

**DRAFT MINUTES OF MEETING OF CULWORTH PARISH COUNCIL  
held on Thursday 3<sup>rd</sup> April 2025 at 8:20 pm in the Village Hall**

**Present:**

Andrew Wilby (AW)	Chairman
Stuart Rolt (SR)	Councillor
Jose Rowling (JR)	Councillor
Martin Rowling (MR)	Councillor
Catherine Ruffley (CR)	Councillor
David Mumford (DM)	Councillor
Andrew Field (AF)	Councillor

(Total 9)                      Gary Denby (GD)                      Parish Clerk

**Public:**                      Cllr Alison Eastwood (AE)                      WNC

Welcome to members by AW, following on from the Annual Parish Meeting after a short break.

1. Apologies received:- None.
2. Councillor declarations of interest & dispensations in the following agenda items: None
3. Receive minutes of the meeting held on **10<sup>th</sup> March 2025** as an accurate record of the Parish Council official acts and decisions. Proposed by SR, seconded by AF and agreed by all Councillors present.
4. **Public Concerns** (prior notice to the the Chair or the Parish Clerk is recommended)  
None.
5. **Matters Arising** from previous Parish Council minutes
  - 5.1 Ref 5.1: Clerk's letter to Tree Tops requesting an update to their previous reporting  
Carried forward **GD**
  - 5.2 Ref 5.2: Installation of a native species hedgerow on 8<sup>th</sup> March – completed by MR with appreciation of Councillors.
  - 5.3 Ref 5.3: Update of the Standing Orders to include a revised Complaints procedure **GD**  
Carried forward **GD**
  - 5.4 Ref 5.4: Update on practising with the new Scribe accounting system  
Clerk has not had opportunity to look at this to date. Carried forward **GD**.
  - 5.5 Ref 5.6: Update on 'No Dogs in the playground area sign: installed by GD.
  - 5.7 Ref 12.3: Tree works required for over-hanging branches from the cricket field  
Councillors agreed to **AF** pruning the overhanging branches, if sufficient accessibility.
6. **Ref 5.8: Further considerations of future village events in May and June**  
None additional.
7. **Ref 6: Progress report on new Street Light electricity supply contract GD**  
Yesterday our electrical contractor AJR installed TWO new 40W LED lamps on Barley Hill:  
No 08 outside the church (day burner) and No 07 outside The Rectory (cover broken

away). The Clerk awaits details on the power consumption of the new LED lamps, for inclusion in a new energy certificate, to arrange a new electricity supply contract **GD**.

## **8. Culworth Burial Ground update**

The burial of Daphne Margaret Claridge took place on 19<sup>th</sup> March, appropriate fees having been received. Details will be added to the headstone of her late husband Jack James Claridge.

## **9 Culworth War Memorial update**

On 24<sup>th</sup> March Dr Samantha Bunning, Conservation Officer at The War Memorials Trust contacted the Clerk with regards the monument's condition: difficulty reading the inscriptions and concerns over its base. Councillors agreed that the base has remained unchanged for the best part of thirty years and that the moss may be easily be removed with finger pressure. The Officer is to be thanked for her concerns **GD**.

## **10 Defibrillator update**

DM confirmed the readiness for service of the outdoor defibrillator mounted by the school. The Circuit 999 reporting system has been updated. However its pads expire on **19<sup>th</sup> July 2025** and will soon need replacing **GD**.

## **11. Correspondence received by Councillors**

11.1 8 Mar: N-CALC Q&A elections summary, Clerk's take on the same...

