

# NEWBOTTLE PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON ZOOM ON MONDAY 17 MAY 2021 AT 7.30PM

**PRESENT:** Councillors Linda Baker, Mark Bracey, Struan Kenton, Michael Loggin, Phillip Marshall and Wayne Rule.

**ALSO IN ATTENDANCE:** Theresa Goss (Clerk and Responsible Financial Officer).

**APOLOGIES:** Parish Councillor Kevin Ridge submitted his apologies because he was on holiday, the apologies were accepted and the absence authorised.

**1/21 Appointment of Chairman 2021/2022** – Councillor Michael Loggin asked for nominations for a Chairman for 2021/2022.

**Recommended** that Councillor Michael Loggin be appointed as Chairman for 2021/2022.

**2/21 Appointment of Vice-Chairman 2021/2022** – The Chairman asked for nominations for a Vice-Chairman for 2021/2022.

**Recommended** that Councillor Phillip Marshall be appointed as Vice-Chairman for 2021/2022.

**3/21 Declaration of Interests** – There were no declarations of interest.

**4/21 Minutes** - The minutes of the meetings held on 15 March 2021 and 26 April 2021 were taken as read, duly adopted and signed by the Chairman.

**Recommended** that the minutes of the meetings held on 15 March 2021 and 26 April 2021 be approved and signed by the Chairman.

**5/21 Matters Arising from the Minutes of 15 March 2021 and 26 April 2021** – There were no matters arising.

**6/21 Open Forum** – There were no residents in attendance.

**7/21 Reports from County and District Councillors** - There were no reports from County and District Councillor Rebecca Breese or from District Councillors Rosie Herring and Richard Solesbury-Timms.

**8/21 Village Matters**

i) Playing Field and Pavilion – The Parish Council discussed the future of the playing field and pavilion, following an email from the Trustees advising that they were instructing a contractor to make and assessment of the pavilion building.

**Recommended** that:

- 1) the report be noted;
- 2) Parish Councillors Mark Bracey, Struan Kenton, Michael Loggin and Phillip Marshall form a Working Group to investigate the issues at the playing field and how to address them;
- 3) the community be invited to become members of the Working Group;
- 4) information on this invitation be included in The Link and on Facebook; and
- 5) a meeting of the Working Group be arranged, as soon as possible. **Action ML**

ii) Village Litter Pick – The Clerk reminded the Parish Council that the village litter pick would be held in September 2021.

**Recommended** that:

- 1) the report be noted;

## NEWBOTTLE PARISH COUNCIL

- 2) Marcus Young and West Northants Council be contacted to establish if they offer a service for emptying litter bins; **Action TG**
- 3) information on fly tipping and how to report it, be included in the Parish Council notes in The Link; and **Action TG**
- 4) Councillors thanked Joanna Barrons and all of the 'Charlton Wombles' who have been litter picking and have made a noticeable difference to the village in recent weeks.

### 9/21 Parish Council Matters

- i) Parish Council Responsibilities – The Parish Council discussed the allocation of a number of responsibilities for Councillors to undertake:

**Recommended** that the Parish Council responsibilities be allocated as follows:

- Playing Field and Pavilion – Working Group agreed earlier in the meeting
- VAS on Farthinghoe Road – Councillor Kevin Ridge
- Monthly monitoring of the play areas (playing field and Myers Close) – Diana Sheasby
- Financial Monitoring – Councillor Struan Kenton

- ii) Code of Conduct – Prior to the meeting, a new Code of Conduct had been circulated to the Parish Council.

**Recommended** that the Code of Conduct be approved.

- iii) Parish Council Documents – The Parish Council reviewed a number of documents, which were available to view on the Parish Council web site <https://www.newbottleparishcouncil.co.uk/documents.php>:

**Recommended** that the following documents be approved for 2021/2022:

- Asset Register
- Risk Management Register
- 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

### 10/21 Planning

- i) **Recommended** 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:

S/2021/0525/FUL  
Greystones Main Street Charlton

## NEWBOTTLE PARISH COUNCIL

Replacement of existing single storey garage rear/side extension .Replacement of a 7m stretch of wrought iron railings with traditional stone built wall to match existing on street facing garden boundary.  
No comments

