

**MINUTES OF MEETING OF CULWORTH PARISH COUNCIL  
held on Thursday 17<sup>th</sup> June 2024 at 7pm in the Village Hall**

**Present:**

Andrew Wilby (AW)	Councillor
David Mumford (DM)	Councillor
Martin Rowling (MR)	Councillor
Jose Rowling (JR)	Councillor
Gary Denby (GD)	Parish Clerk

**Public:**

Simon and Linda Reynolds  
Sarah Davis  
Laurin McDonald-Lewitt  
Steven Read (SR)

(12 present) Justin and Bronnie LeFevre (Red Lion public house)

Welcome by Andrew Wilby. This additional meeting was called with the expectation of approving the annual accounts and paying contractor bills.

**1. Election of a Chairman for 2024-25**

AW was proposed by JR, seconded by DM and agreed by all Councillors present.  
AW signed his acceptance of office.

**2. Apologies received**

Cllr Stuart Rolt                      Cllr Andrew Field                      Cllr Catherine Ruffley

**3. Review of the Council's delegation arrangements**

**3.1 Election of a Vice Chairman**

In his absence SR was proposed by AW, seconded by DM and agreed by all Councillors.

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

**5. Receive minutes of the meeting held on 9<sup>th</sup> May 2024 as an accurate record of the Parish Council official acts and decisions: proposed by DM, seconded by JR and agreed by all Councillors present.**

**6. Public Concerns (prior notice the the Chair or the Parish Clerk is recommended)**

**6.1 Concerns were raised over the loss of the 'football field' as a village asset for dog walkers, previously on a peppercorn rent to the Parish Council and as detailed in the Parish Council public meeting minutes from 9 November 2023 and January 2024. The field was transferred to new owners at Danvers House in October 2023, who wished to encourage biodiversity by the stone wall and added fencing for the public footpath crossing it, subsequently revised after unexpected complaints were made.**

SR complained of the lack of communication by the Parish Council on the matter; that an opportunity had been lost to own the asset. The informal village email list might be better utilised, though not covering some elderly residents unfamiliar with computers?

AW provided background regarding the likely cost of the field, with an asking price of £40,000 plus £10,000 for conveyancing and other works that would be necessary. The site has very limited access from a Bridleway and has Safeguarding issues as it is not overlooked. The Council's judgement was that since the football function had now been replaced by the new Hill Field facilities, which include provision for football pitches, there was no justification for continuing to expend public money on the upkeep of the site.

6.2 An update was requested regarding the Play Park.

The screening hedgerow trees being supplied by the Woodlands Trust in October 2023 were delayed and are anticipated again this coming October (as short twigs).

Residents of Banbury Lane adjacent to the current site had issues with the lack of consultation by Activate, the previous village committee now disbanded, which raised the funds and organised delivery of the equipment. There was discussion over the Park's potential re-location to another site if funding were to be raised. SR and LL said that funding this was possible and asked if the Council would object. AW confirmed that the Council would not object in principle.

7. Consider Parish Council funding of additional poppies for Remembrance Sunday Nov '24

These giant poppies are temporarily attached to village lamp posts, with insufficient to go around at present. They had previously sold-out and only cost about £16 each. Councillors agreed this is an appropriate use of Section 137 monies (up to a half dozen), when again available [www.poppypshop.org.uk](http://www.poppypshop.org.uk)

8. Consider a grant to support the Village BBQ on 7<sup>th</sup> July: suggested uses; £2,000 limit

This was agreed under the Parish Council's powers to support local recreational activities and tourism (Local Government Act 1972 section 144). On this occasion it may contribute towards the public refreshments and possibly towards a couple of free-standing gazebos to provide cover on the village green (can be stored locally afterwards for future occasions). A TENS license / road closure (short notice) might be appropriate: [www.westnorthants.gov.uk/licensing-and-regulation/temporary-event-notice](http://www.westnorthants.gov.uk/licensing-and-regulation/temporary-event-notice)

9. Consideration of a Parishioner email regarding the relinquishment of the football field as a village amenity. See 6.1 above.

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

10.1 Ref 9.1: Update on finding a new Newsletter Editor. Working informally on an as-required basis, with 80 printed copies being produced; 31 delivered to Barley Hill by MR.

10.2 Ref 9.2: Receive recommendations regards tree works requiring attention.

JR will discuss with Edward Pointon, co-author of our 2021 Tree Safety survey. Carried forward **AF DM**.

10.3 Ref 10.2: What expectations does the CHFT have for entrance signage?

The Parish Council still hold residual CHFT funds of £4,541.64 from the cricket ground renovations in 2023 (final car park tarmac and signage). Councillors agreed that rustic wooden signs for ENTRY and EXIT will suffice on the stone walls. A local supplier and carpenter will be approached with regards their materials supply and crafting **JR**.

10.4 Ref 11.1: Progress report with regards reviewing the Play Park Risk Assessment

An ongoing process. It has been reported that a small dog might get through the present gates, so vertical paling should be affixed, along with a self-closing mechanism; also netting on the wider field gate at the far end. MR has agreed this with Paul Lewis, who installed the fencing and is willing to cover this cost.

There is also a report of parents and children using the Play Park during an adult cricket match. MR spoke with the parents, who said they were satisfied with the situation (until it is their child receiving an injury?). The Clerk is to write to the Cricket Club Secretary insisting that the padlock (and chain) used on the changing rooms be used to secure the smaller access gate during an in-progress match **GD**.

