

CULWORTH PARISH COUNCIL

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

AGENDA

The General Meeting of Culworth Parish Council
To be held at 7.30pm on Thursday 15th May 2025 in the Culworth Village Hall

1. **Appoint a Parish Council Chairman** 2025-26 from amongst the qualifying Councillors
2. Receive Councillors' completed Acceptance of Office forms.
Supply Councillor's Declarations of Interested forms (to be returned in 30 days)
3. Apologies received
4. Councillor declarations of interest & dispensations in the following agenda items
5. Receive minutes of the meeting held on **3rd April 2025** as an accurate record of the Parish Council official acts and decisions.
6. Receive reports and minutes from the **Annual Parish Meeting** held on 3rd April 2025.
7. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
8. **Matters Arising** from previous Parish Council minutes
 - 8.1 Ref 5.1: Clerk's letter to Tree Tops requesting an update to their previous reporting **GD**
 - 8.2 Ref 5.3: Update of a revised Complaints procedure **GD**
 - 8.3 Ref 5.4: Update on practising with the new Scribe accounting system **GD**
 - 8.4 Ref 12.3: Tree works required for over-hanging branches from the cricket field?
9. **Ref 7: Progress report on new Street Light electricity supply contract GD**
10. Culworth Burial Ground update
11. Update on the Community Hill Field Trust (CHFT): New Vision; monies held by the PC
12. **Review of the Council's delegation arrangements:-**
 - 12.1 Vice Chair (included in all Chair-Clerk correspondences; a rapid pick-up if needed)
 - 12.2 Independent Finance Officer; Signatories for the Parish online bank account (Clerk + 3)
 - 12.3 A Planning sub-Committee; A Finances sub-committee (if required); Complaints c'ttee
 - 12.4 Weekly Play Area checking
 - 12.5 Monthly defibrillator checking (quarterly update to the Circuit)
 - 12.6 Occasional trees checking and footpath checking
 - 12.7 Occasional Burial Ground assistance; Street lighting checks
 - 12.8 Ad-hoc village maintenance
 - 12.9 School Liaison; Church liaison, CCT liaison; Cricket club liaison
13. **Agree upon Parish Council meeting dates for 2025-26**
14. Review and refresh the Parish Council Governance Documents held publicly at:-
www.culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/policies-etc
 - Parish Council **Standing Orders** 2022 (22 pages);
 - **Codes of Conduct** 2021 (14 pages)
 - Equality Statement 2022 (1 page); Complaints Procedure 2021 (2 pages)
 - Burial Ground Policy 2022 (5 pages)
 - NALC **Planning Guide** 2025 (66 pages)
 - NALC **Good Councillor** guide (99 pages)
 - **NEW** Culworth Policies and Procedures (Bullying, Data, Planning, Social Media...)

15. Correspondence received by Councillors

- 15.1 8 Mar: N-CALC Q&A elections summary, Clerk's take on the same...
- 15.2 13 Mar: WNC your garden waste subscription
- 15.3 13 Mar: N-CALC Training Newsletter – 2025 Training Programme
- 15.4 13 Mar: WNC Town and Parish Briefing
- 15.5 13 Mar: WNC subscriptions open for the 2025/26 garden waste service
- 15.6 13 Mar: N-CALC mini eUpdate 07/03 – Climate & nature Action survey
- 15.7 13 Mar: WNC future treescape of WNC marked with tree planting event
- 15.8 13 Mar: WNC construction underway for new heritage park in Northampton
- 15.9 13 Mar: WNC integrated alcohol and drug service to be rolled out across WNC
- 15.10 13 Mar: WNC new economic growth strategy
- 15.11 13 Mar: WNC future of local transport shaped with help of residents & businesses
- 15.12 13 Mar: WNC household support fund extended
- 15.13 13 Mar: WNC to honour 80th VE Day (8 May) with special events
- 15.15 15 Mar: N-CALC mini eUpdate 14/03 – Elections Update
- 15.16 21 Mar: N-CALC mini eUpdate 21/03 – Public Sector Contracts (over £30,000)

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

- 16.1 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. Councillors supported this application. Pending.
- 16.2 2024/2589/FULL: New agricultural barn, new track and access to land adjacent to Peas Furlong, Sulgrave Road by 14 June. Councillors Objected to this application on grounds of its dangerous access on the brow of a hill within a National Speed Limit (60 mph) area. Pending.

