

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 20 NOVEMBER 2023 AT 7.30PM

PRESENT: Councillor Michael Loggin Chairman; Councillors Linda Baker, Jordan Bolton, Mark Bracey, Kevin Ridge, Wayne Rule and Matthew Walsh.

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

43/23 Apologies – West Northants Councillor Rosie Herring submitted her apologies.

Resolved that the apologies be noted.

44/23 Declaration of Interests – There were no declarations of interest.

45/23 Minutes - The minutes of the meeting held on 18 September 2023 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 18 September 2023 be approved and signed by the Chairman.

46/23 Matters Arising from the Minutes of 18 September 2023 – There were no matters arising.

47/23 Open Forum – A resident addressed the Parish Council and advised that the Playing Fields Association had raised £5263 so far this year. A pop-up café had been arranged for the following weekend and tickets for two raffles were also being sold.

Since fundraising had started, just over £13,000 had been raised in total for the playing field and pavilion project. Facilities had been the focus this year, including the car park and Councillor Jordan Bolton was thanked for all his work. The toilets had also been refurbished and there were new picnic benches and another bench would be ordered shortly. A calendar of events for 2024 would be produced and there would be some new events for the community to get involved with.

Focus next year was work on the pavilion, pump park and bottom part of perimeter path. Planning permission for the pavilion had to be obtained before grant funding applications could be submitted.

With regard to the pavilion, a design had been chosen which was in keeping with the current design and the surroundings. The design allowed each area to be used independently and included a space at side/front for a community shop/café. Andrew Wallace from West Northants Council had advised on the funding opportunities which were available. The approximate cost for the facility was £90,000 for the building shell, but this did not include the fit out of the interior. Including the interior, the total cost would be approximately £120,000.

The Parish Council was asked to approve the plans for submission to the Local Planning Authority. The plans also needed approval from The 140 Trustee Company Ltd and contact would be made with John Townsend to progress this.

Contact had also been made with a professional who could assist with grant funding applications. Their fees would need to be covered by the Parish Council because they could not be paid from the grant funds.

There was also a discussion about the parking issues in the village and how these had been made worse by a number of unnecessary Facebook posts.

Another resident reported on the work of Charlton Crew and it was agreed that this Group would be become a Working Group of the Parish Council, led by Della Wolfe.

(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)

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48/23 Reports from the Unitary Authority Councillors – There were no reports from the West Northants Unitary Authority Councillors.

49/23 Village Matters

- i) Playing Field Association (PFA) – Following the presentation from the resident during the Open Forum, the Parish Council discussed the submission of a planning application for a new pavilion building.

Resolved that the Parish Council supports the submission of a planning application for a new pavilion building, subject to support from The 140 Trustee Company Ltd.

- ii) Myers Close Play Area – Councillor Jordan Bolton reported that the surfacing at the play area needed to be replaced and there were a number of trip hazards. With regard to the equipment, the Pre-School had advised on the items they would like to see in the play area and quotes would now be obtained.

The benches and railings were in a reasonable condition and could be repainted.

Resolved that:

- 1) the report be noted;
- 2) quotes be obtained for new play equipment and surfacing in the Myers Close play area; and
- 3) grant funding for the play equipment be investigated.

Action JB

- iii) 20mph Speed Restrictions in Charlton – The Parish Council discussed a proposal for 20mph speed restrictions in the village following a meeting with a West Northants Council Highways Officer.

The Chairman reported that Helen Howard would be requesting speed data for Farthinghoe Road and during the meeting, a number of options were discussed for reducing the speed on this road. In addition, parking at the Myers Way/Farthinghoe Road junction was discussed and it was suggested that double yellow lines and waiting restrictions would be possible.

