

CULWORTH PARISH COUNCIL

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

AGENDA

For the meeting of Culworth Parish Council

To be held at 7.30pm on Thursday 7th September 2023 in the Culworth Village Hall

Welcome to members and public.

1. Apologies received
2. Councillor declarations of interest & dispensations in the following agenda items
3. Receive minutes as an accurate record of the Parish Council official acts and decisions
 - 3.1 Meeting held on **13th July 2023**
 - 3.2 Meeting held on **18th April 2023**
 - 3.2 Annual Parish Meeting held on **18th April 2023** including two of the written reports
4. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
5. **Matters Arising** from previous Parish Council minutes
 - 5.1 Ref 5.4: Registration of the village defibrillator with The Circuit (the 999 service)
6. Update on use of **Cricket Field improvements**
 - 6.1 Ref 6.1: Update on grants received and their usage to date **GD**
 - 6.2 Ref 6.2: Update on the League's view with regards the new boundary position **JP**
 - 6.3 Ref 6.4: Any developments over the tarmac top cover for the car park **JP**
- 6.4 Considerations of re-seeding the cricket outfield to remove grazing requirements **AW**
7. Update on **Adult Gym and Children's Play Areas improvements**
 - 7.1 Ref 7.1: Update on grants received and their usage to date **GD**
 - 7.2 Ref 7.2: Report on park opening and resolution of snagging works & future checks **MK**
 - 7.3 Ref 7.4: Development of a joint Risk Assessment associated mitigating measures **GD**
- 7.4 Considerations of a low palisade fence to exclude dogs **AW**
- 7.5 Public Signage requirements for the play areas, as an official bye-law **AW**
- 7.6 Arrange regular safety checks of the Community Park equipment: to Kompan checklist
8. **Correspondence received by Councillors**
 - 8.1 13 Jul: N-CALC appointed internal auditor's reported
 - 8.2 12 Aug: N-CALC mini eUpdate 11/08 – AI Task group, last call
 - 8.3 17 Aug: Bringing forward Parish Council meeting to Thu 7th Sept
 - 8.4 21 Aug: WNC final recommendations to Boundary Commission
 - 8.5 23 Aug: WNC Town & Parish Briefing Aug 23
 - 8.6 23 Aug: WNC to host prestigious Rugby world Cup 2025
 - 8.7 27 Aug: Parish Council web site to cost £120 + VAT pa from 4th Oct
 - 8.8 1 Sep: N-CALC mini eUpdate 01/09 – Model Financial Regulations, Making a Complaint
9. **Planning for use of the Community Infrastructure Levy (???? unallocated)**
10. Consider WNC's Community Governance Review
11. Consider whether to continue using HugoFox to host the Parish Council web site

12. **Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)**

- 12.1 WNS/2023/6671/FUL-LBC: Partial demolition of existing garage and its replacement with an extension housing a ground floor bedroom at Myrtle Cottage, Sulgrave Road OX17 2AP by 5 Oct.
- 12.2 WNS/2023/6001/FULL: Alteration and single storey rear extension, internal remodelling and refurbishments. New roof light in existing roof. Oak frame car shelter to front forecourt at Mountfield, Hight street. OX17 2BE by 9 Aug.
- 12.3 WNS/2023/6433/LBC: Listed building consent to repair damaged parapet following a vehicle collision at Trafford Bridge Farm, Welsh Road, Edgecote by 6 Sept.
- 12.4 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.
- 12.5 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. Approved 17 Aug 23.

13. **Audit and Accounts**

- 13.1 Ref 12.1: Clerk's contract of employment; registration with Pensions Regulator & PAYE
- 13.2 Ref 12.2: Clerk's access to all Parish online accounts accomplished 24 August 2023
- 13.3 External auditor notice that audit deadlines have not been met (possible proceedings)
- 13.4 Ref 12.6: Approval of the Parish Accounts summary 2022-23, prepared by former Clerk
- 13.5 Sign-off of the AGAR 2022/23 Form 3 Accounting Statements by Chair & RFO
- 13.6 Sign-off of the AGAR 2022/23 Form 3 Annual Governance Statement by Clerk & RFO
- 13.7 Ref 5.5: Upload of final audit documents for viewing by the external auditor **GD**
- 13.8 Draft Notice of Public Rights to view the Parish Council accounts 2022-23 **GD**
- 13.9 Draft response to External Auditor seeking dispensation for the delayed audit return **GD**
- 13.10 Consider the internal auditor's report for 2022-23
- 13.11 Ref 12.12: Review Account balances and Q1 summary of income, expenditures, budget
- 13.12 Ref 12: Parish Council receipt of excess fundraising from Kings Coronation **SR**
- 13.13 Ref 12.9: Review Council's Risk Assessment and its Asset Register, add play equipment
- 13.14 Consider Parish Council options for gaining interest on reserves monies being held **SR**
- 13.15 Ref 5.3: Development of a Terms of Reference for the Finance Committee **SR GD**
- 13.16 Ref 12.11: Consideration of a Council policy for employment and training **GD**
- 13.17 Ref 12.8: Review 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
- 13.18 Consider and approve the Parish Council payments listed below
14. **Councillors' Comments**
15. Date of next meeting: **Wednesday 9th November 2023**

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 September 2023

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Wave water bill for 16 Feb to 15 May 2023, estimated for Pavilion, Banbury Lane OX17 2AX	£21.21	-	£21.21
Texprep invoices 26504 for village newsletters Aug 2023	£33.50	-	£33.50
Roger Smith mowing of burial ground 2-off 7 & 21 June 1-off mowing of football field on 7 th June 2-off strimming of burial ground 2 nd & 30 th June	£23.00 £57.00 £15.00	-	£133.00
Cartwright Landscapes mowing of Green & other areas 12, 26 June Mowing The Mound 8 June Mowing the cricket field perimeter 8 June. Invoice C44244	£133.50 £233.00 £99.00	£93.10	£558.60
Cartwright Landscapes mowing of Green & other areas 10, 24 July	£133.50	£26.70	£160.20
Parish Online mapping tool to 10 Aug 2024.	£40.00	£8.00	£48.00
Horne & Littlemore Structural Engineers preparation of drawings for Village Hall: Invoice INV-7685 by 30 Jul. CRICKET FIELD	£360.00	£72.00	£432.00
JPG MK Ltd Preparation of construction management plan, Hillfield Project: Inv 232/07/480. CRICKET FIELD	£600.00	£120.00	£720.00
Colin Styles Building Contractor 3 rd payment for works to car park: Inv 069T dated 12 Aug. CRICKET FIELD	£229.00	£45.80	£274.80
Colin Styles Building Contractor 4 th and final payment for works to car park: Inv 070T dated 12 Aug. CRICKET FIELD	£1,030.00	£206.00	£1,236.00
Empty Play Park Instant Access account **856 (accrued grants and donations, remaining) into Parish Current account **843 .			£26,859.44
Kompan sales invoice 247243: A 30% 3rd instalment for works at Culworth in June 2023 due 29 Jul 2023. PLAY PARK	£22,500	£4,500	£27,000.00
Gary Denby Parish Clerk gross remuneration and expenses (8 weeks) including home office expenses 13 Jul – 6 Sep) plus 33% of SLCC annual subscription	£456.32 £52.00 £50.00	-	£558.32
<i>Yu Energy Street lighting electricity charges 01 – 31 July 2023 (DD)</i>	£58.94 £13.22	£2.95 £0.66	£75.77
<i>Yu Energy Street lighting electricity charges 01 – 31 Aug 2023 (DD)</i>	£58.02 £13.15	£2.90 £0.66	£74.73