

# NEWBOTTLE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 28 NOVEMBER 2022 AT 7.30PM

**PRESENT:** Councillor Michael Loggin Chairman; Councillors Linda Baker, Mark Bracey, Wayne Rule and Kevin Ridge.

**ALSO IN ATTENDANCE:** Two members of the public.

**46/22 Apologies** – Councillor Struan Kenton submitted his apologies because he was at work.

Apologies were also received from Theresa Goss, Clerk and Responsible Financial Officer.

**Resolved** that the apologies from Councillor Struan Kenton be accepted and the absence be authorised.

**47/22 Declaration of Interests** – There were no declarations of interest.

**48/22 Minutes** - The minutes of the meeting held on 19 October 2022 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 19 October 2022 be approved and signed by the Chairman.

**49/22 Matters Arising from the Minutes of 19 October 2022** – There were no matters arising.

**50/22 Open Forum** – No issues were raised by the residents.

*(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)*

**51/22 Reports from County and District Councillors** – There were no reports from the County and District Councillors.

**52/22 Village Matters**

- i) Playing Field and Pavilion – John Townsend and Victoria Beadle attended the meeting to discuss the amendments to the lease between the Parish Council and The 140 Trustee Company Limited, which would remove the break clauses in favour of the Landlord.

During the discussion, the Chairman reported that he had made contact with Alice Townsend, who advised that the Trustees had concerns about giving up all their break clauses, in case the playing field fell into disrepair or disuse in future years.

Therefore, the Trustees asked for reassurances from the Parish Council that if the playing field fell into disuse and/or disrepair, it would undertake to trigger the tenants break clause in the lease. It was also understood by the Parish Council that it was a tenant obligation to ensure the Playing field is maintained and used in line with the terms of the lease. Therefore, if the terms of the lease were not kept to, the lease could be forfeited and the Landlord could take possession. The Parish Council understood these points and was in agreement.

A report on the progress of the playing field project was given by Victoria Beadle. The main points were

- Work on the new footpath was in progress, as was increasing the parking area.
- Planning was underway for removal of the old play equipment, following consultation with residents.
- Brackley Athletic Football Club had indicated their support of the plans and works being undertaken.
- Discussions were underway regarding ongoing/future funding requests. Victoria could provide details of funding secured through village activities, if required.

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- Thanks was expressed to Ali Collis for the funds raised during the Marathon.

John and Victoria were thanked for attending the meeting.

**Resolved** that:

- 1) the reports be noted; and
  - 2) the removal of the break clauses, as an amendment to the lease between the Parish Council and the The 140 Trustee Company Limited, be approved and the lease be signed by the Proper Officer, Chairman and Vice-Chairman (where appropriate), in due course.
- ii) Flag Pole – Councillor Mark Bracey provided information on the approximate costings for a flag pole, which were in the range of £150 - £1000, depending on the type, size and material of the pole.

A location for the pole would need to be agreed and it was suggested that this could be in front of the Village Hall, near the vehicular entrance, subject to permission from the landowner.

Councillor Bracy would make further investigations and report back at the next meeting.

**Resolved** that this item be deferred to the next meeting. **Action MB/TG**

- iii) Street Lighting – Councillor Kevin Ridge reported that he was waiting for a project start date from Eon. However, there had been a change of personnel at Eon which had caused the delay.

**Resolved** that the report be noted.

- iv) Pools Allotment Committee – Councillor Linda Baker reported on the Pools Allotment Committee. In 2021, £662 had been spent on coal for local people in Charlton and Kings Sutton and £1020 had been spent in 2022.

**Resolved** that the report be noted.

### 53/22 Parish Council Matters

- i) Vacancies – There were no applications for co-option, however a resident had expressed an interest in the role.

**Resolved** that the report be noted.

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

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

- Monthly monitoring of the Myers Close play area – Defer to the next meeting.
- Financial Monitoring – Defer to the next meeting.

**Action TG**

### 54/22 Planning

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- 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: None
- 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

## 55/22 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 and uncashed payments be noted and the following be approved for payment:

Theresa Goss – Salary and expenses for November and December 2022	
HMRC – November and December 2022	
Unity Trust Bank – Service Charge	£36.00
Keith Wilks – Grass Cutting at the Playing Field	£120.00
Eon – Electricity for street lighting	£748.62
Theresa Goss – Stationery order	£5.50
Pixel Concepts – Web site hosting	£193.20
Starboard Systems Limited	£345.60
Eon – Street lighting maintenance	£107.99

- ii) Bank Reconciliation - Prior to the meeting, the Clerk had circulated the bank reconciliations as at 28 November 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 considered a budget monitoring report from April to November 2022.

**Resolved** that the report be noted.

- (iv) Conclusion of External Audit – The Parish Council considered the conclusion of the External Audit for 2021/2022 and note the External Auditor's report.

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

- (v) Appointment of Internal Auditor 2022/2023 – The Parish Council discussed the appointment of the Internal Auditor for 2022/2023.

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

- (vi) Budget and Precept 2023/2024 – The Parish Council discussed the Parish Council budget and precept for 2023/2024

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

56/22 **Correspondence** – There was no further correspondence.

57/22 **Public and Press**

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**Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 58/22 on the grounds that it could involve the likely disclosure of private and confidential information.

**58/22 Staffing Matters** – The Parish Council considered the revised pay scales for the Clerk and Responsible Financial Officer.

**Resolved** that the amended pay scales be noted and these be back dated to 1 April 2022. **Action TG**

**59/22 Meeting Dates** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- Monday 16 January 2023
- Monday 20 March 2023
- Monday 17 April 2023 (Annual Parish Meeting)
- Monday 15 May 2023
- Monday 17 July 2023
- Monday 18 September 2023
- Monday 20 November 2023

(The meeting closed at 8.30pm)

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Signed, Chairman – 16 January 2023