

# NEWBOTTLE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 15 MAY 2023 AT 7.30PM

**PRESENT:** Councillor Michael Loggin Chairman; Councillors Linda Baker, Mark Bracey, Struan Kenton, Kevin Ridge and Matthew Walsh.

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk and Responsible Financial Officer and Sam Axtell (Pre-School Manager).

**1/23 Apologies** – Councillor Wayne Rule submitted his apologies because he had another appointment.

**Resolved** that the apologies from Councillor Wayne Rule be accepted and the absence be authorised.

**2/23 Appointment of Chairman 2023/2024** – The Chairman asked for nominations for the position of Chairman for 2023/2024.

**Resolved** that Councillor Michael Loggin be appointed as Chairman for 2023/2024.

**3/23 Appointment of Vice-Chairman 2023/2024** – The Chairman asked for nominations for the position as Vice-Chairman for 2023/2024.

**Resolved** that Councillor Wayne Rule be appointed as Vice-Chairman for 2023/2024.

**4/23 Declaration of Interests** – There were no declarations of interest.

**5/23 Minutes** - The minutes of the meeting held on 20 March 2023 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 20 March be approved and signed by the Chairman.

**6/23 Matters Arising from the Minutes of 20 March 2023** – There were no matters arising.

**7/23 Open Forum** – Sam Axtell, Pre-School Manager, attended the meeting and confirmed that the play equipment in Myers Close was used by the children at the Pre-School because it was a safe area for them to play. There were also some younger children who lived in Myers Close who also regularly used the equipment too. Following a discussion, Parish Councillor Struan Kenton agreed to investigate new play equipment for Myers Close and liaise with the Pre-School. **Action SK**

Councillor Linda Baker suggested that the grass inside the play area also needed strimming and weed killer applying in specific areas. It was agreed that Mick Demsey would be asked to carry out this work. **Action TG**

Councillor Linda Baker also advised that Mick Dempsey was yet to cut back the tree branch overhanging the footpath near to the play area and Councillor Matthew Walsh volunteered to complete this work. **Action MW**

Sam was thanked for attending the meeting and left at this point.

*(For information, following guidance from the National Association of Local Councils, the Parish Council did not specifically name individual residents within its minutes, unless they were speaking in an official capacity)*

**8/23 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

**9/23 Village Matters**

- i) Playing Field Association (PFA) – Prior to the meeting, Victoria Beadle, Secretary to the PFA, had been in touch with the Clerk regarding a number of matters which required a decision from the Parish Council to ensure that work could be progressed at the playing field.

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**Resolved** that:

- 1) the report be noted;
  - 2) the PFA's Terms of Reference be approved;
  - 3) the removal of spider play equipment be retrospectively approved.
  - 4) the costs for the skip be covered by the Parish Council;
  - 5) the rent for Brackley Athletic FC remains at £600 per month during the 2023/2024 season;
  - 6) it be noted that, Brackley Athletic Football Club will be applying to the Covid-19 fund at West Northants Council to fund the benches in the playing field;
  - 7) a defibrillator cabinet be ordered and it be sited by the entrance gate or on the pavilion, if electricity is required; and
  - 8) those wishing to use the playing field for business or sporting activities, be charged £15 per hour and they must have their own appropriate insurance.
- ii) Defibrillator Training – The Clerk advised that there were currently two residents booked onto the defibrillator training for the community being held on Saturday 10 June 2023, 10am to 12 noon at the Memorial Hall.

**Resolved** that the report be noted and the session continue to be advertised in the village. **Action TG**

- iii) Flag Pole – The Chairman reported that the flag pole which had been installed was 6 metres high. The order had been placed was for a pole which was 4.5 metres high and the 6 metre high pole had been erected in error. As the Parish Council understood it, planning permission was required for flag poles over 4.6m high.

**Resolved** that:

- 1) the report be noted;
  - 2) planning permission be sought from West Northants Council for the erection of a 6 metre high flag pole; and
  - 3) the company which installed the flag pole be made aware of the incorrect installation. **Action TG**
- iv) Street Lighting – Councillor Kevin Ridge gave an update on the street lighting project and the second phase was yet to commence.

**Resolved** that the report be noted.

## 10/23 Parish Council Matters

- i) Parish Council Documents & Policies 2023/2024 – The Parish Council reviewed a number of documents which had been available to view on the Parish Council web site.

**Resolved** that the following documents and policies be approved for 2023/2024:

- 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

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- Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy
  - Subject Access Request Procedure
  - Press and Media Policy
  - Safeguarding Policy
  - Training Policy
- ii) Parish Council Responsibilities – The Parish Council reviewed its responsibilities for Councillors to fulfil.

**Resolved** that the following appointments be approved for 2023/2024:

- Playing Fields Association – Councillors Michael and Kevin Ridge
- VAS on Farthinghoe Road – Councillor Kevin Ridge
- Monthly monitoring of the Myers Close play area – Councillor Matthew Walsh
- Financial Monitoring – Councillor Matthew Walsh
- Raising the Flag – Councillor Wayne Rule

## 11/23 Planning

- i) **Resolved** that, it be noted that, since the last meeting, the Parish Council had considered the following planning applications and works to trees, which had been submitted to South Northamptonshire Council: None
- ii) **Resolved** that, it be noted that, since the last meeting, the following planning application had been determined by South Northamptonshire Council's Planning Committee/Planning Officers: None

## 12/23 Finance

- i) Parish Council Income, Uncashed Payments and Receipts and Approval of Accounts for Payment - The Clerk submitted to the Parish Council, the income since the last meeting, the uncashed payments and receipts and the accounts to be paid.

**Resolved** that the income and uncashed payments and receipts be noted and accounts be approved for payment, as detailed in appendix 1 to the Minutes.

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 15 May 2023 for the Unity Trust bank accounts.

**Resolved** that the bank reconciliation for the Unity Trust bank accounts be noted.

- iii) Budgeting Monitoring 2023/2024 – The Parish Council considered a budget monitoring report from April 2022 to May 2023.

**Resolved** that the report be noted.

- iv) Accounts 2022/2023 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2023 and the Receipts and Payments as at 31 March 2023.

**Resolved** that:

- i) the Receipts & Payments Account as at 31 March 2023 be approved; and
- ii) the Annual Governance Statement 2022/2023 (Section 1) and the Accounting Statement for 2022/2023 (Section 2) be approved. **Action TG**

- v) Internal Auditor's Report 2022/2023 – Prior to the meeting, the Parish Council had received the Internal Auditors final report for 2022/2023.

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**Resolved** that the report and recommendations be noted.

**13/23 Correspondence** – There was no further correspondence.

**14/23 Meeting Dates** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- Monday 17 July 2023
- Monday 18 September 2023
- Monday 20 November 2023

**15/23 Items for Future Meetings**

- Charlton Welcome Newsletter

(The meeting closed at 8.30pm)

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Signed, Chairman – 17 July 2023