

NEWBOTTLE PARISH COUNCIL

MONDAY 18 MAY 2020

Clerk & Responsible Financial Officer
Theresa Goss
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11 May 2020

Dear Councillor,

The Annual Meeting of the Parish Council will be held virtually on Zoom on **Monday 18 May 2020 at 7.30pm** at the Memorial Hall, Charlton to transact the business set out in the Agenda below, and you are summoned to attend.

Councillor R Breese has been invited to attend as District Councillor and County Councillor.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Apologies for absence** - To receive any apologies for absence from the meeting.
2. **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.
3. **Appointment of Chairman 2020/2021** – To appoint a Chairman for 2020/2021.
4. **Appointment of Vice-Chairman 2020/2021** – To appoint a Vice-Chairman for 2020/2021.
5. **Minutes** - To approve the minutes of the meeting held on 20 January 2020. **(Attached)**
6. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 20 January 2020.
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)**
8. **Reports from District and County Councillors** - To receive reports from the District and County Councillors.
9. **Village Matters**
 - i) Playing Field and Pavilion – To receive an update on progress with the project.
 - ii) Farthinghoe Road – To receive an update on the relocation of the speed signs.
 - iii) Dog Fouling in the Village – To discuss new ideas to tackle dog fouling.
 - iv) Proposed Permissive Footpath from Cemetery to Newbottle Woods – To note the decision of Astrop Farms Limited not to permit a new permissive footpath.

- v) Grass Verge – To note the advice from the Northants County Council Highways Officer regarding the grass verge on the corner of Farthinghoe Road and Brackley Road.

10. Parish Council Matters

- i) Parish Council Elections - To note that Parish Council elections have been put back to May 2021 due to the Covid-19 Pandemic. Therefore, terms of office which were due to expire in May 2020 have been extended until May 2021.
- ii) Housing Needs Survey – To make comments on the draft Housing Needs Survey, following a meeting with Midland Rural Housing on 12 March 2020. **(Survey previously circulated)**
- iii) Parish Council Documents – To review the following Parish Council documents, which are available to view on the Parish Council web site <https://www.bloxhamparishcouncil.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

11. Planning

- i) To note the planning applications considered by the Parish Council, since the last meeting:
- S/2019/2268/FUL, Holly House, Drury Lane, Charlton, Single storey rear extension
No comments
- S/2019/2389/FUL, Manor Farm Road to Church, Newbottle, Change of use of agricultural workshop from Agricultural Use to B1 (c) Light Industrial Use
No comments
- S/2020/0227/FUL, 3 Green Lane, Charlton, replace roof to create habitable accommodation and single storey extensions to front and rear of property.
No comments
- S/2020/0580/FUL , Ancillary Building, Bell Cottage, Farthinghoe Road, Charlton - Conversion and extending of outbuilding building into a one bedroom annexe
- ii) To note the results of planning applications determined by South Northamptonshire Council's Planning Committee/Planning Officers:
- S/2019/1430/FUL, Felden House, Main Street, Charlton, replacement of single storey rear timber garden room/greenhouse with new glazed extension under slate tiled roof
Approved
- S2019/2004/FUL, Farafeld Hogg Lane Charlton, demolition of existing house and integral garage and

erection of the new replacement house and carport.
Approved

S/2019/2268/FUL & S/2019/2269/LBC, Holly House, Drury Lane, Charlton, single storey rear extension
Withdrawn

S/2019/2389/FUL, Manor Farm Road to Church, Newbottle, Change of use of agricultural workshop from
Agricultural Use to B1 (c) Light Industrial Use
Approved

iii) To note the works to trees (for information only): None

iv) To consider the following planning application:

S/2019/2479/FUL, Church Cottage, main Street, Charlton, Demolition of existing porch and replace with
extension

12. Finance

i) Approval of Accounts for Payment - To approve the accounts for payment. **(To follow)**

ii) Bank Reconciliation - To note the bank reconciliation. **(To follow)**

iii) Internal Audit 2019/2020 – To note and approve the Internal Auditor’s Report for 2019/2020. **(To follow)**

iv) Review of the Effectiveness of the Internal Audit 2019/2020 – To approve the Review of the
Effectiveness of the Internal Audit 2019/2020. **(Report to follow)**

v) Statement of Internal Control 2019/2020 – To approve the Statement of Internal Control 2019/2020.
(Report to follow)

vi) Accounts 2019/2020

- Annual Governance and Accountability Return for the year ended 31 March 2020 **(To follow)**
 - a) To approve the Annual Governance Statement 2019/2020 - Section 1
 - b) To approve the Accounting Statements for 2019/2020 - Section 2
- To receive the Receipts & Payments Account as at 31 March 2020. **(To follow)**

13. **Correspondence** - To circulate any items of correspondence.

14. **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 15 on the grounds that it could involve the likely disclosure of private and confidential information.

15. **Clerk & Responsible Financial Officer** – To discuss the pay award for the Clerk & Responsible Financial Officer for 2020/2021.

16. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm and will be held on Zoom until further notice. Please contact the Clerk for the joining details.

- 20 July 2020
- 21 September 2020
- 16 November 2020

17. **Items for the Next Agenda/Items of Information**