17. Audit and Accounts

- 17.1 Receive march and April bank statements from the Unity Trust accounts
- 17.2 Consider budget update to the end of the financial year 2024-25, reconciled to above
- 17.3 First half Precept of £19,000 received from WNC on 29 April 2025
- 17.4 Renewal of Parish Council insurance with Gallagher from 1 Jun 2025 for £962.42
- 17.5 Consider N-CALC advertisement and rates for a **Replacement Clerk (Autumn 2025)**
- 17.6 Review the Parish Council Financial Risk Assessment
- 17.7 Review the Parish Council Asset Register
- 17.8 Review the Parish Council subscription to other bodies (N-CALC, SLCC, ACRE..)
- 17.9 Consider and approve Internal Audit documentation
Section 1 & Section 2 of Council's Annual Governance & Accountability Return (AGAR) for the year ending 31 March 2025.
- 17.10 Update on opening an additional Parish Council savings account for Christmas bazaar
- 17.11 Consider and approve the Parish Council payments listed below

18. N-CALC online training opportunities for Parish Councillors & Clerk

Off to a flying start: 12, 24 June, 2, 22 July, 16, 23 Sept; Finance for Councillors 10 Jul
Planning Nuts and Bolts: 15 Oct, 9 Dec; Conservation Areas: 27 Jan;
Agendas and Minutes: 16 Oct; Freedom of Information Essentials: 22 Aug;
Misuse of social media... TBA northantscalc.gov.uk/training-page

19. Items for the next Parish Council agenda

20. Date of next meeting: **Thursday 5th June, 7pm** in the village hall

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



12 May 2025

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Cuttlefish Parish Council web site culworthparishcouncil.gov.uk domain renewal to 4 June 2026; Clerk email address clerk@culworthparishcouncil.gov.uk to 31 May 2026 <i>Local Government Act 1972, Section 142 Local Government Info</i>	£75.00 £35.00	£22.00	£132.00
Roger Smith outstanding mowing invoice from December 2024, Burial ground mowing 14 th Nov (Inv 805) <i>Open Spaces Act 1906, ss.9 and 10</i>	£24.00	-	£24.00
Roger Smith mowing of Burial Ground x2 March; strim BG x Mrch; Mow-strim Play Park 18 th March (Inv 832) <i>Open Spaces Act 1906, ss.9 and 10</i>	£114.00	-	£114.00
Cartwright Landscapes mowing of Greens and other areas on 27 th March 2025 (C46173). <i>Open Spaces Act 1906, ss.9 and 10</i>	£70.00	£14.00	£84.00
Cartwright Landscapes mowing of Greens and other areas on 14 th and 28 th April 2025 (C46249). <i>Open Spaces Act 1906, ss.9 and 10</i>	£140.00	£28.00	£168.00
Gallagher Insurance renewal for Hiscox Policy 8188401 from 1 st June 2025 for public liability and assets, also employers liability (0.5% increase). <i>Local Government Act 1972, Section 140 Insurance by local authorities</i>	£864.66	£97.76	£962.42
Gary Denby Parish Clerk gross remuneration and expenses (6 weeks) including home office expenses 3 Apr – 14 May 2025 <i>Local Government Act 1972 Appointment of Staff s.112</i>	£388.08 £42.90	-	£430.98
Yu Energy Street lighting electricity charges 01 – 31 Mar 2025 (DD) 360 p/day standing; 47.5 p/kWh (Inv 023873591). Out of Contract <i>Highways Act 1980, lighting functions s.98</i>	Night £152.09 Day £49.73 Stand £111.60	£7.60 £2.49 £15.67	£329.09
Yu Energy Street lighting electricity charges 01 – 30 Apr 2025 (DD) 360 p/day standing; 47.5 p/kWh (Inv 023873591). Out of Contract <i>Highways Act 1980, lighting functions s.98</i>	Night £131.86 Day £43.86 Stand £108.00	£6.59 £2.16 £14.15	£297.23
Yu Energy Re-bill issued due to incorrect energy charges Credit note issued. DC			CR £297.23
Scribe credit since Clerk has no time to learn and develop its Cloud based finances and cemetery system. May 2025.			CR £1,194.00
Transfer from PC saver account 20425856 to PC T2 Funds to avoid going overdrawn after large April expenditures (insufficient after Yu Energy DD) on 25 April 2025			£1,000
Transfer of PC T2 Funds to make CHFT saver account 20425869 reconcile with report 24 July 2024 having a surplus £14,118 . Replace £272.94 which Unity Trust bank removed, to prevent our going over-drawn.			TBA