

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 for absence received
4. Councillor declarations of interest & dispensations in the following agenda items
5. Receive minutes and approve accuracy minutes of the Parish Council Meeting held on **18th April 2023.**
6. Receive reports from **Annual Parish Meeting** held **18th April 2023.**
7. **Matters Arising from previous Parish Council minutes**
8. The **Public may raise concerns** (prior notice to the Parish Clerk is recommended)
9. **Review the council's delegation arrangements**
 - 9.1 Election of a Vice Chairman (presently Cllr Rolt)
 - 9.2 Review of council sub-committees:
 - Finance (Chair, Vice Chair, Cllr Mumford and Clerk) & Acct Signatories (Cllrs Wilby, Rolt, Mumford);
 - Burial Ground & Berry Hill Close (presently Clerk & Cllr Mumford);
 - Planning (presently Cllr Koster & Cllr Mullins-Blyth)
 - 9.3 **Lead Councillors with regards to:**
 - Culworth Hill Field Trust (presently Cllr Wilby)
 - HS2 Representative (presently Cllr Rolt);
 - Culworth Village Hall (presently Cllr Mullins-Blyth);
 - School Liaison (presently Cllr Guinness);
 - Community Defibrillator (presently Cllr Mumford and Clerk)
 - Hill Field – Cricket and Recreation (presently Cllr Mumford)
 - 9.4 **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);
 - Police Liaison / Neighbourhood Watch (presently unallocated)
10. Update on use of **Hill Field improvements** with associated grants usage.
11. Update on **Community Park project** with associated grants usage.
Confirmation of use of the **Community Infrastructure Levy** for the **Community Park Project**

12. Review of the **King's Coronation** commemorations
13. **Correspondence received by the Council**
14. **WNC Councillors Report**
15. **Planning (items available at snc.planning-register.co.uk)**
 - 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** 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 Review the Parish Council options for gaining interest on reserves monies being held. (Currently Unity Bank accounts pay interest.)
 - 16.15 Consider and approve the Parish Council payments listed below.
- 17 Agree dates and time of Council Meetings 2023/24.

Date of next meeting: **Thursday 13th July 2023** subject to item 17.

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND

Copies of all council papers are available for download at
<http://www.culworthparishcouncil.gov.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
Texprep booklets (Coronation)	£64.50	0	£64.50
Complete Weed Control (tba)	£762.40	£152.40	£914.40
Cartwright Landscapes (mowing)	£299.25	£59.85	£359.10
Kompan – paid	27,000		27,000
Roger Smith (mowing) - paid	£509		
Coronation expenses to J Rowling - paid (bins, beer, TENS)	£341		
Jim Powell, Sports Field expenses - (paint etc)	£425		
Clerk gross remuneration and expenses to her resignation. (invoice attached)	£ 411.25		£