

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, 9th November 2026 at 7.30 p.m. when the following business will be transacted:**

# CROUGHTON PARISH COUNCIL
# PARISH COUNCIL MEETING
## Croughton Village Hall
## Monday 9th November 2026
## at 7:30pm

## AGENDA

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| **26/189** | Welcome announcement from the Chair | |
| **26/190** | To receive and approve apologies for absence. | |
| **26/191** | To receive and approve for signature the Minutes of the meeting held on Monday 12th October 2026 | |
| **26/192** | **ACORN Community Fund – Croughton and Evenley Parishes**<br><br>**Presentation by Charlie Lywood**<br>To receive a presentation from Charlie Lywood of Acorn Bioenergy regarding the proposed ACORN Community Fund, providing £20,000 per annum for 25 years to support local community projects, and to discuss Croughton Parish Council representation on the fund's working group committee. | |
| **26/193** | 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).* | |
| **26/194** | **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)* | |
| **26/195** | To note any matters arising not included on this agenda, for report only (clerk's report)<br><br>**Basics of Allotments Training – Clerk's Report**<br>To receive and note the Clerk's report following attendance at the Basics of Allotments training on 27 October 2026, highlighting recommendations for reviewing allotment rules, tenancy agreements, plot inspection procedures, health and safety, maintenance priorities and waiting list management.<br><br>**Resident request – Pedestrian Crossings**<br>The Council has received a request from a resident for safer pedestrian crossing points in the village, particularly for children and families travelling between the school, Puddleducks Nursery and the church, and for pedestrians accessing the Co-op where there is currently no pavement. Suggestions include a traffic-light-controlled crossing near the school and zebra crossings at either end of the village. | |

**Playing Fields – Request for Use by Brackley Athletics**
To consider an enquiry from Brackley Athletics regarding the potential use of the village playing fields for seven-a-side football on Saturday mornings, between 10.30am and 1.00pm.

The Council is asked to consider availability, proposed hire fees, grounds maintenance requirements, access and any other relevant conditions associated with regular use.

**26/196** **Financial matters:**
Balance of accounts as of 30th October:

| | |
|---|---|
| Community Account | £ |
| Premium Savings Account | £ |
| Total | £ |

1. **To approve the Bank Reconciliation for September & October 2026** (see separate document)

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 |
|---|---|---|---|---|
| Water (Allotments) | DD | Wave | £0.00 | £45.00 |
| Water (Cemetery) | DD | Wave | £0.00 | £9.00 |
| Clerk Salary Mth 7 | BACS | A Youel | £0.00 | £617.03 |
| Clerk Salary (Tax, Employer NIC – Mth 7) | DD | HMRC | £0.00 | £207.33 |
| 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 | BACS | Texprep (28128) | £0.00 | £64.20 |
| NCALC Training | BACS | Training | £9.20 | £55.20 |
| Npower | DD | Electricity | £21.66 | £454.88 |
| **TOTAL** | | | **£40.45** | **£1,516.19** |

3. **To note receipts for September 2026**:

| Description | Reference | Payee | VAT | Total |
|---|---|---|---|---|
| | CC | | | £ |
| **TOTAL** | | | | **£** |

4. **Accounting Software**
   To consider Clerk report on appropriate accounting software

The Clerk has obtained quotations for alternative accounting software packages to support its financial administration, budgeting, reporting and year-end requirements.

