

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 7.30pm on Tuesday 6th June 2023 in the Culworth Village Hall**

Welcome to members and public.

1. **Election of Chairman (presently Cllr Wilby)**
2. **Appointment of Parish Clerk & Responsible Financial Officer (RFO)**
3. Apologies received
4. Councillor declarations of interest & dispensations in the following agenda items

5. **Review the council's delegation arrangements**
 - 5.1 Election of a Vice Chairman (presently Cllr Rolt)
 - 5.2 Review of council sub-committees:
 - Finance (Chair, Vice Chair and Clerk) & Acct Signatories (Wilby, Rolt, Mumford);
 - Burial Ground & Berry Hill Close (presently Clerk & Cllr Mumford);
 - Planning (presently Cllr Koster)

 - 5.3 **Lead Councillors with regards to:**
 - Culworth Hill Field Trust (presently Cllr Wilby);
 - HS/2 Representative (presently Cllr Rolt);
 - Culworth Village Hall (presently Cllr Mullins-Blyth);
 - School Liaison (presently (Cllr Guinness);

 - 5.4 **Appointed village contacts for:-**
 - Footpaths & Bridleways (presently Mark & Sarah Izzett);
 - Tree Warden (presently unallocated);
 - Newsletter culworth.newsletter@gmail.com (presently unallocated);
 - Website www.culworthparishcouncil.gov.uk (presently Mrs Joanne Wilby);
 - Community Defibrillator (presently ???);
 - Police Liaison / Neighbourhood Watch (presently ???)

6. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)

7. Review of the **King's Coronation** commemorations

8. Update on use of **Cricket Field improvements** with associated grants usage to date
9. Update on **Play Area improvements** with associated grants usage to date

10. Receive minutes and approve accuracy minutes of the Parish Council Meeting held on ??? **April 2023.**
11. Receive reports from **Annual Parish Meeting** held ???.

12. **Matters Arising from previous Parish Council minutes**

13. **Correspondence received by Councillors**

14. **Planning for use of the Community Infrastructure Levy (???? unallocated)**

15. **Planning (items available at snc.planning-register.co.uk Planning + MP Parish)**

- 15.1 WNS/2023/0199/FUL: Proposed Erection Of A Garage/Home-Office To Replace An Existing Barn And Installation Of Solar Panels at The Barn Paddocks Farm High Street OX17 2BE by 13th March 2023. Council's decision not recorded. Decision Pending.
- 15.2 WNS/2023/0156/FUL & LBC: Conversion of an existing garage building to provide first floor ancillary accommodation, and the associated building works at Fulford House, The Green OX17 2BB by 8th March 2023. Council's decision not recorded. Decision Pending.
16. **Audit and Accounts**
- 16.1 Approval of the Parish Council Accounts to 31 March 2023, signed by Chair and Clerk
- 16.2 Consider Internal Audit report from Julia Tufnail (N-CALC) dated 19 May 2023:
General or Financial Risk Assessment; Council's asset mapping; Approving Financial regulations; Registering with Pensions Regulator
- 16.3 Agree Parish Council meeting dates to the next Annual Meeting in May 2024
- 16.4 Review of the Parish Council Governance documents available on the web site:-
culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/policies-etc/
Standing Orders; Codes of Conduct; Equality Statement; Complaints Procedure; Burial Policy;
- 16.5 Adoption of Financial Regulations (2019), model supplied by N-CALC
- 16.6 Review of Parish Council Risk Assessment and its Asset Register
- 16.7 Renewal of Parish Council **insurance** by ??? from 1st June 2023.
- 16.8 Review of the Parish Council subscriptions to other bodies (N-CALC, SLCC, ACRE)
- 16.9 Consideration of a Council policy for dealing with the press / social media
- 16.10 Consideration of a Council policy for employment and training
- 16.11 Consider the Council's expenditure incurred under s.137
- 16.12 **Completion** of Certificate of Exemption (Council expenditure below £25,000)
- 16.13 **Completion** of Sections 1 & 2 of the Annual Return
- 16.14 Consider Parish Council options for gaining interest on reserves monies being held
- 16.15 Consider and approve the Parish Council payments listed below
17. **Councillors' Comments**
18. Date of next meeting: **Wednesday 12th June 2023**

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND

Copies of all council papers are available for download at moreton-pinkney.org.uk

Cllr Andrew Wilby, Chairman of the Parish Council



27 May 2023

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Mowing?			
Clerk gross remuneration and expenses to her resignation on ????	£		£