

**MINUTES OF MEETING OF CULWORTH PARISH COUNCIL  
held on Thursday 11<sup>th</sup> April 2024 at 8pm in the Village Hall**

**Present:** Andrew Wilby (AW) Chairman  
Stuart Rolt (SR) Vice Chairman  
David Mumford (DM) Councillor  
Catherine Ruffley (CR) Councillor

(5 Total) Gary Denby (GD) Parish Clerk

**Public:** None.

Welcome by Andrew Wilby to Councillors and members of the public.

The council has received the emailed resignation of Cllr Nancy Guinness, due to her period of intense work which has not abated, resulting in frequent absences. Councillors expressed their appreciation of Nancy's efforts on behalf of villagers. The Clerk will publicise the vacancy **GD**.

1. Apologies received: Cllr Martin Rowling (attending a funeral)  
Cllr Jose Rowling (attending a funeral)  
Cllr Alison Eastwood (AE) West Northants Council (WNC)
2. Councillor declarations of interest & dispensations in the following agenda items: None.
3. Receive minutes of the meeting held on **14<sup>th</sup> March 2024** as an accurate record of the Parish Council official acts and decisions. Agreed by all Councillors present.
4. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended) None.
5. **Matters Arising** from previous Parish Council minutes
  - 5.1 Ref 5.2: Update on order of Woodlands Trust trees ordering for Oct 2024  
JR has advised that this has been completed.
  - 5.2 Ref 5.3: Update on the Mar/Apr 2024 Newsletter and finding a new Editor: Ongoing **AW**
  - 5.3 Ref 6: Update on the dog attack upon a person on 3 March.

It has been agreed with the owners who are really sorry, that the dogs will be muzzled when walking in public. This has also been agreed with the police in writing. Those affected are now more comfortable with the situation.

**7. Consider adoption of a revised Complaints Procedure by N-CALC**

The revised template has been customised to reference Culworth Parish Council and includes a final third side, detailing unreasonable complainant behaviour. This will be distributed for adoption next month **GD**.

**8. Update on the Culworth Hill Field Trust CHFT (cricket ground)**

- 8.1 Registration of pavilion Green Bin for WNC emptying by GD. Accomplished, with the hope we can intercept the postman trying to deliver its sticker.

- 8.2 Jim Powell has queried whether the spoil heaps on the land purchased by the Parish Council need to be removed. Parish Council minutes from February 2024 (8.1) indicate that one is to be removed, whilst the other is dispersed to fill depressions on the field.

## **9. Update on Adult Gym and Children's Play Areas improvements**

- 9.1 Ref 8.2: Development of a Play Park joint Risk Assessment – carried forward **GD**
- 9.2 Regular equipment safety checking, any problems to report? No items raised. Kompan issued a schedule of its recommended checking, available from the Clerk.
- 9.3 Ref 8.3: Update on the installation of Child Safety fencing by Paul Lewis. The new safety fencing installation has been ordered, hopefully installed by the end of April.
- 9.4 Ref 8.3: Costings for an additional safety fence for the field entrance gate by Paul Lewis. A verbal estimate for a short stretch has been received at £290 + VAT (it will not pass in front of the rear kitchen window), with installation at the same time as the above fencing. Whilst no objection has been received from the tenant, the property owner should be approached too.
- 9.5 Ref 8.4: Update with regards temporary public safety signage – carried forward; to be mounted on the safety fencing **GD**
- 9.6 Revisions to Roger Smith mowing agreement, to now include the Play Area. Some trial mowing has been made around the area, awaiting installation of the fencing. This will lead to a firm pricing for future mowing costs (having removed the football field costs).

## **10 Updates on the Parish Council Burial Ground (MR GD)**

- 10.1 Formal registration of burials of Anne Brookes and Grances Marshall – pending **GD**
- 10.2 Proper payment fee requested to Humphris Funerals for Frances Marshall burial - awaited **GD**
- 10.3 Registration of the burial ground Green Bin for WNC emptying by JR. We hope to hope we can intercept the postman trying to deliver its sticker to St Mary's church.
- 10.4 9 Mar: Request to add inscription for Derek Sykes on memorial for Mary Sykes.

