

# NEWBOTTLE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON THURSDAY 27 JANUARY 2022 AT 7.30PM

**PRESENT:** Chairman Councillor Michael Loggin: Councillors Linda Baker, Mark Bracey, Struan Kenton, Phil Marshall and Kevin Ridge.

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

**APOLOGIES:** None

Councillor Wayne Rule was not present.

**54/21 Declaration of Interests** – There were no declarations of interest.

**55/21 Minutes** - The minutes of the meeting held on 15 November 2021 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 15 November 2021 be approved and signed by the Chairman.

**56/21 Matters Arising from the Minutes of 15 November 2021** – There were no matters arising.

**57/21 Open Forum** – A resident addressed the Parish Council and made a number of suggestions about how the community could be encouraged to be more engaged with other people and other organisations in the village. Ideas such as a Welcome Pack, WhatsApp Group and a village meeting were discussed.

It was agreed that any initiatives which were implemented, would be led by the Parish Council and the resident agreed to provide support to the Parish Council on these initiatives too.

Following a lengthy discussion, it was agreed that the Annual Parish Meeting would now be held on Saturday 7 May 2022 from 10am to 12 noon at the Memorial Hall. It was agreed that in addition to the formal part of the Annual Parish Meeting, there would be an informal 'Freshers' session involving village organisations, who would be invited to attend and provide information on their activities.

The resident agreed to progress the Annual Parish Meeting/Freshers idea and would attend the next Parish Council meeting to provide an update.

The village would also be asked for their thoughts on a Welcome Pack and what items/information could be included. **Action TG**

It was also noted that there was a meeting being held on 16 February 2022 regarding the village events to mark HM The Queen's Platinum Jubilee in June 2022.

The resident was thanked for attending the meeting and for her suggestions to engage with the community.

*(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)*

**58/21 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

**59/21 Village Matters**

- i) **Playing Field and Pavilion** – The Parish Council received an update from Playing Field Development Working Group. Councillor Phil Marshall reported that here had been meetings of the Working Group and a draft Business Plan had been produced, including a sketched map of the proposed changes at the playing field. It was likely the work would be undertaken in three or four phases and information would be

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published in The Link. There was also no intention to not include the sport pitches as part of the re-development. It was also confirmed that the Trustees of the Playing Field were in agreement with the works.

**Resolved** that:

- 1) the report be noted; and
- 2) the request from Brackley Athletic Football Club to erect signage at the playing field, be approved.

**Action TG**

- ii) 'The Queen's Green Canopy' – The Parish Council discussed a suggestion that saplings trees could be planted in the Myers Close play area as part of the HM The Queen's Platinum Jubilee celebrations. Councillor Phil Marshall reported that he met the resident Paul Wilson and he was happy that 15 saplings were planted in that area. Residents in Myers Close had been consulted by Mr Wilson and there had been very little feedback.

**Resolved** that:

- 1) the report be noted;
- 2) Paul Wilson be thanked for progressing the tree planting in Myers Close;
- 3) a date be agreed for the planting of the saplings and the community be invited to attend. **Action PM/TG**

- iii) Defibrillator – The Parish Council received an update on the defibrillator for the Playing Field. The Clerk had purchased the defibrillator from Wel Medial Ltd and it was being delivered to Victoria Sillett, Secretary of Brackley Athletic Football Club. Victoria would set up the device and advise the Clerk where it was located in the pavilion. Victoria had also offered to hold a defibrillator training session for anyone in the village who wished to know more about it.

**Resolved** that:

- 1) the report be noted; and
- 2) Victoria Sillett be thanked for her offer of a training session on the defibrillator and this be advertised in the village once the defibrillator was in place in the playing field pavilion. **Action TG**

- iv) Street Lighting – Councillor Kevin Ridge reported that he had been trying to contact Dave Mooney at Eon but had been unsuccessful. The Clerk agreed to contact Mr Mooney on Councillor Ridge's behalf.

**Resolved** that:

- 1) the report be noted;
- 2) contact be made with Dave Mooney at Eon to enable to street lighting project to progress. **Action TG**

- v) Annual Parish Meeting (APM) – The Chairman reported that the APM would be held on Saturday 7 May 2022, 10am to 12 noon at the Memorial Hall.

**Resolved** that the report be noted.

### 60/21 Parish Council Matters

- i) Delegated Powers to the Clerk and Responsible Financial Officer – The Parish Council discussed delegating its authority to the Clerk and Responsible Financial Officer should physical Parish Council meetings not be permitted, due to the Covid-19 pandemic and further Government restrictions.

