

**MINUTES OF MEETING OF CULWORTH PARISH COUNCIL
held on Thursday 9th May 2024 at 7pm in the Village Hall**

Present: Stuart Rolt (SR) Councillor
 David Mumford (DM) Councillor
 Martin Rowling (MR) Councillor
 Jose Rowling (JR) Councillor

 Gary Denby (GD) Parish Clerk

Public: Andrew Field (AF)
(7 Total) Cllr Alison Eastwood (AE) West Northants Council (WNC)

Welcome by Stuart Rolt to Councillors and members of the public.

1. Election of a Chairman for 2024-25

With the unexpected absence of AW, Councillors agreed that SR shall chair the meeting.

2. Apologies received

 Cllr Andrew Wilby (AW) (attending a funeral)
 Cllr Catherine Ruffley (CR) (????)

3. Co-option of a Parish Councillor to replace Cllr Nancy Guinness

The casual vacancy has been duly advertised locally and with WNC, though the latter have not given a formal approval to proceed at this time. Andrew Field came forward as willing and able to be a Parish Councillor, agreed by those present. He signed his acceptance of office and will return his declarations of interest to the next meeting **AF**.

4. Review of the Council's delegation arrangements

4.1 Election of a Vice Chairman – carried forward.

4.2 Appointment of an independent finances checker, to assist the Clerk

SR was proposed by MR, seconded by DM and agreed by all Councillors present.

4.3 Lead Councillor with regards the following:-

- Village Hall – if willing, CR was proposed by MR, seconded by JR agreed by all
- St Mary's Church – MR agreed to stand (is also a Church Warden on St Mary's PCC)
- Community Hill Field Trust if willing, AW was proposed by JR, seconded by SR, by all
- Community Defibrillator checking – DM agreed to continue in this role
- Play Park Maintenance – AF agreed to take-on this co-ordinating role
- Police Liaison – JR agreed to continue in this role
- Burial Ground Liaison – DM and JR agreed this as a joint role with public access
- Street Light reporting – AF agreed to act as a liaison with the Clerk
- HS/2 liaison – SR agreed to continue in this role
- Tree Warden – a role to be shared by AF and DM
- Planning Committee – plans reviewing to be shared by SR and ??

5. Councillor declarations of interest & dispensations in the following agenda items: None.

6. Receive minutes of the meeting held on **11th April 2024** as an accurate record of the Parish Council official acts and decisions: proposed by DM, seconded by SR and agreed by all Councillors present. However, within 10.1 the name is Anne Lindsey Brookes.

7. Receive **Annual Parish Meeting** reports from April 2024: proposed by DM, seconded by SR and agreed by all Councillors present.
8. **Public Concerns** (prior notice the the Chair or the Parish Clerk is recommended)
 - 8.1 AE reported on a new WNC Highways 'Pothole Team', with the new faster repairs equipment coming into service. They have a more flexible approach, with an integrated budget which allows repairs adjacent to the current site when materials allow.
 - 8.2 AE mentioned that Northampton is hosting a good music programme over the summer.
 - 8.3 MR reported that water is coming out of the Barley Hill drain (FixMyStreet).
 - 8.4 MR complained that it took over half an hour to pay his online council Tax. **AE** agreed to take this matter to WNC's Democratic Services group.

9. **Matters Arising** from previous Parish Council minutes

- 9.1 Ref 5.2: Update on finding a new Newsletter Editor – carried forward **AW**
- 9.2 Ref 13.7: Review of the 2021 Tree report – quotations required for immediate works?

The Clerk had printed a couple of copies of the most recent Tree Safety Survey from 19 Dec 2021 (28 sides) by TreeTops, together with the Council's January 2022 Action report (were these tasks completed?). These were passed to AF and DM, who will review what has been done and what is now needed to be done, providing a list of works for the Clerk to seek quotations **AF DM**.

10. Update on the Culworth Hill Field Trust CHFT (cricket ground)

- 10.1 Received the pavilion Green Bin notice from WNC for emptying 2024-25
- 10.2 CHFT have an expectation that the Parish Council will arrange for entrance & exit signs? Carried forward **AW**.

11. Update on Adult Gym and Children's Play Areas improvements

- 11.1 Ref 9.1: Combined Play Park Risk Assessment, now under review **AW**
- 11.2 Ref 9.2: Child Safety fencing and additional fence by gateway is now installed.
- 11.3 Ref 9.3: Temporary public notice laminated and placed upon the safety fencing
Consideration of a more formal notice, acknowledging the supporters- ongoing.
- 11.4 Regular equipment safety checking, seeking a band of volunteers **AF**
- 11.5 Revisions to Roger Smith mowing agreement, now include the Play Area. Councillors considered the requirements of mowing the outfield, never previously included in council contracts.