The quotations received are:

| Supplier | Initial Cost | Ongoing Cost | First Year Total |
|---|---|---|---|
| Easy PC Accounts | – | £114 per annum | **£114** |
| Scribe | £329 | £41 per month | **£821** |
| Rialtas | £524 | £422 per annum | **£946** |

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| | *The first-year totals include the initial payment and 12 months of ongoing charges.*<br><br>Easy PC Accounts represents the lowest-cost option, with a significant difference in annual expenditure compared with Scribe and Rialtas. Members should consider the functionality offered by each package, including budgeting, project and loan tracking, financial reporting, bank reconciliation, year-end processes, support and ease of use.<br><br>**Resolution:** Council to consider the quotations and agree if an accounting software package best meets its requirements, taking account of functionality, cost and ongoing support.<br><br>The software should support bank reconciliation, budget monitoring, VAT, earmarked reserves, loan repayments, year-end reporting and preparation of the AGAR. It should also assist with the Council's 2027–28 budget and precept planning.<br><br>**Recommendation:** That the Council considers the available options, taking account of cost, functionality, ease of use, training and ongoing support, before selecting a suitable package. | |
| **26/197** | **Budget Setting 2027-28**<br>1. To consider Second draft budget and potential precept demand for 2027-28.<br>2. To consider Earmarked Reserves. | |
| **26/198** | **Planning Applications currently relevant to Croughton:**<br><br>**1.** 2026/3832/HH - 20 Portway Drive Croughton NN13 5NA - First floor extension above an existing ground floor garage conversion, replace a front window and a rear window with a window and door set.<br><br>**2.** 2026/3693/TCA - The Old Rectory 5 High Street Croughton NN13 5LT - T1 Ash Reduce lateral spread all round by approximately 2.5m to relieve end weight on heavy structural limbs. T2 Magnolia Reduce by 2m T3 Lime Crown reduction by 4m in height and 2m on lateral spread. T4 Lime Fell over mature tree with Ganoderma all round base, major die back<br><br>**3.** 2026/3616/S73 - Land to the West of A43 Buckingham Road Evenley NN13 5GH - Variation of condition 26 (Biomethane and Carbon Diox HGV Movements) to increase the cap from 6no. to 12no. daily HGV movements to ensure and maximise operational efficiencies to planning permission 2024/5352/MAF [The construction, operation and decommissioning of a renewable biomethane gas generation facility with associated infrastructure and works including highway access, landscaping and biodiversity enhancements]. | |
| **26/199** | **Defibrillator Purchase and Location**<br>To receive an update | |
| **26/200** | **Wreath Purchase and Service**<br>To receive an update | |
| **26/201** | **Village Christmas tree**<br>To receive an update | |
| **26/202** | **Allotment Wall Rebuilding Project – Contractor Update** | |

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| | To receive an update following the contractor's response to the Council's request for a revised quotation and confirmation of availability. Members to consider the revised costs, proposed programme and timing of the works, including whether a spring commencement remains the preferred option.<br><br>The Council is also to consider the proposed timing of the PWLB loan drawdown and how this should be coordinated with the contractor's start date. | |
| **26/203** | **Return of the Allotment Pocket Park from the Village Hall Committee**<br>To receive an update | |
| **26/204** | **Traffic Working Group**<br>To receive an update from the Traffic Working Group, if available. | |
| **26/205** | **Allotment Working Group**<br>To receive an update from the Allotment Working Group, if available | |
| **26/206** | **Bus Shelter**<br>**To receive update on** a resident request to undertake maintenance of the bus shelter, including repainting or re-varnishing. | |
| **26/207** | **Bench renovation at Mill Lane**<br>To receive an update | |
| **26/208** | **Consultations**<br><br>**HGV Traffic Seminar** – Police Liaison Officer (PLR): NCALC is inviting Police Liaison Representatives to attend an online webinar with Northamptonshire Police on Thursday 19 November 2026, from 6pm to 7pm via Zoom. The session will cover HGV legislation, police powers, enforcement options and what action the police can realistically take to address HGV-related concerns raised by residents and local councils. Representatives from Neighbourhood Policing, Roads Policing and the Safer Roads Team will be attending. The seminar will provide an opportunity to better understand the police's role and how HGV-related concerns can be addressed. | |
| **26/209** | **To receive items to be included in the next agenda** | |

Signed: Alan Youel (Clerk/RFO) Date: 3rd November 2026