

# 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 12<sup>th</sup> June 2025 in the Culworth Village Hall**

Welcome to this conclusion of the Parish Council AGM, with a focus upon approving the accounts and receiving the Internal Audit report.

1. Apologies received
2. Receive Councillors' Declarations of Interested forms (to be returned in 30 days)
3. Councillor declarations of interest & dispensations in the following agenda items
4. Receive minutes of the meeting held on **15<sup>th</sup> May 2025** as an accurate record of the Parish Council official acts and decisions.
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 8.1: Update on requesting an updated Tree report for the Parish **GD**
  - 7.2 Ref 8.4: Update on small scale tree works on the cricket field **AF**
  - 7.3 Ref 9: Update on generating a new unmetered supply certificate for street lighting **GD**
  - 7.4 Ref 18: Councillors' availability for N-CALC training courses (June numbers limited)
8. Culworth Burial Ground update **JR**
9. Community Hill Field Trust (CHFT) update **AW**
10. Update on the Cricket Field wall after removal of ivy **JR**
- 11. Review of the Council's delegation arrangements, with suggestions:-**
  - 11.1 Independent Finances Officer - maybe CR? Account Signatories: Chair + AH+ JR?
  - 11.2 Planning Committee - RS + CW + AF are willing
  - 11.3 Play Area safety checks weekly (how to log?) - CW is willing
  - 11.4 Monthly defibrillator checking - CR was reported as willing
  - 11.5 Occasional village trees and footpaths - RS is willing
  - 11.6 Occasional assistance with Burial Ground - JR + AF willing; Lighting check - AF
  - 11.7 Ad hoc village maintenance - CW (lead)+ AF + RS willing
  - 11.8 Liaison with school - AH willing; church JR + AF willing;
  - 11.9 CHFT AW willing;
  - 11.10 Cricket club - JR willing;
  - 11.11 HS/2 JR maybe?;
  - 11.12 Police Liaison rep AH + AF willing
12. Data Protection Officer feedback on chat groups and declarations of interest
- 13. Agree upon revised Parish Council meeting dates for 2025-26**
- 14. Correspondence received by Councillors**
  - 14.1 26 May: N-CALC mini eUpdate 23/05 - Annual Meetings; Local Council Vacancies

- 14.2 26 May: Clerk needs to adjust next meeting date to allow audit considerations
- 14.3 28 May: Need to re-register web site address now urgent [culworthparishcouncil.gov.uk](http://culworthparishcouncil.gov.uk)
- 14.4 30 May: Chair update on accident risk on Banbury Lane
- 14.5 2 Jun: Clerk supplied Internal Audit report with respective finances and summaries
- 14.6 2 Jun: Summary of Councillor interests in delegated appointments
- 14.7 2 Jun: Clerk recommendation to approve CuttleFish renewal of .gov.uk immediately
- 14.8 5 Jun: Details on a Parish Council specific Payroll system Way2PAYe from £215 pa
- 14.9 5 Jun: First draft AGM minutes to Councillors for possible adjustment
- 14.10 7 Jun: N-CALC mini eUpdate 06/06 – Return of Online Meetings; Basic DBS checks

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

- 15.1 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.
- 15.2 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. Approved 5 June 2025.

## 16. Review and refresh the Parish Council Governance Documents held publicly at:- [www.culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/policies-etc](http://www.culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/policies-etc)

- Parish Council **Standing Orders 2025** update (22 pages);
- **Codes of Conduct 2021** (14 pages)
- Equality Statement 2022 (1 page);
- Burial Ground Policy 2022 (5 pages)
- NALC **Planning Guide 2025** (66 pages)
- NALC **Good Councillor** guide (99 pages)
- **NEW** Public Complaints Procedure 2025 (4 sides)
- **NEW** Culworth Policies and Procedures (Bullying, Data, Planning, Social Media...)

## 17. Audit and Accounts

- 17.1 Receive April and May bank statements from the Unity Trust accounts  
31/05/25: Current T2: £17,389.12  
07/06/25: T2: £17,389.12; Saver 5856: £55,777.08; CHFT 5869: £4,410.31
- 17.2 Consider budget update to the end of the financial year 2024-25, reconciled to above
- 17.3 Review the Parish Council Financial Risk Assessment (Assets section added at
- 17.4 Review the Parish Council Asset Register – may need to add cricket nets?
- 17.5 Review the Parish Council subscription to other bodies (N-CALC, SLCC, ACRE..)
- 17.6 Consider N-CALC Internal Audit report from Gill wells 29 May 2025
- 17.7 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.  
Internal Audit sign-off  
Notice of Public Rights and Publication of Annual return
- 17.8 Consider Valda Energy lighting contract 2 years on existing MPAN: £2,697 pa (2024-25 expenditure £2,061; out of contract maybe x2; budget Jan 2025 was £1,100).
- 17.9 Consider N-CALC advertisement and rates for a **Replacement Clerk (Autumn 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. Items for the next Parish Council agenda**

19. Date of next meeting: **MONDAY 14<sup>th</sup> July, 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



7 June 2025

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
<b>Cuttlefish</b> Parish Council web site <a href="http://culworthparishcouncil.gov.uk">culworthparishcouncil.gov.uk</a> domain renewal to 4 June 2026; Clerk email address <a href="mailto:clerk@culworthparishcouncil.gov.uk">clerk@culworthparishcouncil.gov.uk</a> to 31 May 2026 (retrospective) <i>Local Government Act 1972, Section 142 Local Government Info</i>	£75.00 £35.00	£22.00	£132.00
<b>JGP MK Ltd</b> for CHFT professional services for cost plan for alternative timber framed facility (Inv 232/09/557 6 Feb 25). <i>Local Government Act 1972, Section 133 Parish and Community Buildings</i>	£1,400.00	£280.00	£1,680.00
<b>Culworth Village Hall</b> hire 7 meetings at £18: 9/5, 17/6, 18/7, 12/9, 14/11/24, 9/1, 13/3/25. <i>Local Government Act 1972, Section 133 Parish and Community Buildings</i>	£126.00	-	£126.00
<b>Roger Smith</b> mowing of Burial Ground x2 May; strim BG x3; Mow-strim Play Park 1 <sup>st</sup> & 14 <sup>th</sup> May (Inv 861) <i>Open Spaces Act 1906, ss.9 and 10</i>	£196.00	-	£196.00
<b>Texprep</b> Newsletters x80 May 2025 (Inv 27450) <i>Local Government Act 1972, Section 142 Local Government Info</i>	£40.30	-	£40.30
<b>Wave</b> Anglian Water for Pavilion 16 Feb to 15 May 2025 (15074174) <i>Local Government Act 1972, Section 133 Parish and Community Buildings</i>			
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (4 weeks) including home office expenses 15 May – 11 June 2025 <i>Local Government Act 1972 Appointment of Staff s.112</i>	£258.72 £28.60	-	£287.32
<b>Yu Energy</b> Street lighting electricity charges 01 – 31 May 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 £127.58 Day £41.85 Stand £111.60	£6.38 £2.09 £5.58	£295.08
<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> . Replace £272.94 which Unity Trust bank removed, to prevent our going over-drawn.			TBA