## **11. Correspondence received by Councillors**

- 11.1 8 Mar: N-CALC mini eUpdate 08/03 – Banking; Employment changes
- 11.2 9 Mar: N-CALC Training Newsletter – March 2024
- 11.3 9 Mar: N-CALC mini eUpdate 01/03 – Permitted development (relaxations) consult'n
- 11.4 11 Mar: Marcus Young rates increase 1<sup>st</sup> April to £3.80 + VAT per dog bin weekly
- 11.5 20 Mar: Your say on post 16 school travel in WNC
- 11.6 21 Mar: N-CALC mini eUpdate 15/03 – I want to make a complaint... (updated)
- 11.7 27 Mar: Free Mature Drivers Roadshow 7 May in Rushden – limited places
- 11.8 27 Mar: WNC carried out 12,500 m<sup>2</sup> of road repairs since Aug 23 with their new kit
- 11.9 27 Mar: WNC Annual Report – 9 sides of self-promoting priorities. Rural?
- 11.10 28 Mar: Distribution of annual Parish Meeting reports from 2023, request for this year
- 11.11 6 Apr: Northants CLC Training Newsletter – Planning Nuts & Bolts
- 11.12 6 Apr: WNC explores modular housing as a temporary solution
- 11.13 6 Apr: PFCC election May 2<sup>nd</sup>: election address by Labour Candidate

11.14 11 Apr: Brackley area Public transport study

## **12. Planning (items available at [wnc.planning-register.co.uk](http://wnc.planning-register.co.uk) + Advanced Planning + Parish)**

- 12.1 2024/1696/TCA: Works to fell 1x pine tree at Amaryllis Cottage, The Green OX17 2BB by 16 April. No Councillor comments.
- 12.2 2024/0930/TCA: Works to 1x Horse Chestnut tree at The Stable Cottage, Culworth Road OX17 2AP. No Councillor comments.
- 12.3 2024/0861/PNHPD: Whether prior approval required regards amenity impact for a proposed single storey rear extension at 7 Barley Hill OX17 2AR. Councillors had no objections to this proposal: 20 Mar. Pending.
- 12.4 2024/1304/FULL: Conversion of outbuildings to form a single dwelling and associated garage and store at Culworth Fields, Weston Road OX17 2HN. Councillors had no objections to this proposal: 20 Mar. Pending.
- 12.5 2024/0813/PA: Application for Prior Approval for an agricultural barn for the purpose of grazing livestock, storing machinery, grain and hay at Peas Furlong Cottage, Banbury Road OX17 2HL. Parish Councillors Objected to this proposal since it would be dangerous for the frequent egress of slow moving agricultural vehicles onto a very busy and fast (60 mph limit) country road. Danger is further increased by the proposed access being within a hidden dip, where there is thought to be a history of accidents to the access nearly opposite that being proposed: 20 Mar. It was agreed that this should be called before the planning committee, rather than the use of delegated powers **AE**.
- 12.6 2024/0315/TCA: tree work at Mountfield, High Street OX17 2BR to include removal of Leylandi, removal of Monkey Puzzle and removal of Ash tree. No Objections 13 Mar.

## **13. Audit and Accounts**

- 13.1 Consider Clerk's hours expended to 31<sup>st</sup> March 2024. Distributed at the meeting, indicating that the Clerk has worked 10 hours more than his expected 3.5 hours weekly. This has therefore been reclaimed in his April wages slip, at the 2023-24 hourly rate.
- 13.2 Consider budget update to the end of the financial year 2022-23. See APPENDIX A. There is still a small adjustment outstanding, but it shows the Council to be solvent.
- 13.3 First half Precept received from West Northants Unitary Council?  
Not yet, promised by the end of April 2024.
- 13.4 Ref 15.2: Clerk's update with regards Pensions Enrolment (none below £10,000 pa) Advice from N-CALC indicates that a Pension does not have to be provided under the Clerk's current terms of employment (salary below £10,000 pa).
- 13.5 Ref 15.2: Clerk's registration of PAYE to obtain a P60 for half year 2023-24 Outstanding, pending the Clerk's confidence in finding a free replacement for payroo.com and 12cloudpayroll.com which have now become chargeable at £5 +VAT of actual monthly use **GD**.
- 13.6 Ref 15.3: Update on VAT recovery for the Cricket field and Play Field expenditures From the draft accounts it can be seen that £11 of the £25 thousand pounds expended in VAT in 2022-23 (an exceptional year) has been reclaimed. There is a further reclaim

of about £14 thousand outstanding for 2022-23 (pending clarification and adjustment for a VAT reclaim error), together with a VAT reclaim of £16 thousand pound outstanding for the 2023-24 year just completed. The Clerk understands that VAT can be reclaimed up to 3 years in arrears.

