

CULWORTH PARISH COUNCIL

To: All Members of the Culworth Parish Council and West Northamptonshire Councillors

AGENDA

A meeting of Culworth Parish Council to ratify the accounts To be held at 7pm on Monday 17th June 2024 in the Culworth Village Hall

Welcome to members and public.

- 1. Election of a Chairman for 2024-25**
2. Apologies received

- 3. Review of the Council's delegation arrangements**
- 3.1 Election of a Vice Chairman

4. Councillor declarations of interest & dispensations in the following agenda items
5. Receive minutes of the meeting held on **9th May 2024** as an accurate record of the Parish Council official acts and decisions

6. **Public Concerns** (prior notice to the Chair or the Parish Clerk is recommended)
7. Consider Parish Council funding of additional poppies for Remembrance Sunday Nov '24
8. Consider a grant to support the Village BBQ on 7th July: suggested uses; £2,000 limit?
9. Consideration of a Parishioner email regarding the relinquishment of the football field as a village amenity.

10. **Matters Arising** from previous Parish Council minutes
- 10.1 Ref 9.1: Update on finding a new Newsletter Editor **AW**
- 10.2 Ref 9.2: Receive recommendations regards tree works requiring attention **AF DM**.
- 10.3 Ref 10.2: What expectations does the CHFT have for entrance signage **AW**?
- 10.4 Ref 11.1: Progress report with regards reviewing the Play Park Risk Assessment **AW**.
- 10.5 Ref 11.4: Progress regarding a band to assist with Play Park equipment checking **AF**.
- 10.6 Ref 12.1: Clerk's progress with burial ground formal registrations **GD**.
- 10.7 Ref 16.2: Report back on Banbury Lane residents' request for information **JR MR**.

- 11. Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)**
- 11.1 2024/2853/TCA: Notification of tree works at The Old Bakehouse, The Green OX17 2BB (Reduction to 1x Bay Tree; Removal of 1x Juniper, 1x Yew and 1x Bush). FYI.
- 11.2 2024/2800/OUT: Extension to existing barn to form living accommodation for pub owners and / or staff at The Red Lion, High Street OX17 2BD by 1 July.
- 11.3 2024/2589/FULL: New agricultural barn, new track and access to land adjacent to Peas Furlong, Sulgrave Road by 14 June.
- 11.4 2023/2358/LBC: Replace existing approaches along front elevation and replace windows and doors (inclusive of supporting works) at Myrtle Cottage, Sulgrave Road OX17 2AP by 3 June.
- 11.5 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees).
- 11.6 2024/1860/TCA: Fell Laburnum to near ground level at Dalmar House, The Cottage, High Street OX17 2BD by 1st May (still addressed to The Forge...).

11.7 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. Audit and Accounts

12.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration

12.2 Revision of Standing Orders (2018), model supplied by N-CALC, to include the revised Complaints Procedure **GD**.

12.3 Adoption of **new** Financial Regulations (2024), model supplied by N-CALC, if ready **GD**.

12.4 Update of Parish Council Risk Assessment and Asset Register, includes Play Park & Gym

12.5 29 May: Parish Council insurance renewed with Hiscox through Gallagher to 31/05/25.

12.6 Review of policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (N-CALC as council's DPO)

12.7 Review of the Council's employment and training policies and procedures

12.8 Review of the Council's expenditure incurred under s.137

12.9 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24

12.10 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24

12.11 Clerk's progress with finding a suitable 'free' HMRC reporting system for zero PAYE

12.12 Consider and approve the Parish Council payments listed below.


13. Councillors' Comments

14. Date of next meeting: **Thursday 18th July at 7pm**

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND

Copies of all council papers are available for download at culworthparishcouncil.gov.uk

Gary Denby, Clerk to Culworth Parish Council



11 June 2024

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Wave Water supply to the cricket pavilion Feb – May 2024	£23.19	-	£23.19
Cartwright Landscapes mowing of Greens and other areas on 2 nd & 8 th April.	£133.50	£26.70	£160.20
Roger Smith mowing of Burial Ground, gym and play areas on 2 nd 18 th and 30 th April.	£204.00	-	£204.00
Complete Weed Control clearance of specified paths and around castle site. Invoice HC4289.	£522.00	£104.40	£626.40
Texprep Newsletters 80-off Invoice 26894	£31.50	-	£31.50
N-CALC Planning Nuts & Bolts course 24 April for Cllr J Rowling	£42.00	£8.40	£50.40
Gary Denby Parish Clerk gross remuneration and expenses (5 weeks) including home office expenses 9 May – 12 Jun Clerk expenses for 4x copies of approved April minutes	£323.40 £35.75 £12.00	-	£371.15
Yu Energy Street lighting electricity charges 01 – 31 May 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£101.20 £14.54	£5.06 £0.73	£121.53