

NEWBOTTLE PARISH COUNCIL

MONDAY 15 MAY 2023

Clerk & Responsible Financial Officer
Theresa Goss
3 Tanners Close
Middleton Cheney
Banbury, OX17 2GD

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9 May 2023

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 15 May 2023 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.

County and District Councillor Rebecca Breese is also invited to attend, along with District Councillors Rosie Herring and Richard Solesbury-Timms

Members of the public are invited to attend the meeting, however please note that this will be for the purposes of viewing the meeting only and public participation will only be permitted during the Open Forum. The 3 minute public speaking rule, as per the Parish Council's Standing Orders, will apply.

T.Goss
Clerk to the Parish Council

AGENDA

1. **Apologies for absence** - To receive any apologies for absence from the meeting. **7:30pm**
2. **Appointment of Chairman for 2023/2024** – To appoint a Chairman of the Parish Council for 2023/2024.
7:30pm – 7:35pm
3. **Appointment of Vice-Chairman for 2023/2024** – To appoint a Vice-Chairman of the Parish Council for 2023/2024. **7:35pm – 7:40pm**
4. **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
5. **Minutes** - To approve the minutes of the meeting held on 20 March 2023. **(Attached)**
7:45pm – 7:50pm
6. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 20 March 2023.
7:50pm – 7:55pm
7. **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)
7.55pm – 8:05pm
8. **Reports from District and County Councillors** - To receive reports from the District and County Councillors.
8:05pm – 8:15pm

9. **Village/Environment Matters**
8:15pm – 8:25pm

- i) Playing Field and Pavilion – To receive an update from Playing Fields Association (PFA) including approval of their Terms of Reference and removal/relocation of the play equipment in the playing field (removal of spider and relocation of the slide).
- ii) Defibrillator Training – To discuss defibrillator training for the community being held on 10 June 2023.
- iii) Flag Pole – To discuss the installation of the flag pole.
- iv) Street Lighting – To receive an update on the street lighting project.

10. **Parish Council Matters**
8:25pm – 8:35pm

- i) Vacancies – To consider any applications for co-option onto the Parish Council.
- ii) Parish Council Documents – To review the following Parish Council documents, 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
- iii) Parish Council Responsibilities – To allocate the following responsibilities to Councillors:
 - Playing Fields Association
 - VAS on Farthinghoe Road
 - Monthly monitoring of the play areas (playing field and Myers Close)
 - Financial Monitoring

11. **Planning**
8:35pm – 8:40pm

- i) To note the planning applications considered by the Parish Council, since the last meeting: None
- ii) To note the planning application decision made by West Northants Council, since the last meeting: None

12. **Finance**
8:40pm – 8:50pm

- i) Accounts 2022/2023

- To receive and approve the Receipts & Payments Account as at 31 March 2023.
 - Annual Governance and Accountability Return for the year ended 31 March 2023 **(To follow)**
 - a) To approve the Annual Governance Statement 2022/2023 - Section 1
 - b) To approve the Accounting Statements for 2022/2023 - Section 2
- ii) Internal Auditor's Report 2022/2023— To note the recommendations of the Internal Auditor's Report for 2022/2023. **(Report to follow)**
- iii) Parish Council Income, Uncashed Payments & Receipts and Approval of Accounts for Payment - To note the income since the last meeting, the uncashed payments and approve the accounts for payment. **(To follow)**
- iv) Bank Reconciliation - To note the bank reconciliation. **(To follow)**
- v) Budgeting Monitoring 2022/2023 – To note the budget monitoring report from April 2023 to May 2023. **(To follow)**
13. **Correspondence** - To circulate any further items of correspondence.
8:50pm – 9:00pm
14. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.
- Monday 17 July 2023
 - Monday 18 September 2023
 - Monday 20 November 2023
- 9:00pm**
15. **Items for the Next Agenda/Items of Information**
9:00pm