- 13.7 Transfer of funds to obtain interest on council's existing Saver Account  
The Clerk has arranged for a transfer of £20,000 to be authorised (below).
- 13.6 Ref 15.10: Updates to Parish Council Asset Register (+play equipment, bin & bench)  
Carried forward **GD**.
- 13.7 Review of 2021 Tree Report (3 years ago, ten year time frame) – carried forward **ALL**.  
Another limb has fallen of the tree on Trott's land, damaging the boundary fence.
- 13.8 Consider and approve the Parish Council payments listed below, proposed by DM,  
seconded by Sr and agreed by all Councillors present:-

Description / Power	Amount	VAT	Total
<b>Village Hall</b> hire 2023-24: 9 meetings at £18 and 1 meeting at £9 for:- 17/1/23; 23/2/23; 22/3/23; 6/6/23; 13/7/23; 7/9/23; 9/11/23; 11/1/24; 8/2/24; 14/3/24	£171.00	-	£171.00
<b>Northants-CALC</b> annual membership to 2025 upon 308 electorate	£282.28	-	
<b>NALC</b> annual membership to 2025 based on 308 electorate	£24.46	-	
<b>N-CALC Internal Audit</b> service, per letter of engagement	£420.00	£84.00	
<b>N-CALC Data Protection</b> Officer services	£12.00	£2.40	£825.14
<b>Cllr Jose Rowling</b> expenses for Burial Ground WNC green bin contract to Mar 25:	£58.00	-	£58.00
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (2 weeks) including home office expenses 14 Mar – 27 Mar Additional 10 hours for systems catch-up to end of Q1	£114.08 £13.00 £142.60		
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (2 weeks) including home office expenses 28 Mar – 10 Apr Clerk expenses for Cricket Pavilion green bin contract to Mar 2025	£129.36 £14.30 £58.00	-	£471.34
<b>Transfer</b> of £20,000 from the Unity Trust T1 account 20425843 (current balance £31,900) to the Former Play Park Instant Access Saver Account 20425869 to gain interest (2.75% at 4.8.23).	-	-	<b>£20,000</b>
<b>Yu Energy</b> Street lighting electricity charges 01 – 29 Feb 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£107.48 £14.86	£5.37 £0.74	£128.45
<b>Yu Energy</b> Street lighting electricity charges 01 – 31 Mar 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£121.53 £15.78	£6.08 £0.79	£144.18

### 13. Councillors' Comments – None.

14. Date of next meeting: **Wednesday 9<sup>th</sup> May (Annual Meeting)**, election of Chairman)  
at **7pm** in the Village Hall.

Meeting closed at 8.40pm

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**Chairman**

.....  
**Date**

## APPENDIX A: UPDATED BUDGET INCLUDES DRAFT ACCOUNTS 2023-24

### Culworth Parish Council Expenditures for 2020-2023, budget 2023-4 with Draft 2023-24 expenditures for the year Against the budget for 2024-25

Expenditure Item		Expenditure 2021-22 Audited	Expenditure 2022-23 Audited	Budget 2023-24	Expenditure 2023-24 DRAFT	Budget 2024-25
1	Grass Mowing S96	£1,698	£3,946	£3,000	£1,499.00	£2,500
2	Tree / Footpath Maintenance	£600	£880	£2,000	-	£2,000
3	Subscription NCALC, SLCC + PoL	£397	£456	£500	£288.70	£600
4a	Electricity supply un-metered	£1,245	£2,232	£1,000	£1,158.32	£1,100
4b	Street light & other maintenance	£2,175	£1,278	£3,000	£1,361.00	£3,000
5	Parish Council Insurance	£594	£834	£900	£885.07	£1,000
6a	Clerk salary 3.5 hrs / week + hols	£6,473	£6,472	£8,000	£2,773.57	£3,363
6b	Clerk / Office Expenses / Other	£1,296	£969	£4,150	£1,255.97	£800
6c	Clerk & Councillor Conf / Training	£229	£282	£300	-	£500
7a	Audit Int+Ext - N-CALC + LJ	£485	£200	£552	£707.00	£590
7b	N-CALC acting as DPO	£10	£10	£10	£10.00	£10
8	Village Hall rental	-	£117	£300	£171.00	£300
9	Burial Ground Maintenance	£855	£643	£900	£1,105.00	£800
10	Dog and litter bin maintenance	£1,165	£1,274	£900	£1,274.00	£1,000
11	Village Newsletter- Sec 137	£519	£400	£250	£287.60	£300
12	Village web site & maintenance - S142 Gov't Info	£296	£220	£0	£101.90	£445
13	Jubilee / Coronation RBL-Sec 137	£244	£1,769	£2,904	£25.00	£25
14	Miscellaneous contingency	£1,517	-	£2,000	-	£2,000
15	Citizens Advice Bureau	£100	£100	£100	-	£100
16	Cricket Field Support	-	£114,288	£11,500	£84.31	£100
17	Community Play Park	-	-	£0	-	£8,000
18	Rebuild reserves for new assets			£0	-	£10,000
19	VAT as a refundable expense	£1,358	£25,307		£16,657.29	
<b>TOTAL EXPENDITURE (inc VAT):</b>		<b>£21,256</b>	<b>£161,677</b>	<b>£42,266</b>	<b>£29,644.73</b>	<b>£38,533</b>