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### **Resolved** that:

- 1) in response to the Covid-19 situation, if the Government restrictions prevent physical meeting being held, the Parish Council agrees to grant the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman, delegated authority to make decisions on behalf of the Parish Council, preferably following a Parish Council meeting held on-line;
  - 2) the delegation does not extend to matters expressly reserved to the Parish Council in legislation or in its Standing Orders or Financial Regulations;
  - 3) any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first physical meeting of the Parish Council, or upon changes to Government legislation, whichever is the soonest; and
  - 4) Standing Orders be amended to include the above as a permanent delegation in circumstances where Parish Council meetings cannot be held for any reason. **Action TG**
- ii) Play Area Annual Inspections – Prior to the meeting, the annual play areas inspections for Myers Close and the playing field had been circulated to the Parish Council.

### **Resolved** that:

- 1) the reports be noted;
  - 2) the items which were not rated as low risk be addressed; and **Action ML/TG**
  - 3) a new dog waste bin be purchased and sited at the Rose and Crown Pub. **Action TG/SK**
- iii) 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.

## 61/21 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/2020/2394/FUL  
Hunters Hatch Main Street Charlton  
Part demolition of existing single storey. Proposed twostorey and part single storey rear extension. Re-roofing of existing garage and enclosure - Amended scheme to include a part demolition of existing single storey. Proposed two-storey and part single storey rear extension. Re-roofing of existing garage and enclosure  
No objections
- WNS/2021/1929/FUL & WNS/2021/1930/LBC  
Newbottle Manor Road to Church Newbottle  
Replacement of existing 1980s garden pond with a new swimming pool and associated works including use of existing ancillary buildings for mechanical plant.  
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: S/2020/2394/FUL  
Hunters Hatch Main Street Charlton  
Part demolition of existing single storey. Proposed twostorey and part single storey rear extension. Reroofing of existing garage and enclosure  
Approved
- WNS/2021/1929/FUL & WNS/2021/1930/LBC  
Newbottle Manor Road to Church Newbottle

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Replacement of existing 1980s garden pond with a new swimming pool and associated works including use of existing ancillary buildings for mechanical plant.

Approved

### 62/21 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 January and February 2022 |          |
| HMRC – Payments for January and February 2022                    |          |
| Eon – Electricity Account  | £634.56  |
| Unity Bank – Service Charges on both Bank Accounts               | £36.00   |
| Eon – Street light repair  | £28.16   |
| Auditing Solutions – Interim Internal Audit 2021/2022            | £204.00  |
| The Play Inspection Company - Annual Play Area Inspections       | £252.00  |
| Eon – Electricity for street lighting                            | £432.90  |
| Charlton Memorial Hall – Room Hire                               | £26.00   |
| Mick Dempsey - Grass Cutting                                     | £1820.00 |

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 27 January 2022 for the Lloyds TSB and Unity Trust bank accounts.

**Resolved** that the bank reconciliation for the Lloyds TSB and Unity Trust Bank accounts be noted.

- iii) Standing Orders and Financial Regulations – The Parish Council discussed amendments to ensure they record a consistent value for formal tender action, ideally, given the average annual spend, at a lower value than currently recorded in the Financial Regulations.

**Resolved** that the contract amount where three tenders are required, be lowered to £5000 from £10,000.

**Action TG**

- v) Internal Audit 2021/2022, Interim Report – The Parish Council considered the interim report from the Internal Auditor.

**Resolved** that the report and recommendations be noted.

- vi) Budget Monitoring – Prior to the meeting, the Clerk had circulated the budget monitoring report from April 2021 to January 2022.

**Resolved** that the report be noted.

- 63/21 Correspondence** – Parish Council had been requested to take over the responsibility for the village litter pick. This request was agreed and it would be held on Friday 1 April 2022 at 6pm, starting at the Memorial Hall. Thanks would be passed to Sir Paul Hayter for the many years he organised the event. **Action TG**

### 64/21 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 65/21 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

- 65/21 Grass Cutting Contract** – The Parish Council discussed the grass cutting contract for 2022/2023.

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**Resolved** that the grass cutting contract for 2022/2023 be awarded to Mick Dempsey. **Action TG**

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

**66/21 Meeting Dates** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 21 March 2022
- Saturday 7 May 2022 (Annual Parish Meeting)
- 18 July 2022
- 19 September 2022
- 21 November 2022

**67/21 Items for the Next Agenda**

- Poors Allotment Committee

(The meeting closed at 9.15pm)

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Signed, Chairman – 21 March 2022