

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 16 JANUARY 2023 AT 7.30PM

PRESENT: Councillor Michael Loggin Chairman; Councillors Linda Baker and Wayne Rule.

ALSO IN ATTENDANCE: Theresa Goss, Clerk and Responsible Financial Officer and one member of the public.

60/22 Apologies – Councillor Mark Bracey submitted his apologies because he was at work. Councillor Kevin Ridge submitted his apologies because he was unwell.

Resolved that the apologies from Councillors Mark Bracey and Kevin Ridge be accepted and the absences be authorised.

Parish Councillor Struan Kenton was not present.

61/22 Declaration of Interests – There were no declarations of interest.

62/22 Minutes - The minutes of the meeting held on 28 November 2022 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 28 November 2022 be approved and signed by the Chairman.

63/22 Matters Arising from the Minutes of 28 November 2022 – There were no matters arising.

The Clerk was asked to order a replacement dog waste bin as the current bin, located on the Cemetery footpath was going rusty. **Action TG**

64/22 Road Safety Review and Planning Application at RAF Croughton – Radd Seiger attended the meeting and reported to the Parish Council on a road safety review which was being undertaken by the Department for Transport. A draft report had been published and was available to the public to review.

The review had been instigated by the Department for Transport when it was highlighted by Radd Seiger and the family of Harry Dunn, that American citizens were frequently driving on the incorrect side of the road and had caused many accidents around the UK.

West Northants Council was the body responsible for highways and a copy of the draft report could be obtained by contacting their officers.

Radd Seiger also advised that the RAF base at Croughton had applied for planning permission to move their entrance, but the application had been called-in by Andrea Leadsom MP for determination by the Secretary of State and not the Local Planning Authority.

It was agreed that the Clerk would obtain a copy of the draft Road Safety Review to be circulated to the Parish Council. **Action TG**

Radd was thanked for attending the meeting.

65/22 Open Forum – No issues were raised by the resident.

(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)

66/22 Reports from County and District Councillors – There were no reports from the County and District Councillors.

67/22 Village Matters

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- i) Playing Field and Pavilion – The Chairman reported that the footpath had been completed and gave an update on other planned work at the playing field.

Resolved that the report be noted.

- ii) Flag Pole – In the absence of Councillor Mark Bracey, this item was deferred to the next meeting.

Resolved that that this item be deferred to the next meeting of the Parish Council. **Action MB**

- iii) Street Lighting – In the absence of Councillor Kevin Ridge, this item was deferred to the next meeting.

Resolved that that this item be deferred to the next meeting of the Parish Council. **Action MB**

68/22 Parish Council Matters

- i) Vacancies – There was one application for co-option onto the Parish Council from Matthew Walsh.

Resolved that Matthew Walsh be co-opted onto the Parish Council. **Action TG**

- (ii) Parish Council Responsibilities – The Parish Council reviewed two of the responsibilities for Councillors to fulfil.

Resolved that the following appointments be approved for 2022/2023:

- Monthly monitoring of the Myers Close play area – Deferred
- Financial Monitoring – Councillor Wayne Rule

Action TG

69/22 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: WNS/2022/2329/FUL

4 Cartwright Road Charlton

A rear extension to the dwelling and replacement of a flat roof at the rear with a pitched roof to match the original roof. Conversion and extension of the garage to create habitable accommodation, for use by family members and with short term holiday letting use.

No objections

- 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

70/22 Finance

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

Resolved that the income and uncashed payments be noted and the following be approved for payment:

Theresa Goss – Salary and expenses for January & February 2023	
HMRC – January & February 2023	
Andrew Beadle – Works on the new Playing Field Footpath	£8551.00
Eon Next – Electricity for the Pavilion	£5.66
Eon Next – Electricity for the Pavilion	£25.74
Unity Trust Back – Service Charges for Bank Accounts	£36.00
Auditing Solutions Ltd – Interim Internal Audit	£180.00

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Newbottle Estates – Gates at Playing Field	£466.35
Eon – Street lighting maintenance	£107.99
Starboard Systems Ltd – Scribe Accounts Annual Fee	£345.60

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 16 January 2023 for the Unity Trust bank accounts.

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

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

Resolved that the report be noted.

- (iv) Conclusion of External Audit 2022/2023 – The Parish Council considered the conclusion of the External Audit for 2021/2022 and noted the External Auditor's report.

Resolved that conclusion of the external audit for 2021/2022 and the External Auditor's report be noted.

- (v) Appointment of Internal Auditor 2022/2023 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

Resolved that Auditing Solutions Ltd be appointed as the Internal Auditor for 2022/2023. **Action TG**

- (vi) Grant for The Link – Following a request from the PCC, the Parish Council discussed increasing the annual grant to The Link.

Resolved that the annual grant of £100.00 to The Link, be increased to £200.00 for 2023/2024. **Action TG**

- (vii) Budget and Precept 2023/2024 – The Parish Council discussed the Parish Council budget and precept for 2023/2024.

Resolved that:

- i) the budget for 2023/2024 be noted and approved; and
- ii) the precept for 2023/2024 be approved at £14,000. **Action TG**

- (viii) Internal Audit 2022/2023 – The Parish Council considered the Interim Internal Audit report for 2022/2023.

Resolved that the report be noted and approved.

71/22 Correspondence – There was no further correspondence.

72/22 Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 73/22 on the grounds that it could involve the likely disclosure of private and confidential information.

73/22 Grass Cutting Contract 2023/2024 – The Parish Council discussed the grass cutting contract for 2023/2024.

Resolved that the grass cutting contract for 2023/2024 be awarded to Mick Dempsey. **Action TG**

74/22 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

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- Monday 20 March 2023
- Monday 17 April 2023 (Annual Parish Meeting)
- Monday 15 May 2023
- Monday 17 July 2023
- Monday 18 September 2023
- Monday 20 November 2023

75/22 Items for Future Meetings

- Charlton Welcome Newsletter
- Flagpole
- Street lighting

(The meeting closed at 9.15pm)

Signed, Chairman – 20 March 2023