11.2 13 Mar: WNC your garden waste subscription

11.3 13 Mar: N-CALC Training Newsletter – 2025 Training Programme

11.4 13 Mar: WNC Town and Parish Briefing

11.5 13 Mar: WNC subscriptions open for the 2025/26 garden waste service

11.6 13 Mar: N-CALC mini eUpdate 07/03 – Climate & nature Action survey

11.7 13 Mar: WNC future treescape of WNC marked with tree planting event

11.8 13 Mar: WNC construction underway for new heritage park in Northampton

11.9 13 Mar: WNC integrated alcohol and drug service to be rolled out across WNC

11.10 13 Mar: WNC new economic growth strategy

11.11 13 Mar: WNC future of local transport shaped with help of residents & businesses

11.12 13 Mar: WNC household support fund extended

11.13 13 Mar: WNC to honour 80<sup>th</sup> VE Day (8 May) with special events

11.15 15 Mar: N-CALC mini eUpdate 14/03 – Elections Update

11.16 21 Mar: N-CALC mini eUpdate 21/03 – Public Sector Contracts (over £30,000)

11.17 24 Mar: Report on memorial condition from the War Memorials Trust ref WMO/217461

11.18 24 Mar: N-CALC mini eUpdate 21/03 – Public Sector Contracts (over £30,000)

11.19 2 Apr: Clerk's suggestion to print 10-off 'Good Councillor Guide' for £80.70

11.20 2 Apr: WNC plans to transform access to Council services

11.21 2 Apr: WNC planning your community event for VE day and VJ Day 80

11.22 2 Apr: Clerk sent appointment letter for Julian Lomas to produce a project viability

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

12.1 2024/2800/OUT: Extension to existing barn to form living accommodation for pub owners and / or staff at The Red Lion, High Street OX17 2BD by 1 July. Councillors supported this application. Pending.

- 12.2 2024/2589/FULL: New agricultural barn, new track and access to land adjacent to Peas Furlong, Sulgrave Road by 14 June. Councillors Objected to this application on grounds of its dangerous access on the brow of a hill within a National Speed Limit (60 mph) area. Pending.

### 13. Audit and Accounts

- 13.1 Arrangements for the approval of account payments subsequent to the May 2025 AGM

Whilst SR and DM are no longer standing as Parish Councillors from 1<sup>st</sup> May, they agreed to approve the decisions of Council pending the bank mandate update to reflect the new appointments.

- 13.2 Review of accounts summary for 2024-25, ending 31<sup>st</sup> March 2025. Carried forward **GD**

- 13.3 Review Clerk hours to end of financial year (reimburse a further 20 hours, light audit...)

The Street Light audit to date has expended significant effort beyond the available half day per week. Thus an additional 20 hour has been claimed by the Clerk in this month's payments. See APPENDIX A.

- 13.4 Green bin license purchasing for the Burial Ground. GD has ordered this; heaven knows where it will be delivered to.

- 13.5 Cartwright Landscapes revised cost for mowing in 2025 (within 10% allowance). Agreed.

- 13.6 CHFT: Commissioning Julian Lomas to produce a project viability programme: £7,700 Agreed, from unused grants monies for the CHFT project, still being held by the Council.

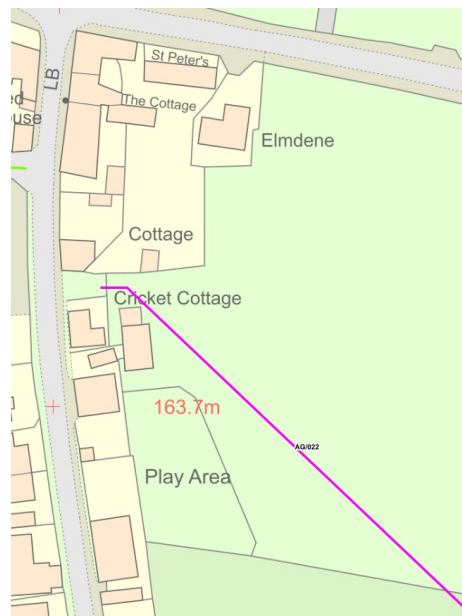
- 13.7 N-CALC training available on Common Land registration Mon 28 April. Agreed.

