

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 18 JULY 2022 AT 7.30PM

PRESENT: Councillors Linda Baker, Mark Bracey, Struan Kenton and Kevin Ridge.

In the absence of the Chairman, Councillor Struan Kenton chaired the meeting.

ALSO IN ATTENDANCE: Theresa Goss (Clerk and Responsible Financial Officer) and three members of the public.

18/22 Apologies - Councillor Michael Loggin submitted his apologies because there had been a recent family bereavement.

Councillor Wayne Rule submitted his apologies because he was on holiday.

Councillor Phil Marshall had also resigned from the Parish Council.

Resolved that the apologies be accepted and the absences be authorised.

19/22 Declaration of Interests – There were no declarations of interest.

20/22 Minutes - The minutes of the meeting held on 4 May 2022 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 4 May 2022 be approved and signed by the Chairman.

21/22 Matters Arising from the Minutes of 4 May 2022 – There were no matters arising.

22/22 Open Forum – Three residents attended the meeting to discuss the playing field and pavilion project. They advised that the project had currently stalled because the Lease for the playing field, between the Parish Council and the Trust, needed to be varied to remove the break clauses and the term of the lease needed to be amended. These changes were required because grant funding organisations would not provide funding for the project with these clauses in the Lease.

Councillor Mark Bracey advised that he would contact Andrew Woods at Spratt Endicott about the progress of the amended Lease. **Action MB**

An update was also provided on the fundraising which was being undertaken and a number of events had been arranged.

A request for £3000 of match funding for works to the perimeter footpath around the playing field was also made to the Parish Council.

The residents were thanked for attending the meeting and for all their work on the project.

(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)

23/22 Reports from County and District Councillors – There were no reports from the County and District Councillors.

24/22 Village Matters

- i) Playing Field and Pavilion – Following on from the Open Forum, the Parish Council discussed the issues which had been raised, including reforming the Playing Fields Association (PFA) from the membership of the Playing Field and Pavilion Working Group.

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Resolved that:

- 1) the report be noted;
 - 2) delegated authority be given to the Clerk, in consultation with the Chairman to agree any necessary changes to the Lease between the Parish Council and the Trust to enable grant funding to be accessed, including changes to break clauses and the term of the lease; **Action TG/ML**
 - 3) delegated authority be given to the Clerk, in consultation with the Chairman to sign the amended Lease, once it has been varied as stated in (2) above; **Action TG/ML**
 - 4) the legal fees for the variation be met by the Parish Council, if cannot be completed pro bono;
 - 5) the Parish Council commits to £3000 of match funding for work to the perimeter footpath around the playing field;
 - 6) the current Playing Field and Pavilion Working Group will be renamed the Playing Field Association (PFA) and it will operate as a Sub-Committee of the Parish Council;
 - 7) delegated authority be given to the Clerk, in consultation with the Chairman, to agree the make-up of the PFA and this be reported to the next meeting of the Parish Council; and
 - 8) it be noted that the outstanding electricity bill for the pavilion has been paid to Eon Next.
- ii) Post Office and Village Shop – The Parish discussed the Post Office and village shop and Councillor Struan Kent provided an update on the issues with the site. At the current time, neither would be re-opening.

Resolved that the report be noted.

- iii) Flag Pole – The Parish Council discussed erecting a Flag Pole in the village. Councillor Mark Bracey would investigate this further and report back to the next meeting.

Resolved that this item be deferred to the next meeting for further information. **Action MB**

- iv) Street Lighting – Councillor Kevin Ridge reported that he had received a quote from Eon for the replacement street lighting with LED's and the cost was in the region of £5000.

Resolved that:

- 1) the report be noted;
 - 2) the quote from Eon be approved; and
 - 3) delegated authority be given to the Clerk, in consultation with the Chairman and Councillor Kevin Ridge, to agree the quote from Eon, should it be revised due to the current supplier issues which businesses are facing. **Action TG/KR/ML**
- v) Poors Allotment Committee – Councilor Linda Baker asked that the report on the Poors Allotment Committee be deferred to the next meeting.

Resolved that this item be deferred to the next meeting Parish Council. **Action TG/LB**

25/22 Parish Council Matters

- i) Training – The Chairman reminded Councillors about the Parish Council's training policy and the need to undertake training courses.

Resolved that the report be noted.

- ii) Parish Council Documents & Policies 2022/2023 – 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 2022/2023:

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- 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

(iii) Parish Council Responsibilities – The Parish Council reviewed a number of responsibilities for Councillors to fulfil.

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

- Playing Field and Pavilion (now the Playing Field Association) – Councillors Mark Bracey, Michael Loggin and Kevin Ridge.
- VAS on Farthinghoe Road – Councillor Kevin Ridge
- Monthly monitoring of the play areas (playing field and Myers Close) – Diana Sheasby
- Financial Monitoring – Defer to the next meeting.

26/22 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/2022/1083/FUL

13 Farthinghoe Road Charlton

Single storey extension to rear. Hip to gable extension. Rear first floor dormer to accommodate loft conversion

No comments

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

27/22 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 be noted and the following be approved for payment:

Theresa Goss – Salary and expenses for July & August 2022	
HMRC – Payments for July & August 2022	
Adderbury Parish Council - SLCC annual membership	£53.75
Npower – Electricity at the playing field pavilion	£709.46

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Npower – Electricity for street lighting	£809.31
Keith Wilks – Grass Cutting	£180.00
Eon – Street lighting maintenance	£107.99
TaxAssist Accountants – Payroll services for 2022/2023	£293.32
Della Wolfe – Platinum Jubilee expenses	£137.89
PCC – Annual Grant for Cemetery Maintenance	£650.00
PCC – Annual Grant for The Link	£150.00
Playing Field and Pavilion – Annual Grant	£500.00

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 18 July 2022 for the Unity Trust bank accounts.

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

- (iii) Budgeting Monitoring 2022 – The Parish Council consider a budget monitoring report from April to July 2022.

Resolved that the report be noted.

28/22 Correspondence – There was no further correspondence.

29/22 Exclusion of the Public and Press

Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minute numbered 30/22 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

30/22 Clerk and Responsible Financial Officer – The Parish Council discussed the working hours of the Clerk and Responsible Financial Officer for 2022/2023.

Resolved that the Clerk and Responsible Financial Officer's salary be increased to 22 hours per month and this be back dated to June 2022. **Action TG**

(The public and press were invited back into the meeting at the conclusion of this item)

31/22 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 19 September 2022
- 21 November 2022

17/22 Items for the Next Agenda

- Poors Allotment Committee
- Flagpole
- Monitoring of Financial Matters

(The meeting closed at 8.40pm)

Signed, Chairman – 18 July 2022