

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 21 MAY 2018 AT 7.30PM

PRESENT: Councillors Linda Baker, Andrea Gladden, Adrian Kelly, and Diana Sheasby.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer).

APOLOGIES: Councillor Richard Bland submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Councillor Michael Loggin submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

Councillor Andrew Woods submitted his apologies because he was attending a funeral, the apologies were accepted and the absence authorised.

In the absence of the Chairman, Councillor Andrea Gladden chaired the meeting.

1/18 APPOINTMENT OF CHAIRMAN 2018/2019 – Councillor Andrew Gladden asked for nominations for the position of Chairman. Councillor Andrew Woods was proposed and seconded as Chairman for 2018/2019.

Resolved that Councillor Andrew Woods be appointed as Chairman for 2018/2019.

2/18 APPOINTMENT OF VICE-CHAIRMAN 2018/2019 – The Parish Council felt that the position of Vice-Chairman did not need to be filled.

Resolved that no appointment be made to the position of Vice-Chairman for 2018/2019.

3/18 DECLARATION OF INTERESTS – There were no declarations of interest.

4/18 MINUTES - The minutes of the meeting held on 19 March 2018 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 19 March 2018 be approved.

5/18 MATTERS ARISING FROM THE MINUTES OF 19 MARCH 2018 – There were no matters arising.

6/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS - There was no report from District Councillor and County Councillor Rebecca Breese.

Resolved that the report be noted.

7/18 RESIDENTS' ISSUES – The Clerk reported that a resident had contacted her with regard to some issues with the work that Gigaclear was carrying out around his property. The Clerk had spoken to Northants Highways and they were aware of the matter and any outstanding issues would be investigated at the end of the project, once the reinstatement works had been started.

8/18 VILLAGE MATTERS

i) Farthinghoe Road Vehicle Activated Sign (VAS) – The Clerk reported that she was waiting for Northants Highways to send out the invoice for the poles and information relating to the Section 50 licence.

Resolved that:

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- 1) the report be noted; and
 - 2) Northants Highways be contacted again about the invoice for the poles and the Section 50 licence.
Action TG/AK
- ii) Pavilion and Playing Field – The Clerk reminded the Parish Council that a 25 year lease had been signed for the playing field and she had been liaising with Victoria Beadle with regard to grant applications. Now that the lease had been signed, the Clerk was asked by the Parish Council to advise the users of the Pavilion to encourage the Playing Field Association to be re-established.

Resolved that:

- 1) the report be noted; and
- 2) users of the Pavilion be advised that the 25 lease has now been signed with a view to the Playing Field Association being re-established. **Action TG**

9/18 PARISH COUNCIL MATTERS

- i) General Data Protection Regulations (GDPR) Compliance – Prior to the meeting, the Clerk had circulated a number of documents relating to GDPR.

Resolved that:

- a) the Data Map be approved;
- b) the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy be approved;
- c) the Privacy Notices be approved;
- d) it be noted that completed Security Compliance Checklists were received from Councillors Baker, Gladden, Kelly and Sheasby;
- e) to note that the Parish Council is already registered as a Data Controller with the Information Commissioners Office; and
- f) to note that the Parish Council does not legally have to appoint Data Protection Officer.

10/18 PLANNING

- i) **Resolved** that, it be noted that, since the last meeting, the Parish Council made no comments on the following planning applications/tree notifications which had been submitted to South Northamptonshire Council:
Newbottle Manor, Road to Church, Newbottle
External works-Change window to door on east elevation. Remove lean-to, replace one window, change window to door and insert new door on north elevation. Replace window with door and remove a door on west elevation. Replace one roof light and install two new roof lights on south elevation. Demolish some outbuildings. Convert garage and adjoining sheds to habitable accommodation, reconfigure windows and doors and install new chimney and shutters. Internal works-Ground floor-Removal of internal partitions and suspended ceiling to form new kitchen in north wing, reposition wc, new door openings, hatch to cellar, new chimney breast and fire place. Upper floors-Remove existing staircase and install new staircase. Remove internal lantern. Change internal layout by removing and relocating stud partitioning. Excavation work for below ground drainage and repairs/replacements to the existing below ground pipework.
- ii) **Resolved** that, it be noted that, the following tree notifications had been determined by South Northamptonshire Council's Planning Committee since the last meeting.
S/2018/0978/TCA
Land to the south of Clock House, Main Street, Charlton
Remove two alders and one Scots Pine

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- iii) **Resolved** that, it be noted that, the following applications had been determined by South Northamptonshire Council's Planning Committee since the last meeting:

S/2018/0036/OUT

Land at Hogg Lane Charlton
Two detached dwellings (outline
Approved

S/2018/0551/TCA

Home Farm Main Street Charlton
T1-Sycamore- Reduce height by 4.5-5.0m and crown 15% crown thin
Approved

11/18 FINANCE

- i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary May 2018	
T Goss – Expenses for May 2018	
HMRC – May 2018	
Arrow Accounting – Internal Audit for 2017/2018	£214.02
Pixel Concepts – Deposit for web site	£222.76
AH Contracts – Emptying Dog bin during April 2018	£3.00
Eon – Street lighting maintenance in Myers Close	£65.69
Came and Company – PC insurance for 2018/2019	£745.77
Charlton Playing Fields Association – Annual Grant	£500.00
Newbottle & Charlton PCC – Annual Cemetery Grant	£500.00
Newbottle & Charlton PCC – Charlton Link Annual Grant	£150.00
Mr S Baker – Village web site hosting and domain name	£76.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 21 May 2018 for the Lloyds TSB bank accounts.

Resolved that the bank reconciliation for the Lloyds TSB bank accounts be noted.

- iii) Accounts 2017/2018 – The Parish Council considered the Annual Return for the year ended 31 March 2018 and the Receipts and Payments as at 31 March 2018.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2018 be approved;
- ii) the Annual Governance Statement 2017/2018 (Section 1) and the Accounting Statement for 2017/2018 (Section 2) be approved;
- iii) the Parish Council certifies itself as exempt from the requirement for a limited assurance review; and
- iv) the Certificate of Exemption be signed and submitted to the external auditor. **Action TG**

12/18 CORRESPONDENCE – There was no further correspondence.

13/18 PUBLIC AND PRESS

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 14/18 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

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14/18 CLERK AND RESPONSIBLE FINANCIAL OFFICER – The Parish Council was advised that there had been a national pay review and the salary scales for the Clerk for 2018/2019 had been increased.

Resolved that the report be noted and the pay increase be approved.

15/18 MEETING DATES - The Parish Council noted the following meeting dates, all commencing at 7.30pm at Charlton Memorial Hall (unless otherwise stated):

- 18 June 2018
- 16 July 2018 (including a walk around the village)
- 17 September 2018
- 15 October 2018
- 19 November 2018

(The meeting closed at 7.55pm)

Signed, Chairman – 18 June 2018