonshire Council via FixMyStreet. i. Police It was noted that a police survey is currently underway. j. Poor's Allotment Trust No update was reported. 3. To receive requests for Councillor training No requests for councillor training were received.
26/165	Allotment Wall rebuilding project The Clerk reported that an additional query from the assessors (MHCLG) regarding the allocation of any council budget surplus/deficit had been responded to in connection with the borrowing application. • Wall Condition Survey The Chair provided an update regarding the possible requirement for a general assessment of the condition of the existing wall. Resolved: To contact the surveyor/engineer engaged in relation to the proposed new wall and request a quotation for carrying out a survey of the existing wall.
26/166	Traffic Working Group The Chair on behalf of the Traffic Working Group provided an update to the Council. It was reported that the Traffic Working Group's report had been completed and was ready for publication on the Parish Council website. The next step for the Working Group is to consider the matters identified in the report and formulate a shortlist, together with indicative costings, to identify potential works and actions going forward. Members discussed parking at the junction of Mill Lane and High Street. It was noted that a yellow line restriction could be requested from the local authority, with the traffic restriction therefore being an enforcement matter for the Police. Resolved: To authorise the Traffic Working Group to contact West Northamptonshire Council and the Police regarding parking at the junctions of Mill Lane/High Street and Brackley Road.
26/167	Allotment Working Group <i>To meet 24th September</i>
26/168	Recruitment of a new Clerk The Chair welcomed Alan Youel as the new Clerk/RFO.

	Resolved: To add the new Clerk/RFO to the Parish Council's bank mandate and, once the new arrangements are fully operational, remove the former Clerk from the bank mandate. Resolved: To apply for a debit card for the new Clerk/RFO.
26/169	Consultations Ability Bus Service Survey The Chair reported that the survey had been completed by the previous Clerk on behalf of the Parish Council. Members noted that the survey was difficult to complete on behalf of residents without direct feedback from service users. It was also noted that an alternative service provision is now in place. Highways Liaison Officer – Request from WNC/NCALC The Chair provided an update on the request from West Northamptonshire Council and NCALC for the Parish Council to nominate a representative as a Highways Liaison Officer. Resolved: To refer the matter to the Traffic Working Group for consideration and recommendation. Acorn Community Fund Applications The Chair provided an update following discussions with the Chair of Evenley Parish Council. It was noted that the matter may be pursued at the forthcoming Ward meeting, if appropriate. New Allocation for Homes East of Brackley The Chair provided an update on a communication from Brackley Town Council regarding the Buckinghamshire Local Plan, which is currently at Regulation 19 consultation stage and includes an allocation for approximately 2,890 new dwellings on the eastern edge of Brackley. Members discussed the potential implications for Croughton and the wider area, including the concern that there may be limited direct benefit to Brackley or West Northamptonshire from the proposed development. Resolved: To include the matter on the agenda for further consideration at the next meeting.
26/170	Councillor Vacancies Cllr Griffiths reported that she had produced a leaflet promoting the councillor vacancies and distributed approximately 40 copies at the Beer Festival. No new expressions of interest had been received at the time of the meeting. The Chair thanked Cllr Griffiths on behalf of the Council for her work in promoting the vacancies. The Clerk was asked to continue with the councillor recruitment initiative.

The meeting closed at 20:39