12 Updates on the Parish Council Burial Ground (MR GD)

- 12.1 Formal registration of burials of Anne Lindsey Brookes and Frances Jean Marshall
Carried forward **GD**
- 12.2 Proper payment fee requested to Humpris Funerals for Marshall burial received
- 12.3 Received the burial ground Green Bin notice from WNC for emptying 2024-25
- 12.4 Received £35 for additional inscription for Derek Sykes on memorial of Mary Sykes

13. Correspondence received by Councillors – to be listed in the minutes

- 13.1 13 Apr: N-CALC Mini eUpdate 12/04 – Model Financial Regulations
- 13.2 15 Apr: JR email on Cricket Pavillion Spring Clean – roof leak; window water ingress
- 13.3 18 Apr: N-CAL Training Newsletter – Being a Good Employer

- 13.4 24 Apr: A new on-demand bus service by Ability
- 13.5 24 Apr: Royal British Legion preparation for D-Day 80th commemorations
- 13.6 24 Apr: N-CALC Mini eUpdate 19/04 – WNC Leader Resignation; PFCC is stepping down
- 13.7 24 Apr: BRTA calls for a better rail deal in Northamptonshire

- 13.8 27 Apr: N-CALC Mini eUpdate 26/04 – PFCC election; Beefed-up enforcement
- 13.9 27 Apr: WNC Town & parish briefing 23

- 13.10 1 May: WNC Grant scheme to develop skills and find employment in West Northants
- 13.11 1 May: WNC invitation to Local Plan Consultation on 16 May 10am online
- 13.12 1 May: Rt Hon Andrea Leadsom MP - April Update
- 13.13 1 May: Major Tom Smith – offer to arrange supply of D-Day 80th wreaths
- 13.14 4 May: N-CALC Mini eUpdate 03/05 – Model Financial Regulations – published!

14. Planning (items available at wnc.planning-register.co.uk + Advanced Planning + Parish)

- 14.1 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees). Councillors voiced no concerns with this.
- 14.2 2024/1860/TCA: Fell Laburnum to near ground level at Dalmar House, The Cottage, High Street OX17 2BD by 1st May (still addressed to The Forge...).
- 14.3 2024/1696/TCA: Works to fell 1x pine tree at Amaryllis Cottage, The Green OX17 2BB received No Objections 25 Apr.
- 14.4 2024/0930/TCA: Works to 1x Horse Chestnut tree at The Stable Cottage, Culworth Road OX17 2AP. Received No Objections 23 Apr.
- 14.5 2024/0861/PNHPD: Whether prior approval required regards amenity impact for a proposed single storey rear extension at 7 Barley Hill OX17 2AR. Councillors had no objections to this proposal: 20 Mar. Pending.
- 14.6 2024/1304/FULL: Conversion of outbuildings to form a single dwelling and associated garage and store at Culworth Fields, Weston Road OX17 2HN. Councillors had no objections to this proposal: 20 Mar. Approved 15 Apr.
- 14.7 2024/0813/PA: Application for Prior Approval for an agricultural barn for the purpose of grazing livestock, storing machinery, grain and hay at Peas Furlong Cottage, Banbury Road OX17 2HL. Parish Councillors Objected to this proposal since it would be dangerous for the frequent egress of slow moving agricultural vehicles onto a very busy and fast (60 mph limit) country road. Danger is further increased by the proposed access being within a hidden dip, where there is thought to be a history of accidents to the access nearly opposite that being proposed: 20 Mar. Withdrawn 11 Apr.

15. Audit and Accounts

- 15.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration
Carried forward to an additional June meeting to reconcile the accounts **GD AW SR.**

The Clerk's accounts spreadsheet fully concurs with the bank statements, checked quarterly; nothing has gone amiss. However their allocated spending categories do not reconcile against the final cash amounts in the three accounts, as required by the audit, in spite of three day's efforts. Complexity has arisen from trying to extricate the Parish Accounts from the Play Park and Cricket Field savings accounts (one morass at last year's audit), for which the Clerk apologises. The two ancillary accounts (used for VAT reclaim on public works) are being closed, to make things much simpler in future.

