

# 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 Tuesday 6<sup>th</sup> June 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 **6<sup>th</sup> 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](http://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 13<sup>th</sup> 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 8<sup>th</sup> 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 1<sup>st</sup> 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/](http://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 14<sup>th</sup> September 2023**

### **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



10 July 2023

### Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
<b>Texprep</b> invoices 26535 and 26408 for village newsletters Apr & Jun	£112.30	-	£112.30
<b>Roger Smith</b> mowing of burial ground 5-off 3 <sup>rd</sup> , 10 <sup>th</sup> , 17, 24, 31 <sup>st</sup> May 2-off strimming of burial ground 5 <sup>th</sup> & 19 <sup>th</sup> May 1-off mowing of football field on 17 <sup>th</sup> May	£202.00	-	£202.00
<b>Cartwright Landscapes</b> mowing of Green and other areas 28 April, 15 <sup>th</sup> and 20 <sup>th</sup> May	£240.30	-	£240.30
<b>Kompan</b> sales invoice 246920: A 30% 2 <sup>nd</sup> instalment for works at Culworth in June 2023 (1 <sup>st</sup> instalment was to commence work).	£22,500	£4,500	<b>£27,000.00</b>
<b>Gary Denby</b> 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
<b>Gallagher Insurance Brokers</b> 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