

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL HELD ON ZOOM ON MONDAY 18 MAY 2020 AT 7.30PM

PRESENT: Chairman: Councillor Andrew Woods; Councillors Linda Baker, Andrea Gladden, Michael Loggin and Diana Sheasby.

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

APOLOGIES: Parish Councillor Richard Bland submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

Parish Councillor Adrian Kelly submitted his apologies because he was at work, the apologies were accepted and the absence authorised.

1/20 Declaration of Interests – There were no declarations of interest.

2/20 Appointment of Chairman 2020/2021 – The Chairman asked for nominations for Chairman for 2020/2021. Councillor Andrew Woods was nominated and seconded.

Resolved that Councillor Andrew Woods be appointed as Chairman for 2020/2021.

3/20 Appointment of Vice-Chairman – The Chairman asked for nominations for Vice-Chairman for 2020/2021. Councillor Michael Loggin was nominated and seconded.

Resolved that Councillor Michael Loggin be appointed as Vice-Chairman for 2020/2021.

4/20 Minutes - The minutes of the meeting held on 20 January 2020 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 20 January 2020 be approved and signed by the Chairman.

5/20 Matters Arising from the Minutes of 20 January 2020 – There were no matters arising.

6/20 Open Forum – Residents addressed the Parish Council with regard to the parking issues on the grass verge outside the property, Lagonda and the damage the vehicles were causing to the verge. There had been a meeting with the County Council however, they had no funds available for any works but damage by the parked vehicles was continuing.

7/20 Damage to Grass Verge – Following on from the Open Forum, the Parish Council discussed the condition of the grass verge on the corner of Farthinghoe Road and Brackley Road, following a meeting with the Highways Officer from Northants County Council.

The Parish Council had concerns about the damage to the area especially because it was at the entrance to the village. It was agreed that Councillors would consider further ideas to tackle the issue at the next meeting.

Resolved that:

- 1) the report be noted;
- 2) the bus company be contacted and asked if there is an alternative collection and drop-off point in the village for the school children; **Action TG**
- 3) a letter be sent to the residents who are parking their vehicles on the grass verge asking them to find an alternative location; and **Action TG**
- 4) the matter be discussed again at the next meeting. **Action TG**

8/20 Reports from County and District Councillors - There was no report from the County & District Councillor Rebecca Breese.

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9/20 Village Matters

- i) Playing Field and Pavilion – There was no update on the pavilion project.
Resolved that the report be noted.
- ii) Farthinghoe Road – The Clerk reported that she had received an email from Helen Howard at Northants County Council with regard to the relocation of the poles and speed signs on Farthinghoe Road. The work had been ordered and would be completed by the end of June 2020.
Resolved that the report be noted.
- iii) Dog Fouling in the Village – The Parish Council considered new ideas to tackle dog fouling in the village, however it would be discussed in more detail at the next meeting.
Resolved that this item be deferred to the next meeting. **Action TG**
- iv) Proposed Permissive Footpath from Cemetery to Newbottle Woods – The Clerk reported that Astrop Farms Limited would not to permit a new permissive footpath at this location.
Resolved that the report be noted and no further action be taken.

10/20 Parish Council Matters

- i) Parish Council Elections – The Chairman advised the Parish Council elections had been put back to May 2021 due to the Covid-19 Pandemic. Therefore, terms of office which were due to expire in May 2020 have been extended until May 2021.
Resolved that the report be noted.
- ii) Housing Needs Survey – The Parish Council discussed the draft Housing Needs Survey, following clarification of a number of issues which were raised at the Parish Council meeting in January 2020.
Resolved that the Parish Council supports the Housing Needs Survey. **Action TG**
- iii) Parish Council Documents – The Parish Council reviewed a number of Council documents, which were available to view on the Parish Council web site.
Resolved that the following documents be approved for 2020/2021:
- 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

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- Safeguarding Policy

11/20 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.

