

# 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 **7pm** on **Thursday 13<sup>th</sup> November 2025** 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 of the meeting held on **2<sup>nd</sup> October 2025** as an accurate record of the Parish Council official acts and decisions
4. Receive Summary of the Finance Committee meetings of 28 August and 20<sup>th</sup> October
5. Receive reports and minutes from the **Annual Parish Meeting** held on 3<sup>rd</sup> April 2025.
6. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
7. **Matters Arising** from previous Parish Council minutes
  - 7.1 Ref 6.1: Update on village signs cleaning – renewal **AF AH**
  - 7.2 Ref 6.2: update on costs for street light post renewal by church gate **AF**
  - 7.3 Ref 11: Updating the governance documents with N-CALC Social Medial policy **GD**
8. Culworth Burial Ground update – None.
9. Community Hill Field Trust (CHFT) update **AW**
10. Update on Christmas Trail event (Ginny Staniford report, 28 Oct); insurance **AH**
11. Correspondence received by Councillors
  - 11.1 7 Oct: WNC Planning Briefings – 5 November
  - 11.2 7 Oct: N-CALC Training Newsletter – a guide to online banking (includes Unity Trust)
  - 11.3 7 Oct: WNC Annual Parish Conference – Parishes in Partnership on 23 Oct
  - 11.4 7 Oct: N-CALC mini eUpdate 03/10 - 78<sup>th</sup> Annual Conference fully booked
  - 11.5 7 Oct: WNC Cllr Eastwood – NMPAT Concert Season brochure 2025-26
  - 11.6 25 Oct: WNC Town & Parish Briefing 39 – 25 October
  - 11.7 25 Oct: WNC traffic calming measures in Boughton (relief road opening)
  - 11.8 25 Oct: N-CALC mini eUpdate 24/10 – AI workshop in Towcester
  - 11.9 25 Oct: WNC New Year start for new Northampton Leisure Centre (Market Square)
  - 11.10 29 Oct: N-CALC training – Procurement
  - 11.11 29 Oct: WNC Thousands enjoy Northamptonshire Day (25 Oct)
  - 11.12 29 Oct: Ginny Staniford Christmas Shopping Trail report; proof of flyer
  - 11.13 29 Oct: N-CALC training: Sustainability and Climate Change -13 Nov
  - 11.14 29 Oct: BRTA Northampton Forum – local railway links
  - 11.15 29 Oct: N-CALC mini eUpdate 17/10 – SLCC National Conference
  - 11.16 29 Oct: N-CALC Training – Councils more effectively engaging with young people
  - 11.17 29 Oct: PFCC Newsletter – Oct 2025
  - 11.18 29 Oct: N-CALC mini eUpdate 10/10 – Annual Conference; Budget Info Guide
  - 11.19 29 Oct: WNC HS/2 Liaison Group Minutes 26 Sept – minutes & presentation
  - 11.20 29 Oct: WNC offer of free Care Services Directory 2026 (printed)
  - 11.21 29 Oct: N-CALC eUpdate Sep/Oct 25 – link to download
  - 11.22 29 Oct: PFCC offer of volunteers to assist with local projects (restorative justice)
  - 11.23 29 Oct: WNC begins work to tackle its 2026-27 budget gap
  - 11.24 29 Oct: N-CALC mini eUpdate 19/02 – Blanket request for FoI (community events...)

- 11.25 9 Nov: WNC consultation on Supplementary Planning Document (SPD)
- 11.26 9 Nov: WNC drives forward £20 million savings
- 11.27 9 Nov: n-CALC Training – Addressing the biodiversity crisis 27 November
- 11.28 9 Nov: WNC Cllr Eastwood – Report for Silverstone Parish Council
- 11.30 9 Nov: WNC Parish Conference – request for feedback
- 11.31 9 Nov: WNC Notice of closure of Banbury Lane – Nov – Dec 25 (revised)
- 11.32 9 Nov: N-CALC mini eUpdate 31/10 – Martyn’s Law (guidance public venues)
- 11.33 9 Nov: ONS Community Connections (census 2031 topics & ethnicity data)
- 11.34 9 Nov: WNC CAN Champion

## 12. Planning (items available at [wnc.planning-register.co.uk](http://wnc.planning-register.co.uk) + Advanced Planning + Parish)

- 12.1 2025/3453/TPO: Works to 1x Oak and 1x Beech subject to TPOs at Graveyard St Marys Church High Street Culworth. Approved 14 Oct 25.
- 12.2 2025/3438/TCA: T1 Scots Pine - Section fell to ground level T2 Scots Pine - Section fell to ground level T3 Lawson Cypress - Section fell to ground level T4 Yew - Section fell to ground level due to interference with the oil tank at Culworth House Queens Street Culworth OX17 2AT. No Objections 7 Oct 25.

## 13. Audit and Accounts

- 13.1 Ref 14.1: Clerk’s registration with HMRC for P45 preparation
- 13.2 Ref 14.3: Update of the Unity Trust Mandate additions; scanned to Clerk **AH**
- 13.3 Update on annual Play Park inspection – ordered 30 September
- 13.4 Consider first draft Parish Council budget for 2026-27
- 13.5 Consider Clerk’s hours expended to end of Oct 2025 (reclaim of 20 additional hours)
- 13.6 Consider and approve the Parish Council payments listed below

14. Items for the next Parish Council agenda

15. Date of next meeting: **Thu 8<sup>th</sup> January 2026 (set Precept), 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](http://culworthparishcouncil.gov.uk)

Gary Denby, Clerk to Culworth Parish Council



10 November 2025

### Proposed payments for approval at the Parish Council Meeting

| Description / Power                                                                                                                                                                                                                              | Amount                                          | VAT            | Total    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|----------------|----------|
| <b>Gary Denby</b> Parish Clerk gross remuneration and expenses<br>(6 weeks) including home office expenses 2 Oct – 12 Nov 2025<br>+ remuneration 20 hours beyond 4 hours per week<br><i>Local Government Act 1972 Appointment of Staff s.112</i> | £388.08<br>£42.90<br>£323.40                    | -              | £754.38  |
| <b>Valda Energy</b> Street Lighting charges 01 – 30 Oct 2025 (DD 19/10)<br><i>Highways Act 1980, lighting functions s.98</i>                                                                                                                     | Forward £27.87<br>Elect £161.95<br>Stand £31.00 | £1.39<br>£9.65 | £23 1.86 |
| <b>Transfer</b> of PC T2 Funds to make CHFT saver account 20425869<br>reconcile with report 24 July 2024 having a <b>surplus £14,118.</b><br><i>Subsequent draw-downs under CHFT instruction.</i>                                                |                                                 |                | TBA      |