WNS/2021/0071/FUL

Estate Office, Forceleap Farm Road To Hinton Airfield, Newbottle  
Cattle Shed  
No comments

WNS/2021/0136/FUL

Greystones Main Street, Charlton

Replacement of existing single storey garage with new built extension providing entrance hall, storage and utility areas to side. Permission also requested for replacement of 7m stretch of wrought iron railings with traditional stone built wall to match existing on street facing garden boundary  
No comments

- ii) **Recommended** 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.  
Committee/Planning Officers:

S/2020/2391/RES

Land off Hogg Lane Charlton

Variation of conditions 1 (Plans) 2 & 3 (materials) 4 (metre housings) 5 (driveway details) 6 (floor levels), 7 (Construction details) and 8 (water drainage) of S/2019/1210/RES (Application for the approval of reserved matters comprising of layout, scale, appearance, landscaping, and drainage, development approved under outline planning permission S/2018/0036/OUT Two detached dwellings (outline) Additional floorspace within the roof and roof lights on rear elevations  
Approved

S/2021/0067/MAF

Manor Farm, Charlton

Variation of Condition 2 plans - S/2020/0468/MAF, Variation of condition 2 (plans) of S/2018/2627/MAF  
Approved

- iii) WNS/2021/0273/FUL

2 Farthinghoe Road Charlton

Ground floor extension to side and first floor extension to rear of property  
No comments

### 11/21 Finance

- i) General Power of Competence – The Parish Council discussed the General Power of Competence which gave councils the power to do anything an individual can do, provided it was not prohibited by other legislation. The criteria was that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who has the Certificate in Local Council Administration. (CiLCA). For more information visit: <https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

**Recommended** that Newbottle Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

- ii) Parish Council Income and Approval of Accounts for Payment - The Clerk submitted to the Parish Council, the income from 1 April 2021 and the accounts to be paid.

**Recommended** that the income be noted and the following be approved for payment:

Theresa Goss – Salary and expenses for April & May 2021	
HMRC – Payments for April and May 2021	
Eon – Electricity for street lighting	£591.94

## NEWBOTTLE PARISH COUNCIL

Play Area Inspections – Playing field and Myers Close	£240.00
Information Commissioners Office – Annual Data Registration Fee	£40.00
Internal Audit for 2020/2021 – Final report fee	£60.00
Eon - Street Lighting Maintenance	£107.99
TaxAssist Accountants – Payroll fee for 2021/2022	£276.71
Northants County Association of Local Councils – Annual Aubs	£294.57
Adderbury Parish Council – Use of Zoom Account	£7.20

- iii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 17 May 2021 for the Lloyds TSB bank accounts.

**Recommended** that the bank reconciliation for the Lloyds TSB bank accounts be noted.

- iv) Bank Signatories – The Parish Council discussed changing the Parish Council bank account to Unity Trust Bank and also confirmed the bank account signatories.

**Recommended** that:

- 1) two bank accounts be opened at Unity Trust Bank; **Action TG**
- 2) the accounts at Lloyds Bank be closed; and **Action TG**
- 3) the signatories on the Unity Trust bank accounts bank accounts be Theresa Goss, Wayne Rule, Mark Bracey and Phillip Marshall.

**12/21 Correspondence** – Councillor Mark Bracey reported on speeding vehicles which came into the village from the south on Charlton Road. It was agreed to arrange a meeting with the County Council Highway Officers to discuss the issue, which was a problem especially around the stables. **Action TG/MB**

**13/21 Meeting Dates** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at on Zoom:

- 19 July 2021
- 20 September 2021
- 15 November 2021

**14/21 Items for the Next Agenda**

- Speeding vehicles and meeting with Highways Officer
- Assets of Community Value – The Rose and Crown, Memorial Hall and Charlton playing fields
- Sign on playing field gate

(Note: In accordance with Parish Council minute number 87/20,

*'the Parish Council agrees to grant the Clerk and Responsible Financial Officer, delegated authority to make decisions on behalf of the Parish Council, where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline'*

the Clerk and Responsible Financial Officer, confirms all of the decisions made during the advisory Annual Parish Council meeting held on 17 May 2021).

(The meeting closed at 8.45pm)

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Signed, Chairman – 19 July 2021