

# CULWORTH PARISH COUNCIL

To: All Members of the Culworth Parish Council and West Northamptonshire Councillors

## AGENDA

**For the Annual 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. **Election of Chairman (presently Cllr Wilby)**
2. **Appointment of Parish Clerk & Responsible Financial Officer (RFO)**
3. Apologies received
4. Councillor declarations of interest & dispensations in the following agenda items
5. **Review the council's delegation arrangements**
  - 5.1 Election of a Vice Chairman (presently Cllr Rolt)
  - 5.2 Review of council sub-committees:
    - Finance (Chair, Vice Chair and Clerk) & Acct Signatories (Wilby, Rolt, Mumford);
    - Burial Ground & Berry Hill Close (presently Clerk & Cllr Mumford);
    - Planning (presently Cllr Koster)
  - 5.3 **Lead Councillors with regards to:**
    - Culworth Hill Field Trust (presently Cllr Wilby);
    - HS/2 Representative (presently Cllr Rolt);
    - Culworth Village Hall (presently Cllr Mullins-Blyth);
    - School Liaison (presently Cllr Guinness);
  - 5.4 **Appointed village contacts for:-**
    - Footpaths & Bridleways (presently Mark & Sarah Izzett);
    - Tree Warden (presently unallocated);
    - Newsletter [culworth.newsletter@gmail.com](mailto:culworth.newsletter@gmail.com) (presently unallocated);
    - Website [www.culworthparishcouncil.gov.uk](http://www.culworthparishcouncil.gov.uk) (presently Mrs Joanne Wilby);
    - Community Defibrillator (presently ???);
    - Police Liaison / Neighbourhood Watch (presently ???)
6. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
7. Review of the **King's Coronation** commemorations
8. Update on use of **Cricket Field improvements** with associated grants usage to date
9. Update on **Play Area improvements** with associated grants usage to date
10. Receive minutes and approve accuracy minutes of the Parish Council Meeting held on ??? **April 2023.**
11. Receive reports from **Annual Parish Meeting** held ???.
12. **Matters Arising from previous Parish Council minutes**
13. **Correspondence received by Councillors**
14. **Planning for use of the Community Infrastructure Levy (???? unallocated)**
15. **Planning** (items available at [snc.planning-register.co.uk](http://snc.planning-register.co.uk) Planning + MP Parish)

- 15.1 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.
- 15.2 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.
16. **Audit and Accounts**
- 16.1 Approval of the Parish Council Accounts to 31 March 2023, signed by Chair and Clerk
- 16.2 Consider Internal Audit report from Julia Tufnail (N-CALC) dated 19 May 2023:  
*General or Financial Risk Assessment; Council's asset mapping;  
Approving Financial regulations; Registering with Pensions Regulator*
- 16.3 Agree Parish Council meeting dates to the next Annual Meeting in May 2024
- 16.4 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;*
- 16.5 Adoption of Financial Regulations (2019), model supplied by N-CALC
- 16.6 Review of Parish Council Risk Assessment and its Asset Register
- 16.7 Renewal of Parish Council **insurance** by ??? from 1<sup>st</sup> June 2023.
- 16.8 Review of the Parish Council subscriptions to other bodies (N-CALC, SLCC, ACRE)
- 16.9 Consideration of a Council policy for dealing with the press / social media
- 16.10 Consideration of a Council policy for employment and training
- 16.11 Consider the Council's expenditure incurred under s.137
- 16.12 **Completion** of Certificate of Exemption (Council expenditure below £25,000)
- 16.13 **Completion** of Sections 1 & 2 of the Annual Return
- 16.14 Consider Parish Council options for gaining interest on reserves monies being held
- 16.15 Consider and approve the Parish Council payments listed below
17. **Councillors' Comments**
18. Date of next meeting: **Wednesday 12<sup>th</sup> June 2023**

**THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND**

Copies of all council papers are available for download at [moreton-pinkney.org.uk](http://moreton-pinkney.org.uk)

CLlr Andrew Wilby, Chairman of the Parish Council



27 May 2023

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Mowing?			
Clerk gross remuneration and expenses to her resignation on ????	£		£