

# 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 7<sup>th</sup> September 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 as an accurate record of the Parish Council official acts and decisions
  - 3.1 Meeting held on **13<sup>th</sup> July 2023**
  - 3.2 Meeting held on **18<sup>th</sup> April 2023**
  - 3.2 Annual Parish Meeting held on **18<sup>th</sup> April 2023** including two of the written reports
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 5.4: Registration of the village defibrillator with The Circuit (the 999 service)
6. Update on use of **Cricket Field improvements**
  - 6.1 Ref 6.1: Update on grants received and their usage to date **GD**
  - 6.2 Ref 6.2: Update on the League's view with regards the new boundary position **JP**
  - 6.3 Ref 6.4: Any developments over the tarmac top cover for the car park **JP**
- 6.4 Considerations of re-seeding the cricket outfield to remove grazing requirements **AW**
7. Update on **Adult Gym and Children's Play Areas improvements**
  - 7.1 Ref 7.1: Update on grants received and their usage to date **GD**
  - 7.2 Ref 7.2: Report on park opening and resolution of snagging works & future checks **MK**
  - 7.3 Ref 7.4: Development of a joint Risk Assessment associated mitigating measures **GD**
- 7.4 Considerations of a low palisade fence to exclude dogs **AW**
- 7.5 Public Signage requirements for the play areas, as an official bye-law **AW**
- 7.6 Arrange regular safety checks of the Community Park equipment: to Kompan checklist
8. **Correspondence received by Councillors**
  - 8.1 13 Jul: N-CALC appointed internal auditor's reported
  - 8.2 12 Aug: N-CALC mini eUpdate 11/08 – AI Task group, last call
  - 8.3 17 Aug: Bringing forward Parish Council meeting to Thu 7<sup>th</sup> Sept
  - 8.4 21 Aug: WNC final recommendations to Boundary Commission
  - 8.5 23 Aug: WNC Town & Parish Briefing Aug 23
  - 8.6 23 Aug: WNC to host prestigious Rugby world Cup 2025
  - 8.7 27 Aug: Parish Council web site to cost £120 + VAT pa from 4th Oct
  - 8.8 1 Sep: N-CALC mini eUpdate 01/09 – Model Financial Regulations, Making a Complaint
9. **Planning for use of the Community Infrastructure Levy (???? unallocated)**
10. Consider WNC's Community Governance Review
11. Consider whether to continue using HugoFox to host the Parish Council web site

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

- 12.1 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.
- 12.2 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 by 9 Aug.
- 12.3 WNS/2023/6433/LBC: Listed building consent to repair damaged parapet following a vehicle collision at Trafford Bridge Farm, Welsh Road, Edgecote by 6 Sept.
- 12.4 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.
- 12.5 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. Approved 17 Aug 23.

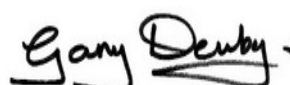
13. **Audit and Accounts**

- 13.1 Ref 12.1: Clerk's contract of employment; registration with Pensions Regulator & PAYE
- 13.2 Ref 12.2: Clerk's access to all Parish online accounts accomplished 24 August 2023
- 13.3 External auditor notice that audit deadlines have not been met (possible proceedings)
- 13.4 Ref 12.6: Approval of the Parish Accounts summary 2022-23, prepared by former Clerk
- 13.5 Sign-off of the AGAR 2022/23 Form 3 Accounting Statements by Chair & RFO
- 13.6 Sign-off of the AGAR 2022/23 Form 3 Annual Governance Statement by Clerk & RFO
- 13.7 Ref 5.5: Upload of final audit documents for viewing by the external auditor **GD**
- 13.8 Draft Notice of Public Rights to view the Parish Council accounts 2022-23 **GD**
- 13.9 Draft response to External Auditor seeking dispensation for the delayed audit return **GD**
- 13.10 Consider the internal auditor's report for 2022-23
- 13.11 Ref 12.12: Review Account balances and Q1 summary of income, expenditures, budget
- 13.12 Ref 12: Parish Council receipt of excess fundraising from Kings Coronation **SR**
- 13.13 Ref 12.9: Review Council's Risk Assessment and its Asset Register, add play equipment
- 13.14 Consider Parish Council options for gaining interest on reserves monies being held **SR**
- 13.15 Ref 5.3: Development of a Terms of Reference for the Finance Committee **SR GD**
- 13.16 Ref 12.11: Consideration of a Council policy for employment and training **GD**
- 13.17 Ref 12.8: Review 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*
- 13.18 Consider and approve the Parish Council payments listed below
14. **Councillors' Comments**
15. Date of next meeting: **Wednesday 9<sup>th</sup> November 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



4 September 2023

## Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
<b>Wave</b> water bill for 16 Feb to 15 May 2023, estimated for Pavilion, Banbury Lane OX17 2AX	£21.21	-	£21.21
<b>Texprep</b> invoices 26504 for village newsletters Aug 2023	£33.50	-	£33.50
<b>Roger Smith</b> mowing of burial ground 2-off 7 & 21 June 1-off mowing of football field on 7 <sup>th</sup> June 2-off strimming of burial ground 2 <sup>nd</sup> & 30 <sup>th</sup> June	£23.00 £57.00 £15.00	-	£133.00
<b>Cartwright Landscapes</b> mowing of Green & other areas 12, 26 June Mowing The Mound 8 June Mowing the cricket field perimeter 8 June. Invoice C44244	£133.50 £233.00 £99.00	£93.10	£558.60
<b>Cartwright Landscapes</b> mowing of Green & other areas 10, 24 July	£133.50	£26.70	£160.20
<b>Parish Online</b> mapping tool to 10 Aug 2024.	£40.00	£8.00	£48.00
<b>Horne &amp; Littlemore Structural Engineers</b> preparation of drawings for Village Hall: Invoice INV-7685 by 30 Jul. <b>CRICKET FIELD</b>	£360.00	£72.00	£432.00
<b>JPG MK Ltd</b> Preparation of construction management plan, Hillfield Project: Inv 232/07/480. <b>CRICKET FIELD</b>	£600.00	£120.00	£720.00
<b>Colin Styles Building Contractor</b> 3 <sup>rd</sup> payment for works to car park: Inv 069T dated 12 Aug. <b>CRICKET FIELD</b>	£229.00	£45.80	£274.80
<b>Colin Styles Building Contractor</b> 4 <sup>th</sup> and final payment for works to car park: Inv 070T dated 12 Aug. <b>CRICKET FIELD</b>	£1,030.00	£206.00	£1,236.00
Empty Play Park Instant Access account **856 (accrued grants and donations, remaining) into Parish Current account **843 .			<b>£26,859.44</b>
<b>Kompan</b> sales invoice 247243: A <b>30% 3<sup>rd</sup> instalment</b> for works at Culworth in June 2023 due 29 Jul 2023. <b>PLAY PARK</b>	£22,500	£4,500	<b>£27,000.00</b>
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (8 weeks) including home office expenses 13 Jul – 6 Sep) plus 33% of SLCC annual subscription	£456.32 £52.00 £50.00	-	£558.32
<i>Yu Energy Street lighting electricity charges 01 – 31 July 2023 (DD)</i>	£58.94 £13.22	£2.95 £0.66	£75.77
<i>Yu Energy Street lighting electricity charges 01 – 31 Aug 2023 (DD)</i>	£58.02 £13.15	£2.90 £0.66	£74.73