

CULWORTH PARISH COUNCIL

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

AGENDA

For the **ANNUAL** meeting of Culworth Parish Council To be held at **7pm** on Thursday 9th May 2024 in the Culworth Village Hall

Welcome to members and public.

- 1. Election of a Chairman for 2024-25**
2. Apologies received
- 3. Co-option of a Parish Councillor** to replace Cllr Nancy Guinness
- 4. Review of the Council's delegation arrangements**
 - 4.1 Election of a Vice Chairman
 - 4.2 Appointment of an independence finances checker, to assist the Clerk
 - 4.3 Lead Councillor with regards the Village Hall, St Mary's Church, CHFT
 - 4.4 Appoint contacts for Community Defibrillator, Play Park Maintenance, Police Liaison...
5. Councillor declarations of interest & dispensations in the following agenda items
6. Receive minutes of the meeting held on **11th April 2024** as an accurate record of the Parish Council official acts and decisions
7. Receive **Annual Parish Meeting** reports from April 2024
8. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
9. **Matters Arising** from previous Parish Council minutes
 - 9.1 Ref 5.2: Update on finding a new Newsletter Editor **AW**
 - 9.2 Ref 13.7: Review of the 2021 Tree report – quotations required for immediate works?
- 10. Update on the Culworth Hill Field Trust CHFT (cricket ground)**
 - 10.1 Received the pavilion Green Bin notice from WNC for emptying 2024-25
 - 10.2 CHFT have an expectation that the Parish Council will arrange for entrance & exit signs?
- 11. Update on Adult Gym and Children's Play Areas improvements**
 - 11.1 Ref 9.1: Combined Play Park Risk Assessment, now under review **AW**
 - 11.2 Ref 9.2: Child Safety fencing and additional fence by gateway now installed
 - 11.3 Ref 9.3: Temporary public notice laminated and placed upon the safety fencing
Consideration of a more formal notice, acknowledging the supporters
 - 11.4 Regular equipment safety checking, seeking a band of volunteers **AW**
 - 11.5 Revisions to Roger Smith mowing agreement, to now include the Play Area
- 12 Updates on the Parish Council Burial Ground (MR GD)**
 - 12.1 Formal registration of burials of Lindsey Brookes and Grances Marshall **GD**
 - 12.2 Proper payment fee requested to Humpris Funerals for Marshall burial received
 - 12.3 Received the burial ground Green Bin notice from WNC for emptying 2024-25
 - 12.4 Received £35 for additional inscription for Derek Sykes on memorial of Mary Sykes
- 13. Correspondence received by Councillors – to be listed in the minutes**
- 14. Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)**

- 14.1 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees).
- 14.2 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...).
- 14.3 2024/1696/TCA: Works to fell 1x pine tree at Amaryllis Cottage, The Green OX17 2BB received No Objections 25 Apr.
- 14.4 2024/0930/TCA: Works to 1x Horse Chestnut tree at The Stable Cottage, Culworth Road OX17 2AP. Received No Objections 23 Apr.
- 14.5 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.
- 14.6 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. Approved 15 Apr.
- 14.7 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. Withdrawn 11 Apr.

15. **Audit and Accounts**

- 15.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration
- 15.2 Agree Parish Council meeting dates to the next AGM in May 2024
- 15.3 Review of Standing Orders (2018), model supplied by N-CALC
- 15.4 Adoption of **new** Financial Regulations (2024), model supplied by N-CALC -> July 2024
- 15.5 Update of Parish Council Risk Assessment and Asset Register, includes Play Park & Gym
- 15.6 Renewal of Parish Council insurance with Hiscox through Gallagher for £957.26 includes Public Liability insurance to £10 million (includes public Play Park and Gym usage) Presently excludes any of the Play Park or Gym equipment assets against fire or theft!
- 15.7 Review of the Parish Council subscriptions to other bodies (N-CALC, SLCC)
- 15.8 Adoption of a **new** Parish Council complaints procedure
- 15.9 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)
- 15.10 Review of the Council's employment and training policies and procedures
- 15.11 Review of the Council's expenditure incurred under s.137
- 15.12 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24
- 15.13 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24
- 15.14 Setting of the Internal Audit date
- 15.15 Consider Parish Council meeting dates for 2024-25
- 15.16 Consider Cartwright Landscapes unpaid invoice C43090 for £75.60 from August 2022
- 15.17 How are Parish Council invoices for May-June to be settled before mid July,

- given that ALL payments must be shown on a public agenda and approved by Council?
- 15.18 Clerk's progress with finding a suitable 'free' HMRC reporting system for zero PAYE
- 15.19 Consider and approve the Parish Council payments listed below

16. Councillors' Comments

17. 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



4 May 2024

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Paul Lewis Ltd for supply and erection of Child Safety fencing for the Play Park and fencing by the gateway.	£2,400.00 £90.00	£498.00	£2,988.00
Gallagher Insurance renewal for Policy 8188401 from 1 st June 2024	£860.06	£97./20	£957.26
Cartwright Landscapes belated payment for invoice C43090 dates 1 st Aug 2022 for mowing The Green of 4 th July 2022 (the 2022-23 accounting year before last!). To Be Agreed.	£63.00	£12.60	£75.60
Gary Denby Parish Clerk gross remuneration and expenses (2 weeks) including home office expenses 28 Mar – 10 Apr Clerk expenses for 1 ream of A4 paper from Rymans	£258.72 £28.60 £5.40	-	£292.72
Yu Energy Street lighting electricity charges 01 – 30 Apr 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£108.76 £14.94	£5.44 £0.75	£129.89