Resolved that:

- 1) the Parish Council to submit to West Northants Council, a request for double yellow lines on the corners of the junction of Myers Way and Farthinghoe Road and a mirror opposite this junction;
- 2) chicanes on Farthinghoe Road not be progressed because the Parish Council does not have £25,000 to match-fund the project;
- 3) the VAS on Farthinghoe Road be changed from 30mph to 20mph;
- 4) the advisory 20mph signs be erected on Farthinghoe Road; and
- 5) a request be made to the community to encourage volunteers to support the Community Speed Watch Scheme. **Action TG**

- iv) Asset of Community Value – The Chairman reported that there had not been any progress with registering The Rose and Crown as an asset of community value.

Resolved that Richard Bland be contacted for a progress report. **Action TG**

50/23 Parish Council Matters

- i) Training – The Chairman reminded Councillors about the Parish Council's training policy and the need to undertake training courses.
<https://www.newbottleparishcouncil.co.uk/securedocs/NPC%20Training%20Policy.pdf>

Resolved that the report be noted.

- ii) Reserves Policy – The Parish Council considered a draft Reserves Policy.

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Resolved that the Parish Council's Reserves Policy be approved and uploaded onto the Parish Council web site. **Action TG**

- iii) Publication Scheme – The Parish Council considered a Publication Scheme, for the publication of Parish Council documents.

Resolved that the Parish Council's Publication Scheme be approved and uploaded onto the Parish Council web site. **Action TG**

51/23 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:

2023/6046/LBC

Holly House Drury Lane Charlton

Listed Building Consent for removal and replacement of 5 no existing timber sash windows to the garden facade.

No objections

2023/6452/FULL

Memorial Hall, Main Street, Charlton

Erection of a flagpole

Support

2023/7221/FULL

Cornerstone Farthinghoe Road Charlton

Replacement dwelling

No objections

2023/7280/TCA

Hunters, Hatch Main, Street Charlton

T1 - Walnut - Crown Reduction by 1.5m, Crown Lift Away from Driveway Entrance, Public Lane and Garden Boundary Wall by 3m

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:

2023/5744/FULL

21 Cartwright Road, Charlton

Extension to side and rear of existing, new driveway and associated landscaping works

Approved

2023/6452/FULL

Memorial Hall, Main Street, Charlton

Erection of a flagpole

Approval

52/23 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.

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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 20 November 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 November 2023.

Resolved that the report be noted.

- iv) Conclusion of External Audit – The Clerk advised the Parish Council that the External Audit for 2022/2023 had concluded and prior to the meeting, the External Auditor's report had been circulated.

Resolved that the conclusion of the external audit and the External Auditor's report for 2022/2023 be noted and approved.

- v) Internal Auditor – The Parish Council discussed the appointment of Auditing Solutions Ltd as the Internal Auditor for 2023/2024.

Resolved that Auditing Solution Ltd be appointed as the Internal Auditor for 2023/2024. **Action TG**

- vi) Budget & Precept 2024/2025 – The Parish Council discussed the Budget and Precept for 2024/2025.

Resolved that the budget for 2024/2025 be approved and the precept be set at £15,000. **Action TG**

- vii) **Parish Council Bank Accounts** – The Parish Council discussed including Councillor Jordan Bolton as a signatory on the Parish Council Bank accounts.

Resolved that Councillor Jordan Bolton be added as a signatory on the Parish Council bank account and the signatories be confirmed as Councillors Jordan Bolton, Michael Loggin, Kevin Ridge and Wayne Rule. **Action TG**

53/23 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 minutes numbered 54/23 & 55/23 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

54/23 Staffing Matters – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2023

Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2023.

55/23 Grass Cutting Contract 2024/2025 – The Parish Council discussed the grass cutting contract for 2024/2025

Resolved that the grass cutting contract for 2024/2025 be awarded to Mick Dempsey. **Action TG**

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

56/23 Correspondence – There was no further correspondence.

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57/23 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 17 January 2024
- 18 March 2024
- 15 April 2024 (Annual Parish Meeting)
- 20 May 2024
- 15 July 2024
- 16 September 2024
- 18 November 2024

58/23 Items for Future Meetings

- Charlton Welcome Newsletter

(The meeting closed at 9.05pm)

Signed, Chairman – 17 January 2024