- 13.8 Consider and approve the Parish Council payments listed below. Agreed with additional items listed, arriving at short notice:-

Description / Power	Amount	VAT	Total
<b>TexPrep</b> 80-off Newsletters Mar 2025 Inv 27354 <i>Local Government Act 1972, Section 142 local Government info</i> [Duplicate of March payment?]	£33.90	-	£33.90
<b>AJR Electrical Services</b> for 2x 40W LED street lamp heads with sensor <i>Parish Councils Act 1957, s. Highways Act 1980, s 301</i>	£1,440.00	£288.00	£1,728.00
<b>Scribe</b> annual subscription for cloud-based accounts and cemetery system (easier future transfer, no longer limited to one PC) INV-9013 <i>Local Government Act 1972, Section 115 Accountability of Officers</i>	£995.00	£199.00	£1,194.00
<b>Funds transfer</b> from Parish Council savings account to Current T2 account, to keep in credit	£2,000	-	-
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (4 weeks) including home office expenses 8 Mar – 2 Apr 2025 Reimburse 20 additional hours worked above 4hrs per week <i>Local Government Act 1972 Appointment of Staff s.112</i>	£258.72 £28.60 £323.40	-	£610.72

#### 14. Items for the next Parish Council agenda

- 14.1 There was discussion over the right of way access from to the foot path AG/022 to Banbury Lane. MR reported that at the time of the cricket field levelling, Northamptonshire County Council agreed to give the verge access strip to the Parish Council; also the strip to the allotment gate of Glebe Field. SR and DM agreed with this conclusion. Clerk to inquire whether this might be registered as Common Land (course above) **GD**.
- 14.2 AF reported upon the relocated VAS sign recording over 50 mph doing downhill at the western end of High street, at 5:45am. There has also been recent attempted theft from a pickup truck nearby, reported to the Police but without any action being taken (one of five such incidents over the past year).



15. Date of next meeting: **Thursday 15<sup>th</sup> May AGM, 7pm** in the village hall

Meeting closed at 8.45 pm

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**Chairman**

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**Date**

## APPENDIX A: Clerk hours for March 2025 and to date for the year

Mar25							
Date	Description Target 3 hrs per week, Or 12-15 hours per month	Miscellaneous	Correspondence Accounts & Budget	Audit	Agendas & Minutes	Meetings	Burial Ground
3.3.25	Order Play Park signage		0.5				
3.3.25	Draft March agenda				2.5		
5.3.25	Street light audit, mapping	4					
6.3.25	Street light audit, found 'missing 4'	4					
6.3.25	Investigating new supply certification	1					
8.3.25	Chasing unmetered supply request options	1					
10.3.25	Email 6 Butts Close trees		0.5				
10.3.25	Print agendas and minutes				1		
10.3.25	Update accounts, prepare payments			2			
10.3.25	Parish Council meeting					2	
13.3.25	Customise elections assistance for distribution	1					
13.3.25	Review and forward emails		0.5				
18.3.25	Authorising burial						0.5
19.3.25	Draft authorisation for Prospectus	1					
26.3.25	Notorise & deliver 4x nominations	1					
26.3.25	Process payment and registration						0.5
27.3.25	Draft APM agenda and invites	1					
27.3.25	Draft March Parish Council minutes					3	
27.3.25	Draft agenda for April meeting					2.5	
30.3.25	Posting agenda, viewing cricket field issues				0.5		

YTD

<u>Month</u>	<u>Days</u>	<u>Target Hours</u>	<u>Actual Hours</u>	<u>Difference</u>
3.5 hours per week contracted (4 hour paid), equates to a target of 0.5 hours per day				
January ( <b>Precept, tenders</b> )**	31	13.3	32.0	18.7
February ( <b>no meeting</b> )	28	12.0	8.0	-4.0
March ( <b>draft end of year accounts</b> )	31	13.3	10.0	-3.3
April (Annual Parish Meeting, Accts)	30			
May (Annual General Meeting, Procs)	31			0.0
June ( <b>no meeting</b> )	30			0.0
July	31			0.0
August ( <b>no meeting</b> )	31			0.0
September	30			0.0
October (no meeting)	31			0.0
November ( <b>budgeting</b> )	30			0.0
December (contracts renewals)	31			0.0
Accumulated over / under hours worked		38.6	50	11.4

Hours reimbursed, beyond 4 hours weekly\*\*: 40.0  
 Total extra Hours reimbursed 40.0  
 (LEL 2024-25 permits £123 pw or £6,396 pa; 180 hrs at £16.17 per hour is only £2,910)