

MRCULWORTH 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 9th November 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 of the meeting held on **7th September 2023** as an accurate record of the Parish Council official acts and decisions
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 5.1: Discussions on possibly relocating the village defibrillator **JMB**
 - 5.2 Ref 11: Subscription to continue with the current web site hosted by Hugofox
6. Update on use of **Cricket Field improvements**
 - 6.1 Ref 6.1: Update on the final phases of the improvements
 - 6.2 Ref 6.4: Update on the re-seeding so as to reduce future mowing requirements
7. Update on **Adult Gym and Children's Play Areas improvements**
 - 7.1 Ref 4.2: Update on planting of trees / shrubs around the perimeter
 - 7.2 Ref 4.3: Update on the bench and the litter bin (purchase / maintenance)
 - 7.3 Ref 7.1: Update on the final part of the HS/2 grant application **GD**
 - 7.4 Ref 7.3: Development of a joint Risk Assessment associated mitigating measures **GD**
 - 7.5 Ref 7.4: Update regards a low palisade fence to exclude dogs **DM MR**
 - 7.6 Ref 7.5: Update on the public signage and a possible local bye-law **AW**
 - 7.7 Ref 7.6: Update on the regular equipment safety checking **JMB**
8. **Correspondence received by Councillors**
 - 8.1 11 Sep: N-CALC mini eUpdate 08/09 – Local Government pay negotiations
 - 8.2 14 Sep: Rural Funding Digest Sept 2023 (assist new village hall development?)
 - 8.3 10 Oct: WNC invite to attend their Council Planning briefing (online) on 30th Nov
 - 8.4 10 Oct: N-CALC mini eUpdate 06/10 – 76th Conference & AGM on 7 October
 - 8.5 16 Oct: N-CALC mini eUpdate 13/10 – Budgeting information; Training
 - 8.6 30 Oct: N-CALC mini eUpdate 27/10 – Free trees; WNC leader meetings
- 9 Updates on the Parish Council Burial Ground
- 10 Transfer of ownership of the village football field on 24 Oct 2023 to new landlords: Rupert Heseltine and Sarah Heseltine (rent etc to Danvers House, Culworth)
11. **Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)**

- 11.1 2023/7186/TCA: Felling of conifer and works to apple tree at St Peters House, Queens Street by 1 Nov 2023.
- 11.2 WNS/2023/6671/FUL-LBC: Partial demolition of existing garage and its replacement with an extension housing a ground floor bedroom at Myrtle Cottage, Sulgrave Road OX17 2AP by 5 Oct. No objections raised by MK and JB. Decision pending.
- 11.3 WNS/6992/TCA: Leylandi hedge removal due to public pavement access issues. No Objections.
- 11.4 WNS/2023/6001/FULL: Alteration and single storey rear extension, internal remodelling and refurbishments. New roof light in existing roof. Oak frame car shelter to front forecourt at Mountfield, Hight street. OX17 2BE. Approved 6 Oct.
- 11.5 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.

12. **Audit and Accounts**

- 12.1 Ref 12.1: Clerk's contract of employment; registration with Pensions Regulator& PAYE
 - 12.2 Ref 6.1: Update on VAT recovery for the Cricket field and Play Field expenditures
 - 12.3 Ref 13.3: Update on the External Auditor progress
 - 12.4 Ref 13.8: Update on Public Rights to view the Parish Council accounts
 - 12.5 Ref 13.10: Consider the Internal auditor's report for 2022-23 (distributed copies)
 - 12.6 Ref 13.11: Overview of the Parish Accounts for Q1 & Q2 half year of 2023-24
 - 12.7 Ref 13.11: Consideration of a draft budget for 2024-25 (sets the January '24 Precept)
 - 12.8 Ref 13.13: Consider revisions to the Parish Council Asset Register (+play equipment)
 - 12.9 Ref 13.14: Consider options for gaining interest on reserve monies
 - 12.10 Clerk request for PDF copies of the Parish Electoral role, 1st Dec 2023 onward
 - 12.11 Consider and approve the Parish Council payments listed below
- ## 13. **Councillors' Comments**
- 14. Date of next meeting: **Wednesday 11th January 2024 (Budget and set Precept)**

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



6 November 2023

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Kompan final payment for the Community play and gym equipment. Invoice 247244.	£7,500.00	£1,500	£9,000.00
Texprep invoices 26550 for village newsletters September 2023	£33.50	-	£33.50
Northants CALC annual subscription with 307 electorate, provision of internal audit function and acting as Data Protection Officer	£288.70 £217.00	£43.40	£549.10

Hugofox Ltd annual bronze subscription for Parish Council web site to Sep 2024, INV-2882	£101.90	£20.38	£122.28
Roger Smith mowing of burial ground 4-off 5 th , 12 th , 20 th , 26 th July 1-off mowing of football field on 12 th July 1-off strimming of burial ground 21 st July Refund of July £202 duplicate payment Invoice 580	£92.00 £57.00 £15.00 -£164.00	-	£0.00
Roger Smith mowing of burial ground 3-off 2 nd , 23 rd , 31 st August 1-off mowing of football field on 24 th August 2-off strimming of burial ground 4 th , 18 th August Refund of July £202 duplicate payment Invoice 602	£69.00 £57.00 £30.00 -£38.00	-	£118.00
Roger Smith mowing of burial ground 3-off 2 nd , 23 rd , 31 st August 1-off strimming of burial ground 15 th September Invoice 624	£46.00 £15.00	-	£61.00
Cartwright Landscapes mowing of Green & other areas 3 rd , 17 th Apr Mowing the cricket field perimeter 20 Mar. Invoice C44012	£200.25 £99.00	£59.85	£359.10
Cartwright Landscapes mowing of Green & other areas 15 th , 30 th May. Invoice C44125	£200.25	£40.05	£249.30
Cartwright Landscapes mowing of Green & other areas 7 th , 24 th Aug. Invoice C44469	£133.50	£26.70	£160.20
Cartwright Landscapes mowing of Green & other areas 14 th Sept. Invoice C44576	£66.75	£13.35	£80.10
Gary Denby Parish Clerk gross remuneration and expenses (9 weeks) including home office expenses 7 Sep – 8 Nov plus 10 hours extra for External Audit and Accounts reconciliation Q1&Q2	£513.36 £58.50 £142.60	-	£714.46
<i>Yu Energy Street lighting electricity charges 01 – 30 Sep 2023 (DD)</i>	£58.76 £12.88	£2.94 £0.64	£75.27
<i>Yu Energy Street lighting electricity charges 01 – 31 Oct 2023 (DD)</i>	£58.02 £13.15	£2.90 £0.66	£74.73