

# 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 7pm on Thursday 4<sup>th</sup> September 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  
Receive any outstanding Declarations of Interest forms from Councillors **ALL**
3. Receive minutes of the meeting held on **14<sup>th</sup> July 2025** as an accurate record of the Parish Council official acts and decisions, including the in camera section 18 which is now available for distribution:-  
*Motion: "That the Council welcome and agree to the strategy and action plan provided by the CHFT for the provision of the new Village Hall/Pavilion on the Hill Field."  
Proposed by RS, seconded by CR and agreed by all councillors present.*
4. Receive reports and minutes from the **Annual Parish Meeting** held on 3<sup>rd</sup> April 2025.
5. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
6. **Matters Arising** from previous Parish Council minutes
  - 6.1 Ref 5.1: Update on updating the Parish Council web site
  - 6.2 Ref 5.2: Update on the reported footpath issue **RS**
  - 6.3 Ref 5.3: Soliciting ideas for new village signs?
  - 6.4 Ref 6.1: Update on Steve Smith repairs to the cricket ground wall (invoice below)
  - 6.5 Ref 7: Progress on advertising for a replacement Parish Clerk
  - 6.6 Ref 11: Progress with new web site and
  - 6.7 Ref 14.1: Update on Tree Works by Joshua Robbins (invoice below)
  - 6.8 Ref 16.1: Update on requesting a new RoSPA safety report
7. Report from first Finance Committee Meeting: Terms of Reference; Community fund; Additional online account signatories; Clerk interview panel; Simpler summary report?
8. Report back on Parish Online training: suitability for Play Equipment and village Trees
9. Culworth Burial Ground: £409 received for burial of Katya Gross nee Ryzhkova 24 July
10. Community Hill Field Trust (CHFT) update: agreement of all parties **AW**
11. Update on utilisation of new Clerk and Chair email addresses
12. **Ref 12: Update on Christmas Paper Trail and its budget: Ginny Staniford**
13. **Development of a Social Media Policy by AH**
14. **Correspondence received by Councillors**
  - 14.1 30 Jul: Quotation for next Play Park Inspection (Nov 2025): £180 by Play Inspections
  - 14.2 31 Jul: WNC Summer Report from Cllr Alison Eastwood
  - 14.3 31 Jul: WNC Parish Path Warden scheme

- 14.4 31 Jul: Office of National Statistics – July Newsletter
- 14.5 31 Jul: N-CALC mini eUpdate 2507 – Local Government Pay backdated to 1 April 2025
- 14.6 31 Jul: WNC Town & Parish Briefing - 21 July newsletter
- 14.7 31 Jul: N-CALC mini eUpdate 1807 – National 2 min silence VJ Day 80 on 15 August
- 14.8 31 Jul: Rural Service Network weekly news 16 July
- 14.9 31 Jul: Parish Online Newsletter #60 – free gov.uk email addresses for Clerks
- 14.10 31 Jul: N-CALC mini eUpdate 1107 – Person sought for Standards Committee
- 14.11 31 Jul: N-CALC 78<sup>th</sup> Annual Conf on 4<sup>th</sup> Oct – 2 CPC delegates can go
- 14.12 31 Jul: N-CALC mini eUpdate 0407 – Highways Maintenance Transparency reports
- 14.13 31 Jul: WNC seeks feedback on engagement with communities on its planning services
- 14.14 31 Jul: WNC temporary accommodation plans go out for consultation
- 14.15 31 Jul: WNC Libraries launch their 2025 Summer Reading Challenge (age 4 to 11)
- 14.16 31 Jul: N-CALC Training Newsletter July 2025 edition
- 14.17 31 Jul: Cuttlefish new website service (used by Moreton Pinkney & Preston Capes)
- 14.18 31 Jul: N-CALC mini eUpdate 2706 – 4) Return of Election Expenses
- 14.19 31 Jul: N-CALC mini eUpdate 1306 – example Clerk advertisements
- 14.20 31 Jul: WNC Annual Parish Council Conference now postponed to 23<sup>rd</sup> October
- 14.21 31 Jul: Parish Online newsletter #59 – Cloud Office for document store & share
- 14.22 31 Jul: WNC June Report from Cllr Alison Eastwood
- 14.23 31 Jul: N-CALC eUpdate May/Jun 2025 link – local elections...
- 14.24 31 Jul: Data Protection Officer – using social media: considerations
  
- 14.25 7 Aug: WNC Summer report from Cllr Alion Eastwood
- 14.26 11 Aug: Simon Turner offer to add virtual tour videos to enhance PC web sites
- 14.27 14 Aug: WNC seeks feedback on community engagement with its planning services
- 14.28 14 Aug: WNC draft local cycling and walking infrastructure plan: consultation
- 14.29 14 Aug: WNC Women's Safety Event in Silverstone 18<sup>th</sup> September
- 14.30 14 Aug: N-CALC mini eUpdate 0808 – Vacancy for a Director; Registers of Interest
- 14.31 14 Aug: WNC Leader statement on local hotels used for asylum accommodation
- 14.32 14 Aug: WNC offers new funding for local youth groups
- 14.33 14 Aug: PFCC newsletter – Aug 2025
- 14.34 14 Aug: Sparkx contractor in Aylesbury offering Street Lighting maintenance
- 14.35 14 Aug: N-CALC eUpdate Jul/Aug link – using a 'Council' signature
  