20	Precept request	£23,500	£25,000	<b>£37,000</b>	£37,000.00	<b>£38,000</b>
21	Burials & Monuments	£331	£331		£977.10	£400
21	Bank Interest: CHFT & PP		£152		£426.30	
22	<i>Community Infrastructure Levy</i>	£2,846	-	£5,540		
23	New Homes Bonus grants, extra			£0		
24	Donations / awards	£303	£130,681		£70.10	
25	VAT refund:	£1,356	£16,428		£10,793.47	
<b>TOTAL INCOME</b>		<b>£28,336</b>	<b>£172,592</b>	<b>£42,540</b>	<b>£49,266.97</b>	<b>£38,400</b>
Excess income over expenditure		£7,080	£10,915	£274	£19,622.24	<b>-£133</b>

**Culworth Parish Council Summary of Predicted Expenditures,  
as discussed for 2023-24 budgeting**

The village Precept (collected via your rates) is based on the following figures.  
The predicted expenditure will be covered by the Precept plus reserves plus VAT reclaim.

Expenditure Item		Budget	Explanation
1	Grass Mowing	£2,500	<b>Cartwright Landscapes:</b> mowing of green and other areas £63, mow perimeter of cricket field £99, mow The Mound £233 monthly variable frequency + VAT. Long Term Available? A 10% increase in cost can be covered by current budget
2	Tree / Path Maintenance	£2,000	Trees on recognised green spaces, expected safety work.
3	Subs NCALC & SLCC	£600	Useful subscriptions. New Clerk charging 33% of SLCC only.
4a	Yu Energy for street lighting	£1,100	Unmetered, not a Long Term Agreement. Anticipate 10%+
4b	E.On street light maintenance	£3,000	Ad-hoc by AJR in Eydon. 4 units await LED conversion
5	Parish Council Insurance	£1,000	Village assets and public liability. Annual through Hiscox Insurance, includes the play park. Anticipate a 10% increase
6	Clerk / Expenses	£3,363 £372 £428 £500	Clerk 4 hrs/week inc hol at Local Council rate LC1+ SCP point 16 at £16.17 per hour (inc est 10% increase = £3,363) plus contribution towards use of home office facilities £7.15 pw (£372 pa), stationery and postage and extra mileage (£228 pa). Training courses for Clerk & Councillors = £500
7	Internal & External Audit	£600	N-CALC fee for internal audit band 2. N-CALC acts as our Data Protection Officer for a nominal £10 pa.
8	Hall rental	£300	Approximately six meetings per year, £50 a time?
9	Burial Ground Maintenance	£800	<b>Roger Smith:</b> Mow burial Ground £23, Strim burial ground £15 (no longer the football field)
10	Dog & litter bin maintenance	£1,000	Dog bins: Marcus Young, invoice in arrears in January.
11	Village Newsletter- Sec 137	£300	Five issues per year, including printing. Volunteers deliver them.
12a	Village web site hosting, development and maintenance	£300	Maintenance of new 'accessible' web site TBA. Fee for web site registration with ICO Two council-controlled emails for Chair and Clerk TBA.
12b		£45	
12c		£100	
13	Remembrance Wreath	£25	Suggested grant increase from £20.
14	Miscellaneous contingency	£2,000	Contingency for everyday operating costs, none for an election
15	Grant Citizens Advice Bureau	£100	Benefits less affluent villagers and those in sudden difficulties
16	Cricket Field Improvements	£100	Provision for water. Phase 1 completed (excludes any village hall relocation, tarmac parking postponed until the same).
17	Community Play Park	£8,000	Mowing covered in 1 above. Allows depreciation of £75,000 invested over 15 years, plus £1,000 for child safety fencing and £2,000 to RoSPA inspection and repairs
18	Build reserves for new hall	£10,000	To facilitate match-funding for CHFT Phase 2 grant applications
<b>TOTAL BUDGET:</b>		<b>£38,533</b>	<b>From 1<sup>st</sup> April 2024 onward</b>

<b>Precept requested:</b>	<b>£38,000</b>	A 2.7% increase, continuing set-aside for public building works
<i>31/12/2023 General T1 account</i>	<i>£36,964</i>	<i>Unity Trust</i>
<i>31/12/2023 Saver Acct Cricket</i>	<i>£6,737</i>	<i>Unity Trust with interest</i>
<i>31/12/2023 Saver Acct Play Park</i>	<i>£495</i>	<i>Unity Trust with interest</i>
<i>Net Parish Council assets</i>	<b>£44,196</b>	<i>Unallocated CIL now considered to be zero</i>