

NEWBOTTLE PARISH COUNCIL

MONDAY 19 MAY 2025

Clerk & Responsible Financial Officer
Theresa Goss
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13 May 2025

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 19 May 2025 at 7.30pm** at the Memorial Hall, Main Road, Charlton to transact the business set out in the Agenda below, and you are summoned to attend.

West Northamptonshire Unitary Authority Councillors Rebecca Breese and Rosie Herring are also invited to attend.

In accordance with the Equality Act 2006 & the Equality Act 2010, if any members of the public require assistance and support to enable them to access the Parish Council meeting, please contact the Clerk.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.
7:30pm – 7:35pm
2. **Signing of Acceptance of Office** – All Councillors to complete and hand to the Clerk, their Acceptance of Office forms, following the uncontested election on 1 May 2025.
7:30pm – 7:35pm
3. **Appointment of Chairman for 2025/2026** – To appoint a Chairman of the Parish Council for 2025/2026.
7:30pm – 7:35pm
4. **Appointment of Vice-Chairman for 2025/2026** – To appoint a Vice-Chairman of the Parish Council for 2025/2026.
7:30pm – 7:35pm
5. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:30pm – 7:35pm
6. **General Power of Competence** – To pass the following resolution:

Resolved that Newbottle Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

The General Power of Competence gives councils the power to do anything an individual can do, provided it is not prohibited by other legislation. The criteria states that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit:

<https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

7:35pm – 7:40pm

7. **Declarations of Interest** - Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.

7:40pm - 7:45pm

8. **Minutes** - To approve the minutes of the meeting held on 17 March 2025. **(Attached)**
7:45pm – 7:50pm

9. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 17 March 2025.
7:50pm – 7:55pm

10. **Chairman's Announcements**
7:55pm – 8:00pm

11. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.
(Maximum of ten minutes in total for this item)
8:00pm – 8:10pm

12. **Reports from Unitary Authority Councillors** - To receive reports from the West Northamptonshire (Unitary Authority) Councillors.
8:10pm – 8:20pm

13. **Village/Environment Matters**
8:20pm – 8:30pm

- i) Jetty Footpath – To discuss the closure of the Jetty Footpath (AW16 and AW17) and repairs to the wall.
- ii) Playing Field and Pavilion – To receive an update from the Playing Fields Association (PFA).
- iii) Myers Close Play Area – To discuss new equipment for the play area and receive an update on grant funding.

14. **Parish Council Matters**
8:30pm – 8:40pm

- i) Co-option – To consider any applications for co-option onto the Parish Council. There are currently two vacancies.
- ii) Insurance – To review the Parish Council's Insurance policy for 2025/2026.
- iii) Parish Council Documents – To review the following Parish Council documents for 2025/2026, which are available to view on the Parish Council web site
<https://www.newbottleparishcouncil.co.uk/documents.php>:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- Code of Conduct
- Complaints Policy
- Vexatious Complaints Procedure
- Freedom of Information Policy
- Dispute Resolution Process
- Dignity at Work Policy
- Grievance Procedure
- Data Breach Policy
- Data Protection Policy

- Records Retention Policy
- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy
- Sexual and General Harassment Policy

iv) Parish Council Responsibilities – To allocate the following responsibilities to Councillors:

- Playing Fields Association
- VAS on Farthinghoe Road
- Monthly monitoring of the Myers Close play area
- Financial Monitoring
- Bank signatories

15. **Planning**
8:40pm – 8:45pm

- i) To note the planning applications considered by the Parish Council, since the last meeting: 2025/1656/TCA at The Old Bakehouse Main Street Charlton
Removal of Holly Tree 1 due to Roots Growing Underneath Dividing Wall, or Reduce Height. Reduce Height and width of Hazlenut Tree 2 as Obscuring Light and Eventual Damage to Windows. Both trees To be reduced in Height to approximately 2 metres.
- ii) To note the planning application decisions made by West Northants Council, since the last meeting: None

16. **Finance**
8:45pm – 9:00pm

- i) Financial Matters
- To approve the accounts for payment; and
 - To note the income received since the last meeting, the uncashed receipts & payments and the bank reconciliation. **(To follow)**
- ii) Budget Monitoring – To consider the budget monitoring report for 2025/2026. **(To follow)**
- iii) Grant for Cemetery Maintenance 2025/2026 – To discuss the request from the Parochial Church Council to increase their Parish Council grant for 2025/2026 for maintenance of the Cemetery.
- iv) Internal Audit Reports 2024/2025
- To review the Internal Auditor's Report for 2024/2025 and note the recommendations and actions; and **(To follow)**
 - To note the Annual Internal Auditor's Report 2024/2025 within the Annual Governance and Accountability Return for the year ended 31 March 2025. **(To follow)**
- v) Accounts 2024/2025 - To receive and approve the Receipts & Payments Account as at 31 March 2025. **(To follow)**
- vi) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 1, the Annual Governance Statement 2024/2025. **(To follow)**
- vii) Annual Governance and Accountability Return for the year ended 31 March 2025 - To approve Section 2, the Accounting Statements for 2024/2025. **(To follow)**

- viii) Explanation of Variances – To note the explanation of the variances over 15% compared to 2023/2024. **(To follow)**
- ix) Notice of Public Rights – To note that the public has the right to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025. **(To follow)**
- x) Appointment of Internal Auditor for 2025/2026 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2025/2026.
- 17. **Correspondence** - To circulate any further items of correspondence.
9:00pm – 9:05pm
- 18. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 19 on the grounds that it could involve the likely disclosure of private and confidential information.
9:05pm
- 19. **Works to the Playing Field** – To consider a quote for works to the pitches at Farthinghoe Playing Field.
(To follow)
9:05pm – 9:10pm
- 20. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.
21 July 2025
15 September 2025
17 November 2025
9:10pm
- 21. **Items for the Next Agenda/Items of Information 9:10pm**

(Timings are only an approximate guide. If you are interested in a particular item, please arrive for a 7.30pm start)