S/2019/2268/FUL, Holly House, Drury Lane, Charlton, Single storey rear extension
No comments

S/2019/2389/FUL, Manor Farm Road to Church, Newbottle, Change of use of agricultural workshop from Agricultural Use to B1 (c) Light Industrial Use
No comments

S/2020/0227/FUL, 3 Green Lane, Charlton, replace roof to create habitable accommodation and single storey extensions to front and rear of property.
No comments

S/2020/0580/FUL, Ancillary Building, Bell Cottage, Farthinghoe Road, Charlton - Conversion and extending of outbuilding building into a one bedroom annexe
No comments

S/2019/2479/FUL, Church Cottage, Main Street, Charlton – The Parish Council considered an application for the demolition of an existing porch and replace with extension.
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.

S/2019/1430/FUL, Felden House, Main Street, Charlton, replacement of single storey rear timber garden room/greenhouse with new glazed extension under slate tiled roof
Approved

S2019/2004/FUL, Farafield Hogg Lane Charlton, demolition of existing house and integral garage and erection of the new replacement house and carport.
Approved

S/2019/2268/FUL & S/2019/2269/LBC, Holly House, Drury Lane, Charlton, single storey rear extension
Withdrawn

S/2019/2389/FUL, Manor Farm Road to Church, Newbottle, Change of use of agricultural workshop from Agricultural Use to B1 (c) Light Industrial Use
Approved

12/20 Finance

- i) Accounts - The Clerk submitted to the Parish Council, the accounts to be paid.

Resolved that the following accounts be approved for payment:

T Goss – Salary May 2020	£126.20
T Goss – Expenses for May 2020	£7.32
T Goss – Salary for June 2020	£126.20
HMRC – May 2020 payment	£31.60
HMRC – June 2020 payment	£31.60
Adderbury Parish Council – Use of laptop and printer	£30.00
PCC – Grant for Cemetery and The Link	£800.00

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Northants CALC – Annual Subs	£292.34
Came and Company – Annual Insurance Renewal	£856.62
Lisa Scanlon – Annual domain renewal for village web site	£111.75

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 16 March 2020 for the Lloyds TSB bank accounts.

Resolved that the bank reconciliation for the Lloyds TSB bank accounts be noted.

- iii) Internal Audit 2019/2020 – Prior to the meeting, the Internal Auditor’s report for 2019/2020 had been circulated to the Parish Council.

Resolved that the report be noted and approved.

- iii) Review of the Effectiveness of the Internal Audit 2019/2020 – Prior to the meeting, the Review of the Effectiveness of the Internal Audit 2019/2020 had been circulated to the Parish Council.

Resolved that Review of the Effectiveness of the Internal Audit 2019/2020 be approved.

- iv) Statement of Internal Control 2019/2020 – Prior to the meeting, the Statement of Internal Control 2019/2020 had been circulated to the Parish Council.

Resolved that the Statement of Internal Control 2019/2020 be approved.

- v) Accounts 2019/2020 – The Parish Council considered the Annual Governance and Accountability Return for the year ended 31 March 2020 and the Receipts and Payments as at 31 March 2020.

Resolved that:

- i) the Receipts & Payments Account as at 31 March 2020 be approved;
- ii) the Annual Governance Statement 2019/2020 (Section 1) and the Accounting Statement for 2019/2020 (Section 2) be approved; and
- iii) the Certificate of Exemption be approved.

13/20 Correspondence – There was no further correspondence.

14/20 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 15/20 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

15/20 Clerk & Responsible Financial Officer - The Parish Council completed a review of the salary for the Clerk and Responsible Financial Officer for 2020/2021.

Resolved that the salary for the Clerk and Responsible Financial Officer, be moved up to point 22 from 1 April 2020. **Action TG**

16/20 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at Charlton Memorial Hall (unless otherwise stated):

- 20 July 2020
- 21 September 2020
- 16 November 2020

17/20 Items for Future Agendas

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- Dog fouling initiatives

(The meeting closed at 8.40pm)

Signed, Chairman – 20 July 2020