- 14.36 18 Aug: N-CALC mini eUpdate 1508 – Pre-Application Developer Contact
- 14.37 21 Aug: Outstanding Declarations of Interest (from 3<sup>rd</sup> June)
- 14.38 21 Aug: WNC takes action following Epping Forest High Court ruling
- 14.39 21 Aug: WNC Sustainability refocus set to progress after scrutiny meeting 19 August
- 14.40 21 Aug: N-CALC mini eUpdate 2208 – Ten Years On; CAN Champions 19 Nov
- 14.41 22 Aug: WNC Town & Parish Briefing 37
  
- 14.42 27 Aug: WNC meeting to debate asylum accommodation issues on 16 September
- 14.43 27 Aug: WNC Flying the flag with pride and safety
- 14.44 28 Aug: WNC public testing of Emergency Alerts system 4G/5g phones 7 Sep 3pm
- 14.45 29 Aug: WNC Notice of road closures Banbury Lane 18-19; 22-26 Sept
- 14.46 29 Aug: N-CALC mini eUpdate 2908 – Summer Hols; Clerk vacancy included
- 14.47 29 Aug: WNC Join September emergency planning campaign – survey 1 Sept

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

- 15.1 2025/3453/TPO: Works to 1x Oak and 1x Beech subject to TPOs at Graveyard St Marys Church High Street Culworth by 19 Sep.
  
- 15.2 2025/3488/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 by 19 Sep.

- 15.3 2025/2686/TCA: Notification of tree work at Puzzle Cottage, Queens Street OX17 2AT for intended tree works including: Remove 1x Ash tree and work to 1x Oak tree in the Conservation. No Objections 24 Jul.

**16. Audit and Accounts**

- 16.1 Receive update on Parish Accounts to 31 August 2025; updated budget summary  
16.2 Receive Clerk hours expended to end of August 2025  
16.3 Ref 15.2: First DD taken 21<sup>st</sup> July by Valda Energy for £219.62 for street light power  
16.4 Ref 15.3: Update on bank mandate to add two new signatories  
16.5 Consider and approve the Parish Council payments listed below

**17. Items for the next Parish Council agenda**

18. Date of next meeting: **Thursday 2<sup>nd</sup> October, 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



31 August 2025

## Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
<b>Roger Smith</b> mowing of Burial Ground & Play Park June 4 <sup>th</sup> , 13 <sup>th</sup> , 19 <sup>th</sup> and Play Park x2 Inv 882; Burial Ground 16, 23 July, Play park 16, 31 July Inv 887; Strim Burial Ground 8 Aug inv 895. <i>Open Spaces Act 1906, ss.9 and 10</i>	£172.00 £90.00 £16.00	- - -	£172.00 £96.00 £16.00
<b>Cartwright Landscapes</b> mowing of Greens and other areas July – August? <i>Open Spaces Act 1906, ss.9 and 10</i>			???
<b>Rural Works</b> (Joshua Robbins) urgent pollarding, crown lift, removal of overhanging and dead wood at Burial ground in July 2025 <i>Local Government Act 1972, s.137</i>	£830.00	£166.00	£996.00
<b>Steven Smith Construction</b> labour & materials replacing loose and damaged stonework to full length of both sides of cricket pitch wall. <i>Local Government Act 1972, s.137</i>	£380.00	£76.00	£456.00
<b>Parish Online</b> subscription for mapping facility, discounted to Aug 2026 <i>Local Govern't Act 1972, Section 111 Subsidiary powers, discharge of functions</i>	£40.00	£8.00	£48.00
<b>N-CALC</b> training course for A Hall July 2025: Flying Start and Finance for Councillors <i>Local Government Act 1972, s175 allowances.</i>	£88.00	£17.60	£105.60
<b>Texprep</b> Newsletters ?? + July. Inv27422, 27532	£47.00	-	£47.00
<b>Wave</b> (Anglian Water) for Cricket field 2m3 16 May to 31 Aug <i>Local Government Act 1972, Section 133 Parish and Community Buildings</i>	£24.48	-	£24.48
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (8 weeks) including home office expenses 14 July – 3 Sept 2025 + 20 additional hours reimbursement <i>Local Government Act 1972 Appointment of Staff s.112</i>	£517.44 £57.20 £323.40	-	£898.04
<b>Cllr Clive Weller</b> expenses for Play Park fencing repairs: 24 palings and screws from Main Line Timber. Retrospective <i>Local Government Act 1972, s.137</i>	£47.55	£9.51	£57.06
<b>Valda Energy</b> Street Lighting charges 01 – 31 July 2025 (DD 19/07) 481.5 kWh @ 37 p/kWh and 31 days at 100 p/day 24 month contract. REVISED July usage, over-charge credited to August. <i>Highways Act 1980, lighting functions s.98</i>	Elect £94.24 Stand £31.00	£6.26	<b>£219.62</b>
<b>Valda Energy</b> Street Lighting charges 01 – 31 August 2025 (DD 19/07) 481.5 kWh @ 37 p/kWh and 31 days at 100 p/day to Jun 27 <i>Highways Act 1980, lighting functions s.98</i>	Elect £96.83 Stand £31.00	£6.39	<b>£46.10</b>
<b>Transfer</b> of PC T2 Funds to make CHFT saver account 20425869 reconcile with report 24 July 2024 having a <b>surplus £14,118.</b> <i>Subsequent draw-downs under CHFT instruction.</i>			TBA