- 15.2 Agree Parish Council meeting dates to the next AGM in May 2024
These are shown in **APPENDIX A** with the usual bi-monthly arrangement, excepting audit time.
- 15.3 Review of Standing Orders (2018), model supplied by N-CALC. This is to include the revised Complaints Procedure supplied by N-CALC **GD**. Otherwise there is no change on the previous year.
- 15.4 Adoption of **new** Financial Regulations (2024), model recently supplied by N-CALC. These are to be reviewed and adjusted by the Finance Committee, with consideration whether a 3-year in advance budget is appropriate **AW SR DM GD**.
- 15.5 Update of Parish Council Risk Assessment and Asset Register, include Play Park & Gym. Carried forward, to be circulated and is required for audit **GD**.
- 15.6 Renewal of Parish Council insurance with Hiscox through Gallagher for £957.26 includes Public Liability insurance to £10 million (includes public Play Park and Gym usage). Presently excludes any of the Play Park or Gym equipment assets against fire or theft. JR proposed this renewal, seconded by AF and agreed by all Councillors present **GD**.
- 15.7 Review of the Parish Council subscriptions to other bodies (N-CALC, SLCC). Agreed.
- 15.8 Adoption of a **new** Parish Council complaints procedure. See 15.3 above.
- 15.9 Review of policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (N-CALC as council's DPO).
The Council's governance documents are hosted at culworthparishcouncil.gov.uk/community/culworth-parish-council-18681/policies-etc/
This area does not currently include a Policies and Procedures document that covers data protection, Subject Access Requests, Employment, Training, Social Media. To be addressed by Council and Clerk **GD**.
- 15.10 Review of the Council's employment and training policies and procedures. See above.
- 15.11 Review of the Council's expenditure incurred under s.137. Carried forward **GD**.
- 15.12 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24. See 15.1.
- 15.13 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24. See 15.1 above.
- 15.14 Setting of the Internal Audit date. See 15.1 above.
- 15.15 Consider Parish Council meeting dates for 2024-25. See 15.2 above (duplicate).
- 15.16 Consider Cartwright Landscapes unpaid invoice C43090 for £75.60 from August 2022
Discussed and agreed by all Councillors present (see approvals below).
- 15.17 How are Parish Council invoices for May-June to be settled before mid July, given that ALL payments must be shown on a public agenda and approved by Council?
It was agreed that these can be approved for payment by the Parish Council's Finance Committee, given they are within the agreed Parish Council budget.

15.18 Clerk's progress with finding a suitable 'free' HMRC reporting system for zero PAYE.
Carried forward **GD**.

15.19 Consider and approve the Parish Council payments listed below, proposed by JR,
seconded by DM and agreed by all Councillors present:-

Description / Power	Amount	VAT	Total
Paul Lewis Ltd for supply and erection of Child Safety fencing for the Play Park and fencing by the gateway.	£2,400.00 £90.00	£498.00	£2,988.00
Gallagher Insurance renewal for Policy 8188401 from 1 st June 2024	£860.06	£97.20	£957.26
Cartwright Landscapes belated payment for invoice C43090 dates 1 st Aug 2022 for mowing The Green of 4 th July 2022 (the 2022-23 accounting year before last!).	£63.00	£12.60	£75.60
Gary Denby Parish Clerk gross remuneration and expenses (2 weeks) including home office expenses 28 Mar – 10 Apr Clerk expenses for 1 ream of A4 paper from Rymans	£258.72 £28.60 £5.40	-	£292.72
Yu Energy Street lighting electricity charges 01 – 30 Apr 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£108.76 £14.94	£5.44 £0.75	£129.89

16. Councillors' Comments – None.

16.1 JR asked whether printed copies of the Parish Council minutes might be supplied on a regular basis to four elderly Parishioners, who wish to be informed but who are unable to attend the public meetings? It was agreed that 4 such copies shall be provided to JR for distribution, at additional cost to the Parish Council **GD**.

16.2 JR reported comments received from residents on Banbury Lane with regards their perceived lack of communications with the Parish Council, on such matters as the type of trees and hedges to be planted and noise from the Play Park. A copy of the Woodland Trust email will be retrieved, with regards the items ordered quite some time ago **JR**. **MR** agreed to see the Parishioners on behalf of the Parish Council and report-back.

14. Date of next meeting: **Wednesday 18th July** at **7pm** in the Village Hall.
However, it is most likely that an additional public **June meeting** will be required, TBA.

Meeting closed at 8.25pm

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Chairman

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Date

APPENDIX A: PARISH COUNCIL MEETING DATES AGREED FOR 2024-25

**Culworth Parish Council (PC)
Meeting Dates for 2024-25**

Generally on the 2nd Thursday of the odd months
at 7pm in the Village Hall, **unless otherwise stated.**

~ ~ ~ ~ ~ 2024 ~ ~ ~ ~ ~

NO JUNE MEETING

18th July (10 weeks)

NO AUGUST MEETING

12th September (8 weeks)

NO OCTOBER MEETING

14th November Draft Budget discussions
(9 weeks)

NO DECEMBER MEETING

~ ~ ~ ~ ~ 2025 ~ ~ ~ ~ ~

9th January Budgeting and set Precept
(9 weeks)

NO FEBRUARY MEETING

13th March (9 weeks) Pre-cricket season!

10th April **Annual Parish Meeting** then the PC
Review Accounts, prepare for Audit
(4 weeks) - a dual meeting date
(21st April: Easter bank Holiday)

8th May **Annual General Meeting** of the PC
(4 weeks)

Members of the public and press are welcome to attend