

NEWBOTTLE PARISH COUNCIL

MONDAY 20 MAY 2024

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

(01295) 710965
newbottleparishcouncil@yahoo.co.uk
www.newbottleparishcouncil.co.uk

14 May 2024

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 20 May 2024 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, Rosie Herring and Richard Solesbury-Timms 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

AGENDA

1. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:30pm – 7:35pm
2. **Appointment of Chairman 2024/2025** – To appoint a Chairman of the Parish Council for 2024/2025.
7:30pm – 7:35pm
3. **Appointment of Vice-Chairman 2024/2025** – To appoint a Vice- Chairman of the Parish Council for 2024/2025.
7:30pm – 7:35pm
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.
7:30pm - 7:35pm
5. **Minutes** - To approve the minutes of the meeting held on 18 March 2024. **(Attached)**
7:35pm – 7:40pm
6. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 18 March 2024.
7:40pm – 7:45pm
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)
7.45pm – 7:55pm
8. **Reports from Unitary Authority Councillors** - To receive reports from the West Northamptonshire (Unitary Authority) Councillors.
7:55pm – 8:05pm

9. **Village/Environment Matters**
8:05pm – 8:25pm

- i) Playing Field and Pavilion – To receive an update from the Playing Fields Association (PFA).
- ii) Myers Close Play Area – To discuss new equipment for the play area.
- iii) Traffic Calming – To discuss traffic calming in the village.

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

- i) Training – To remind Councillors about the Parish Council's training policy and the need to undertake training courses. <https://www.newbottleparishcouncil.co.uk/securedocs/NPC%20Training%20Policy.pdf>
- ii) Insurance – To review the Parish Council's Insurance policy for 2024/2025.
- iii) 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

- iv) 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 – 8:45pm

- i) To note the planning applications considered by the Parish Council, since the last meeting:
2024/1641/FULL
Memorial Hall Main Street Charlton
Construction of new single storey preschool building with secure play area on land adjacent to Charlton Memorial Hall
No objections

2024/1898/TCA

Walnut House Main Street Charlton
Removal of 1 x Large Bird Cherry
No objections

2024/1928/FULL

Fox House, Farthinghoe Road, Charlton,
Demolition of existing rear extension and garage. Single and double storey side and rear extension with solar panels. New pergola. Alterations to outbuilding. Entrance canopy. 1.8m high timber entrance gates.
No objections

- ii) To consider the following planning applications:

2024/2047/FULL & 2024/2048/LBC

Home Farmhouse Main Street Charlton

Replacement of UPVC/modern windows with hardwood timber painted flush casements. Reinstatement of original front doorway. Reconfigured single storey mono-pitch roof range to rear of barn & First Floor extension to existing rear range to link house to barn at First Floor with new back staircase. Thermal upgrade of converted barn (walls and floor) and relocation of Kitchen to barn. New replacement of asbestos sheeting with slate roof to barn. Services overhaul.

- iii) To note the planning application decisions made by West Northants Council, since the last meeting:

2023/8040/PA

Charlton House Farm, Evenley Road, Hinton In The Hedges

Determination as to whether prior approval is required (under Class Q of Part 3 of the above Order) for the change of use of an agricultural building to a dwelling house (Use Class C3) together with the building operations necessary to convert the building, in respect of: the transport and highways impacts of the development; contamination risks on the site; flooding risks on the site; whether the siting and location of the buildings makes it impractical or undesirable to change the use and the design and external appearance of the building.

Granted

2024/0360/FULL

1 Myers Close Charlton

Proposed first floor rear extension above the existing ground floor with internal alterations

Granted

2024/1330/FULL

Weldon Brackley Road Newbottle Charlton

Proposed two storey side extension, loft conversion, rear roof dormer, external render finish to existing external walls, and porch with associated internal and external works

Granted

2024/0926/TCA

Newbottle And Charlton Primary School Green Lane Charlton

To fell 1x Elm and 1x laburnum and works to 1x maple and the tree across the boundary line

Granted

- iv) Local Plan Consultation – To make comments on the Local Plan Consultation. **(Information previously circulated)**

12. **Finance**
8:45pm – 8:55pm

- i) Internal Auditor's Report 2023/2024

- To review the Internal Auditor's Report for 2023/2024 and note the recommendations and actions; and **(Reports to follow)**
- To note the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return for the year ended 31 March 2024. **(Report to follow)**

- ii) Accounts 2023/2024 - To receive and approve the Receipts & Payments Account as at 31 March 2024.
(To follow)
- iii) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 1, the Annual Governance Statement 2023/2024. **(To follow)**
- iv) Annual Governance and Accountability Return for the year ended 31 March 2024 - To approve Section 2, the Accounting Statements for 2023/2024. **(To follow)**
- v) Notice of Public Rights – To note that the public has the right to inspect the Parish Council’s accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024.
- vi) Appointment of Internal Auditor for 2024/2025 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2024/2025.
- vii) 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. **(Reports to follow)**
- 13. **Correspondence** - To circulate any further items of correspondence.
8:55pm – 9:00pm
- 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.
9:00pm
- 15. **Staffing Matters** – To discuss matters affecting the Clerk & Responsible Financial Officer.
9:00pm – 9:05pm
- 16. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.
15 July 2024
16 September 2024
18 November 2024
9:05pm
- 17. **Items for the Next Agenda/Items of Information 9:05pm**