

# NEWBOTTLE PARISH COUNCIL

MONDAY 21 MAY 2018

Clerk & Responsible Financial Officer  
Theresa Goss  
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14 May 2018

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 21 May 2018 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. **Appointment of Chairman for 2018/2019** – To appoint a Chairman for 2018/2019.
3. **Appointment of Vice-Chairman for 2018/2019** – To appoint a Vice-Chairman for 2018/2019.
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.**
5. **Minutes** - To approve the minutes of the meeting held on 19 March 2018. **(Attached)**
6. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 19 March 2018.
7. **Residents Issues** - 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) Farthinghoe Road Vehicle Activated Sign (VAS) and Speed Limit Changes – To discuss any outstanding issues with regard to the new VAS and the proposed speed limit changes on Farthinghoe Road.
  - ii) Playing Field and Pavilion – To discuss any issues with regard to the playing field and the pavilion, including the project for a new pavilion, grant funding and the lease. A meeting is scheduled for 8pm, after the conclusion of the Parish Council meeting.

## 10. Parish Council Matters

- i) General Data Protection Regulations (GDPR) Compliance – To agree the following:
  - a) To adopt the Data Map;
  - b) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention;
  - c) To adopt the Privacy Notice;
  - d) To receive completed Security Compliance Checklists from all Councillors;
  - e) To note that the Parish Council is already registered as a Data Controller with the ICO; and
  - f) To note that the Parish Council does not have to appoint a Data Protection Officer.

## 11. Planning

- i) To note the planning applications considered by the Parish Council, since the last meeting:  
S/2018/0870/LBC  
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.  
No comments
- ii) To note the results of planning applications determined by South Northamptonshire Council's Planning Committee/Planning Officers:  
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
- iii) To note the works to trees (for information only)  
S2018/0978/TCA  
Land to the south of Clock House, Main Street, Charlton  
Remove two alders and one Scots Pine

## 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) Accounts 2017/2018
  - i) To receive the Receipts & Payments Account as at 31 March 2018. **(To follow)**
  - ii) Annual Return for the year ended 31 March 2018 **(To follow)**

a) To approve the Annual Governance Statement - Section 1

b) To approve the Accounting Statements - Section 2

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 and Responsible Financial Officer** – To note the national pay award to be applied to the Clerk's salary.
16. **Meeting Dates** - Future meeting dates are as follows, and will commence at 7.30pm at the Memorial Hall, Charlton unless stated otherwise:
  - 18 June 2018
  - 16 July 2018
  - 17 September 2018
  - 15 October 2018
  - 19 November 2018
17. **Items for the Next Agenda/Items of Information**