10.5 Ref 11.4: Progress regarding a band to assist with Play Park equipment checking Carried Forward **AF**.

10.6 Ref 12.1: Clerk's progress with burial ground formal registrations **GD**. Carried Forward **GD**.

10.7 Ref 16.2: Report back on Banbury Lane residents' request for information – Done.

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

11.1 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.

11.2 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 **GD**.

11.3 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 **GD**.

11.4 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**.

11.5 2024/2042/TCA: Reduce canopy of Yew tree by 2m at Danvers House, High Street OX17 2BD (no consultees). Councillors had no comments on this.

11.6 2024/1860/TCA: Fell Laburnum to near ground level at Dalmar House, The Cottage, High Street OX17 2BD by 1<sup>st</sup> May (still addressed to The Forge...). Councillors had no comments on this.

11.7 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.

## **12. Audit and Accounts**

12.1 Adoption of the reconciled 2023-24 Accounts, forwarded for consideration

Councillors were unable to complete this since the Clerk has been unable to reconcile the allocated income-payment allocations to the bank statements, when covering all three accounts. Carried forward as a work in progress, seeking additional assistance and clarification as needed. 30 hours expended to date. Your newly assigned N-CALC Internal Auditor Gill Wells has recommended that the Clerk immediately seek an extension of your 2023-24 audit return period to 31 July 2024, from your external auditors PKF Littlejohn **GD**.

- 12.2 Revision of Standing Orders (2018), model supplied by N-CALC, to include the revised Complaints Procedure. Carried Forward since Clerk has had insufficient time **GD**.
- 12.3 Adoption of **new** Financial Regulations (2024), model supplied by N-CALC, if ready **GD**. Carried Forward since Clerk has had insufficient time **GD**.
- 12.4 Update of Parish Council Risk Assessment and Asset Register, includes Play Park & Gym Carried Forward since Clerk has had insufficient time **GD**.
- 12.5 29 May: Parish Council insurance renewed with Hiscox through Gallagher to 31/05/25.
- 12.6 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) Carried Forward since Clerk has had insufficient time **GD**.
- 12.7 Review of the Council's employment and training policies and procedures  
The Parish Council has none of these to date, having a single part-time employee.
- 12.8 Review of the Council's expenditure incurred under s.137  
Carried Forward since Clerk has had insufficient time **GD**.
- 12.9 **Completion** of Form 3 Section 1 Annual Governance Statement 2023/24  
Carried Forward since Clerk since accounts have not yet been reconciled **GD**.
- 12.10 **Completion** of Form 3 Section 2 Accounting Statements for 2023/24  
Carried Forward since Clerk since accounts have not yet been reconciled **GD**.
- 12.11 Clerk's progress with finding a suitable 'free' HMRC reporting system for zero PAYE

Councillors agreed the set-up of a Direct Debit mandate with [12cloudpayroll.com](http://12cloudpayroll.com), who invoice £5 + VAT on each occasion that their facility is used to report Clerk's zero PAYE payments (generally, alternate months), along with an annual P60 summary **GD**.

- 12.12 Approved the Parish Council payments listed below, by all Councillors present:-

Description / Power	Amount	VAT	Total
<b>Wave Water</b> supply to the cricket pavilion Feb – May 2024	£23.19	-	£23.19
<del><b>Cartwright Landscapes</b> mowing of Greens and other areas on 2<sup>nd</sup> &amp; 8<sup>th</sup> April.</del>	<del>£133.50</del>	<del>£26.70</del>	<del>£160.20</del>
<del><b>Roger Smith</b> mowing of Burial Ground, gym and play areas on 2<sup>nd</sup> 18<sup>th</sup> and 30<sup>th</sup> April.</del>	<del>£204.00</del>	<del>-</del>	<del>£204.00</del>
<b>Complete Weed Control</b> clearance of specified paths and around castle site. Invoice HC4289.	£522.00	£104.40	£626.40
<b>Texprep</b> Newsletters 80-off Invoice 26894	£31.50	-	£31.50
<b>N-CALC</b> Planning Nuts & Bolts course 24 April for Cllr J Rowling	£42.00	£8.40	£50.40
<b>Gary Denby</b> Parish Clerk gross remuneration and expenses (5 weeks) including home office expenses 9 May – 12 Jun Clerk expenses for 4x copies of approved April minutes	£323.40 £35.75 £12.00	-	£371.15
<b>Yu Energy</b> Street lighting electricity charges 01 – 31 May 2024 (DD) 43.5 p/day standing; 27.08 day 27.08 night p/kWh	£101.20 £14.54	£5.06 £0.73	£121.53
<b>Roger Smith</b> mowing of Burial Ground, gym and play areas on 10 <sup>th</sup> , 20 <sup>th</sup> May; strim burial ground 17 <sup>th</sup> & 31 <sup>st</sup> May; mow and strim Play and Gym areas on 4 <sup>th</sup> , 17 <sup>th</sup> and 31 <sup>st</sup> May.	£24.00 £16.00 50.00		£230.00

**13. Councillors' Comments**

Prompted from an email received from John Mullins-Blyth, there was discussion over the possibilities for a single plastic goal post and net being installed on the margins of the cricket field, to facilitate youngsters' kick-around. There used to be the likes within the cricket field, outside the church gates. The metal ones retrieved from the football field are full-size and were considered unsuitable.

The location is to be discussed with Jim Powell of the Cricket Club, perhaps facing East\_west on the far side of the cricket square, near the fence line? Perhaps where the soil heap is to be removed, besides the cricket nets?

14. Date of next meeting: **Thursday 18<sup>th</sup> July at 7pm** in the village hall.

Meeting closed at 9 pm

.....  
**Chairman**

.....  
**Date**