

MINUTES OF MEETING OF CULWORTH PARISH COUNCIL MEETING
held on Thursday 13th July 2023 at 7.30pm in the Village Hall

Present:	Andrew Wilby (AW)	Chairman
	Stuart Rolt (SR)	Vice Chairman
	David Mumford (DM)	Councillor
	Michelle Koster (MK)	Councillor
	Martin Rowling (MR)	Councillor
	John Mullins-Blyth (JM)	Councillor
	Gary Denby (GD)	Parish Clerk
Public: (9 total)	Alison Eastwood (AE)	WNC Unitary Councillor
	Jim Powell (JP)	Cricket Club representative

Welcome to members and the public from AW.

1. Apologies received – None.
2. Councillor declarations of interest & dispensations in the following agenda items - None
3. Receive minutes as an accurate record of the Parish Council official acts and decisions held on **6th June 2023**. Proposed by JM, seconded by MK and agreed by all Councillors present.
4. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
 - 4.1 AE reported upon her meeting with James Willoughby and Michele Jarvis (enforcement WNC) in reference to the new playground. Planning permission was questioned by one or two people in the village. No one has crossed the line the playground has a clean bill of health.
 - 4.2 AE reported on WNC consultations upon waste and upon the future costs of school bus transport. There is also significant development underway to the Market Place in Northampton.
5. **Matters Arising from previous Parish Council minutes**
 - 5.1 Ref 5: Sign and initial printed set of minutes from 18 Apr 2023, for the record. These require clarification, carried forward **AW**
 - 5.2 Ref 6: Upload of Annual Parish Assembly reports to Parish Council web site. The Clerk has yet to gain access to the site. Carried forward **GD**
 - 5.3 Ref 9.2: Development of a Terms of Reference for the Finance Committee
A recommendation of the incoming Clerk, seeking clarification. Carried Forward **SR GD**.
 - 5.4 Ref 9.3: Registration of the village defibrillator on The Circuit? It is currently registered. However, its reported 'readiness' needs to be verified **GD**.
 - 5.5 Ref 9.4: Uploading of outstanding audit and minutes documents to web site **GD**
This is an audit requirement, for access by the external auditor. To be achieved once web site access is obtained **GD**.

6. Update on use of **Cricket Field improvements**

6.1 The situation with regards associated grants received and their usage to date. There is underutilised funding associated with this project, which it is hoped may contribute towards the Parish Council's Play Area costs below. The Clerk awaits full access to the accounts to more clearly understand this aspect.

6.2 Concerns raised over the proximity of play equipment to the cricketing boundary line

Subsequent to the informal site meeting between the Parish Council and Cricket Club representatives on ***, there is a concern that the children's slide may be encroaching upon the official boundary line of the adult game (64 to 82 meters), taken from the middle stump of the centre wickets. If a protective fence were to be installed (deterring dog fouling and children wandering off), this will certainly encroach upon the boundary. It is not known, what view the League might take upon having a shorter boundary.

6.3 Dates of adult cricket matches for the remaining summer season

There are two remaining fixtures for Sunday adult cricket in this current season. Thereafter, we have the whole of the winter to resolve outstanding issues and responsibilities **ALL**.

6.4 There is ongoing effort to properly install a tarmac top layer to the Queens Street entrance of the Cricket field. This awaits some activity by Northants Highways. AE will assist in expediting this, if we can provide her with the email correspondence **JP**.

7. Update on **Adult Gym and Children's Play Areas improvements**

7.1 The situation with regards associated grants received and their usage to date **SR**

On 22 June the Parish Clerk sought payment from the HS/2 community grant for £45,000. This was received 26 June 2023, with £9,000 still to claim. A second payment has therefore been made to Komplan for their equipment and its installation. Final payments and a VAT reclaim remain outstanding **GD**.

7.2 Issues reported by the RoSPA Safety inspection, associated snagging works

The manufacturers and installers of the play and gym equipment Komplan wish to open the site, or start charging a daily rate for maintaining the high cordon-off fencing (itself a cricketing obstruction). They will perform a final safety check and tightening of anything that is loose upon their removal of site protective fencing, enabling its opening to the public. Thereafter, regular informal equipment checks should be made, together with an annual equipment safety inspection **TBA**.

7.3 Situation with regards Parish Council Public Liability insurance and its limitations

It has been confirmed that it is within the current Parish Council standard Public Liability insurance of £10 million (AJG Community Scheme) which was renewed on 15th June 2023 with Hiscox through our insurance brokers Gallagher, that public indemnity is included for the use of the equipment. However, damage to or replacement cost of the equipment is not covered.

7.4 A Risk Assessment for the two areas and agreeing adequate mitigating measures

The Clerk has outlined an initial Risk Assessment for the facility, which will be refined with the assistance of all affected parties. This will help to inform future parish council actions, with regards the posting of an official notice for the equipment use, its availability, its maintenance and problem reporting and an annual safety inspection. This will be distributed for comments over the summer (JP, MK, AW, JR, GD: date TBA) for review at the September meeting **GD**.

