

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 7.30pm on Thursday 13th July 2023 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 and approve accuracy minutes of the Parish Council AGM held on **6th June 2023.**
4. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
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 **AW**
 - 5.2 Ref 6: Upload of Annual Parish Assembly reports to Parish Council web site **GD**
 - 5.3 Ref 9.2: Development of a Terms of Reference for the Finance Committee **SR GD**
 - 5.4 Ref 9.3: Registration of the village defibrillator on The Circuit? **DM GD**
 - 5.5 Ref 9.4: Uploading of outstanding audit and minutes documents to web site **GD**
6. Update on use of **Cricket Field improvements**
 - 6.1 The situation with regards associated grants received and their usage to date **SR**
 - 6.2 Concerns raised over the proximity of play equipment to the cricketing boundary line
 - 6.3 Dates of adult cricket matches for the remaining summer season
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**
 - 7.2 Issues reported by the RoSPA Safety inspection, associated snagging works
 - 7.3 Situation with regards Parish Council Public Liability insurance and its limitations
 - 7.4 A Risk Assessment for the two areas and agreeing adequate mitigating measures
 - 7.5 Discussion of an appropriate opening date for the facility (start of summer holidays?)
8. **Other matters..... TBA with Clerk by Chair & Vice Chair?**
9. **Correspondence received by Councillors**
10. **Planning for use of the Community Infrastructure Levy (???? unallocated)**
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
12.2 Ref 16.5: Clerk's access to all Parish online accounts with read & set-up access only **SR**
12.3 Upload of final audit documents for viewing by the external auditor **GD**
12.4 Agree Parish Council meeting dates to the next Annual Meeting in May 2024 **ALL**
- 12.5 Ref 12: Parish Council receipt of excess fundraising from Kings Coronation **SR**
12.6 Ref 16.1: Formal approval of the Parish Accounts 2022-23, prepared by former Clerk
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;
- 12.9 Review of Parish Council Risk Assessment and its Asset Register, add new equipment
12.10 Consideration of a Council policy for dealing with the press / social media
12.11 Consideration of a Council policy for employment and training
12.12 Consider the Council's expenditure incurred under s.137
- 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 **GD**
- 12.15 Consider Parish Council options for gaining interest on reserves monies being held **GD**
12.16 Consider and approve the Parish Council payments listed below

13. **Councillors' Comments**

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

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



10 July 2023

Proposed payments for approval at the Parish Council Meeting

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