

CULWORTH PARISH COUNCIL

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

AGENDA

A meeting of Culworth Parish Council

To be held at 7pm on Thursday 18th July 2024 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 of the meeting held on **17th June 2024** as an accurate record of the Parish Council official acts and decisions
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 8: Update on village BBQ, postponed from 7th July due to inclement weather
 - 5.2 Ref 10.2: Receive recommendations regards tree works requiring attention **AF DM**.
 - 5.3 Ref 10.3: Update on Cricket field entrance signage **JR**
 - 5.4 Ref 10.4: Progress regarding a band to assist with Play Park equipment checking **AF**.
 - 5.5 Ref 10.6: Clerk's progress with burial ground formal registrations **GD**.
6. **Correspondence received by Councillors**
 - 6.1 6 May: Customising the 2024 Financial Regulations (to Finance Committee)
 - 6.2 10 May: Gallagher-Hiscox Insurance renewal quote £957.26 from 1.6.24 (excl Ppark)
 - 6.3 10 May: N-CALC mini eUpdate 10/05 – Rose of Northamptonshire; member Services
 - 6.4 30 May: N-CALC mini eUpdate 17/05 – Good Councillor Guide
 - 6.6 5 Jun: N-CALC eUpdate Mar/Apr
 - 6.7 5 Jun: WNC Northants Community Choir in Britain's Got Talent
 - 6.8 5 Jun: WNC Town & Parish Briefing (24)
 - 6.9 5 Jun: WNC welcome new Chairman: Cllr Jo Gilford
 - 6.10 5 Jun: WNC help shape the vision of Daventry town centre
 - 6.11 9 Jun: Clerk's call for an additional June meeting to ratify the accounts for auditors
 - 6.12 10 Jun: N-CALC mini eUpdate 07/06 – LAP websites
 - 6.13 10 Jun: Sovereign Play offers £40 per inspection for play kit... (5 years £400 + VAT)
 - 6.14 10 Jun: WNC extension to Open Spaces Assessment key stakeholders consult (21 Jun)
 - 6.15 12 Jun: N-CALC requests a membership survey for Councillors
 - 6.16 24 Jun: WNC Town & Parish Briefing (25)
 - 6.17 24 Jun: N-CALC mini eUpdate 21/06 – AGAR Deadline (external audit)
 - 6.18 24 Jun: WNC Bird keepers urged to register their flocks
 - 6.19 24 Jun: N-CALC mini eUpdate 14/06 – Local Council week; Engagement workshop
 - 6.20 28 Jun: Trafford Bride road closure 8 Jul – 1 Sept
 - 6.21 24 Jun: N-CALC mini eUpdate 28/06 – More Fibre on the way
 - 6.22 1 Jul: Clerk query on mowing requirements (map) for the School Sports Day 18 July
 - 6.23 5 Jul: N-CALC membership survey reminder (by 31 July)
 - 6.24 5 Jul: WNC Grand Prix weekend local road restrictions
 - 6.25 8 Jul: WNC confirm date for return of Northampton Market to its historic square (Sep)

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

- 7.1 2024/3131/TCA: Removal of co-dominant stem and three laterals from a Horsechestnut tree at the Manor House, the Green OX17 2BB by 17 Jul.
- 7.2 2024/3049/TCA: Fell one Ash tree to ground level at Danvers House, High Street OX17 1BD by 15 Jul.
- 7.3 2024/2923/TCA: Reduce crown of Eucalyptus by approx 7m at The Red Lion, High Street OX17 2BD by 5 Jul.
- 7.4 2024/2853/TCA: Notification of tree works at The Old Bakehouse, The Green OX17 2BB (Reduction to 1x Bay Tree; Removal of 1x Juniper, 1x Yew and 1x Bush). FYI. Councillors had no comments on this. Pending.
- 7.5 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.
- 7.6 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.
- 7.7 2024/2101/FULL: Construction of 4 bedroom dwelling, double garage and vehicle access on land adjacent to Barley Hill, Sulgrave Road **by 6 June**. Pending.
- 7.8 2023/2358/LBC: Replace existing approaches along front elevation and replace windows and doors (inclusive of supporting works) at Myrtle Cottage, Sulgrave Road OX17 2AP by 3 June. Councillors had No Objections **GD**.
- 7.9 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees). Councillors had no comments. No Objections 30 May.
- 7.10 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...). Councillors had no comments on this. Consent not required 16 May.
- 7.11 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. Prior Approval not required 5 Jun.

8. Audit and Accounts

- 8.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration (budget)
- 8.2 Revision of Standing Orders (2018), model supplied by N-CALC, to include the revised Complaints Procedure **GD**.
- 8.3 Adoption of **new** Financial Regulations (2024), model supplied by N-CALC, if ready **GD**.
- 8.4 Update of Parish Council Risk Assessment and Asset Register, includes Play Park & Gym
- 8.5 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)
- 8.6 Review of the Council's expenditure incurred under s.137
- 8.7 Receive Internal auditor's report, if available with such short notice
- 8.8 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24

- 8.9 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24
- 8.10 Update on registration with 12cloudpayroll.com for Clerk's zero PAYE for 2024-25
- 8.11 Unity Bank developments on 'upgrade' to T2 account since over £100,000 turnover
- 8.12 Update on HMRC debt collection agency chase on erroneous £200 penalty charge
- 8.13 Receive Clerk's hours expended for Q2 to 30 June 2024 (48 hrs above 0.5 days/week)
- 8.14 Consider and approve the Parish Council payments listed below.

9. Councillors' Comments

10. Date of next meeting: **Thursday 12th September at 7pm** in the village hall.

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO ATTEND

Copies of all council papers are available for download at culworthparishcouncil.gov.uk

Gary Denby, Clerk to Culworth Parish Council



13 July 2024

Proposed payments for approval at the Parish Council Meeting

Description / Power	Amount	VAT	Total
Cartwright Landscapes mowing of Greens and other areas on 8 th & 20 th May; mow cricket field perimeter on 16 th May; strim wall of cricket field on 20 th May. Inv C45309 <i>Open Spaces Act 1906, ss.9 and 10</i>	£133.50 £99.00 £50.00	£56.50	£339.00
Cartwright Landscapes mowing of Greens and other areas on 3 rd & 17 th June. Inv C45423 <i>Open Spaces Act 1906, ss.9 and 10</i>	£133.50	£26.70	£160.20
Roger Smith mowing of Burial Ground on 10 th & 20 th May; Strim burial ground on 17 th and 31 st May; mow & strim Play and Gym areas on 13 th & 27 th June. Inv 728 <i>Open Spaces Act 1906, ss.9 and 10</i>	£48.00 £16.00 £150.00	-	£230.00
Roger Smith mowing of Burial Ground on 3 rd , 13 th , 20 th & 27 th June; Strim burial ground on 13 th June; mow & strim Play and Gym areas on 4 th , 17 th & 31 st May. Inv 711 <i>Open Spaces Act 1906, ss.9 and 10</i>	£96.00 £16.00 £100.00	-	£212.00
Gary Denby Parish Clerk gross remuneration and expenses (5 weeks) including home office expenses 13 Jun – 17 Jul Remuneration for 40 extra hours worked on audit reconciliation	£323.40 £35.75 £646.80	-	£1,005.95
Yu Energy Street lighting electricity charges 01 – 30 Jun 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£89.32 £13.29	£4.47 £0.66	£107.74