7.5 Discussion of an appropriate opening date for the facility (start of summer holidays?)

With regards the Kompan contract: **Motion:** *It is proposed that the Council sign the Certificate of Satisfactory Completion for the Play Equipment and authorise the final payment.* Proposed by AW and agreed by all Councillors present.

With regards opening the play and gym equipment areas: **Motion:** *That the Play Park facility may be opened for use immediately with the condition that during a cricket match the facility will be closed for safety reasons and a Council authorised Steward provided to be on duty to ensure that nobody enters the area. Future mitigation options to ensure the safety of the public will be considered in due course.* Proposed by AW and agreed by all Councillors present.

8. **Other matters raised by Chair:** None.

9. **Correspondence received by Councillors:** not detailed this month, very limited.

10. **Planning for use of the Community Infrastructure Levy: carried forward**

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

11.1 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.

11.2 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.

12. **Audit and Accounts**

12.1 Ref 16.2: Clerk's contract or employment and registration with the Pensions regulator Carried forward **AW SR GD**

12.2 Ref 16.5: Clerk's access to all Parish online accounts with read & set-up access only. SR reported that the forms have been submitted; the Clerk should have access in the next few weeks (strangely, his signature was not required).

12.3 Upload of final audit documents for viewing by the external auditor – see 5.5 above.

12.4 Agree Parish Council meeting dates to the next Annual Meeting in May 2024 **ALL** Included as Appendix A of the minutes from AGM on 6th June. No adjustments needed.

- 12.5 Ref 12: Parish Council receipt of excess fundraising from Kings Coronation **SR** will transfer these to the Parish Council account.
- 12.6 Ref 16.1: Formal approval of the Parish Accounts 2022-23, prepared by former Clerk Carried forward – paperwork was suddenly very elusive on the night **GD**.
- 12.7 Ref 16.7: Reinstatement of Public Liability insurance from 1st June 2023 – accomplished
- 12.8 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;
 Carried forward to the Autumn, when more time.
- 12.9 Review of Parish Council Risk Assessment and its Asset Register, add new equipment Carried forward **GD**.
- 12.10 Consideration of a Council policy for dealing with the press / social media
 Considered as unnecessary at this time.
- 12.11 Consideration of a Council policy for employment and training: Carried forward **GD**.
- 12.12 Consider the Council's expenditure incurred under s.137: Carried forward, pending the Clerk's familiarisation of the accounts and a Q1 summary (April- June 2023) **GD**.
- 12.13 Upload of council's AGAR Certificate of Exemption (Council expenditure below £25,000)
- 12.14 Upload of council's AGAR Sections 1 & 2 of the Annual Return: Clerk to gain access to the site and verify that these are readily apparent **GD**.
- 12.15 Consider Parish Council options for gaining interest on reserves monies being held. The Unity bank account may now be providing some limited interest. SR agreed to look into some other options **SR**.
- 12.16 Consider and approve the Parish Council payments listed below. Proposed by SR, seconded by DM and agreed by all Councillors present:-

Description / Power	Amount	VAT	Total
Texprep invoices 26535 and 26408 for village newsletters Apr & Jun	£112.30	-	£112.30
Roger Smith mowing of burial ground 5-off 3 rd , 10 th , 17, 24, 31 st May 2-off strimming of burial ground 5 th & 19 th May 1-off mowing of football field on 17 th May	£202.00	-	£202.00
Cartwright Landscapes mowing of Green and other areas 28 April, 15 th and 20 th May	£240.30	-	£240.30
Kompan sales invoice 246920: A 30% 2 nd instalment for works at Culworth in June 2023 (1 st instalment was to commence work).	£22,500	£4,500	£27,000.00
Gary Denby Parish Clerk gross remuneration and expenses (5 weeks) including home office expenses (6 Jun – 12 Jul) plus additional hours to facilitate the AGM meeting 25 May – 5 June	£285.20 £32.50 £92.69	£410.39	£410.39
Gallagher Insurance Brokers for Parish Council Public and Employers liability 1 June 2023 to 31 May 2024 underwritten by Hixcox Insurance Company Ltd (retrospective)	£50.00 £89.47 £745.60	-	£885.07
Yu Energy Street lighting electricity charges 01 – 30 June 2023 (DD)	£12.82	£0.64	£13.46

In addition an invoice for £558.60 has just been received from Cartwright Landscapes for June 2023, for mowing the Green, other areas, the mound and the cricket field perimeter. This should be included.

13. Councillors' Comments

- 13.1 A report was received of controlled substances being smoked in the bus shelter. The PCSO will be encouraged to pay some unexpected visits.
- 13.2 A substantial tree branch has fallen on the margin of the glebe land, knocking out a railing. The tree belongs to the Trott family, but the branch has fallen onto Parish Council maintained land. It was agreed that Shaun Oxley can be invited to kindly cut it up and take it away for firewood. **JM** will also speak with Phil Cubbitt, if necessary.

14. Date of next meeting: Wednesday 14th September 2023

Meeting closed at 9pm

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Chairman

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Date