

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 20 MAY 2024 AT 7.30PM

PRESENT: Councillor Michael Loggin Chairman; Councillors Linda Baker, Jordan Bolton and Wayne Rule.

ALSO IN ATTENDANCE: Theresa Goss, Clerk and Responsible Financial Officer.

1/24 Apologies – Councillor Mark Bracey submitted his apologies because he was at work. Councillor Kevin Ridge submitted his apologies because he was on holiday. Councillor Matthew Walsh submitted his apologies because he had another appointment.

Resolved that the apologies from Councillors Mark Bracey, Kevin Ridge & Matthew Walsh be approved and the absences authorised.

2/24 Appointment of Chairman for 2024/2025 – The Chairman asked for nominations for the position of Chairman for 2024/2025.

Resolved that Councillor Michael Loggin be appointed as Chairman of the Parish Council for 2024/2025.

The Chairman then signed the Declaration of Acceptance of Office.

3/24 Appointment of Vice-Chairman for 2024/2025 – The Chairman asked for nominations for the position of Vice-Chairman for 2024/2025.

Resolved that Councillor Wayne Rule be appointed as Vice-Chairman of the Parish Council for 2024/2025.

4/24 Declaration of Interests – There were no declarations of interest.

5/24 Minutes - The minutes of the meeting held on 18 March 2024 were taken as read, duly adopted and signed by the Chairman.

Resolved that the minutes of the meeting held on 18 March 2024 be approved and signed by the Chairman.

6/24 Matters Arising from the Minutes of 18 March 2024 – There were no matters arising.

7/24 Open Forum – There were no residents present.

(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)

8/24 Reports from the Unitary Authority Councillors – There were no reports from the West Northants Unitary Authority Councillors.

9/24 Village Matters

i) **Playing Field Association (PFA)** – The Chairman reported that the Playing Field Association would like approval to order one additional bench and one large picnic bench for the playing field. The memorial bench had been paid for by Vincenzo Marsella's family and donations received from Conor Dowes family would be used towards the picnic bench. The total for both was £1098.00.

The PFA had also passed the first stage of the process for applying for a grant from Valencia and the second stage was being worked on, with a submission date of 31 July 2024. A decision should be received shortly afterwards and if successful, it was hoped the perimeter path would be completed before the start of the next football season. A quote had been received from a local contractor and two further quotes would be sought. If the application was successful, £5000 match funding would be required.

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The PFA was currently in the final stages of agreeing the design of the Pavilion with Passmore and it was hoped a planning application would be submitted by 30 June 2024.

Resolved that:

- 1) the report be noted;
- 2) the purchase of a new picnic bench and a memorial bench for the playing field be approved;
- 3) Keith Wilkes be contacted by the Chairman to discuss the grass cutting and line marking at the playing field. **Action ML**

- ii) Myers Close Play Area – Councillor Jordan Bolton reported that a third quote had been received and Kompan had reviewed their figure and an application had been submitted to Valencia for grant funding.

The Clerk suggested that grant funding could be available from HS2 and agreed to forward details to Councillor Bolton.

Resolved that the report be noted.

- iii) Traffic Calming – The Chairman reported that he had met with Helen Howard from West Northants Unitary Authority to discuss a proposed parking area on Farthinghoe Road. However, the proposal could not be supported and the verge would not be designated as an official parking area.

Resolved that the report be noted.

10/24 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) Parish Council Insurance – The Parish Council reviewed the Parish Council's insurance policy for 2024/2025.

Resolved that the quote from Gallagher for the Parish Council insurance for 2024/2025 be accepted.
Action TG

- iii) Parish Council Documents & Policies 2024/2025 – 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 2024/2025:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- 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

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- Subject Access Request Procedure
- Press and Media Policy
- Safeguarding Policy
- Training Policy

iv) Parish Council Responsibilities – The Parish Council reviewed its responsibilities for Councillors to fulfil.

Resolved that the following appointments be approved for 2024/2025:

- Playing Fields Association – Councillors Michael Loggin and Kevin Ridge
- VAS on Farthinghoe Road – Councillor Kevin Ridge
- Monthly monitoring of the Myers Close play area – Councillor Jordan Bolton
- Financial Monitoring – Councillor Matthew Walsh
- Raising the Flag – Councillor Wayne Rule
- Poors Allotment – Councillor Linda Baker

11/24 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 West Northamptonshire Unity Authority:

2024/1641/FULL

Memorial Hall, Main Street, Charlton

Construction of new single storey preschool building with secure play area on land adjacent to Charlton Memorial Hall

No objections

2024/1898/TCA

Walnut House, Main Street, Charlton

Removal of 1 x Large Bird Cherry

No objections

2024/1928/FULL

Fox House, Farthinghoe Road, Charlton,

Demolition of existing rear extension and garage. Single and double storey side and rear extension with solar panels. New pergola. Alterations to outbuilding. Entrance canopy. 1.8m high timber entrance gates.

No objections

ii) **Resolved** that, it be noted that, since the last meeting, the following planning applications had been determined by West Northants Unity Authority Planning Committee/Planning Officers:

2023/8040/PA

Charlton House Farm, Evenley Road, Hinton In The Hedges

Determination as to whether prior approval is required (under Class Q of Part 3 of the above Order) for the change of use of an agricultural building to a dwelling house (Use Class C3) together with the building operations necessary to convert the building, in respect of: the transport and highways impacts of the development; contamination risks on the site; flooding risks on the site; whether the siting and location of the buildings makes it impractical or undesirable to change the use and the design and external appearance of the building.

Granted

2024/0360/FULL

1 Myers Close, Charlton

Proposed first floor rear extension above the existing ground floor with internal alterations

Granted

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2024/1330/FULL

Weldon, Brackley Road, Newbottle, Charlton

Proposed two storey side extension, loft conversion, rear roof dormer, external render finish to existing external walls, and porch with associated internal and external works

Granted

2024/0926/TCA

Newbottle and Charlton Primary School, Green Lane, Charlton

To fell 1x Elm and 1x laburnum and works to 1x maple and the tree across the boundary line

Granted

- iii) The Parish Council considered the following planning applications:

2024/2047/FULL & 2024/2048/LBC

Home Farmhouse, Main Street, Charlton

Replacement of UPVC/modern windows with hardwood timber painted flush casements. Reinstatement of original front doorway. Reconfigured single storey mono-pitch roof range to rear of barn & first floor extension to existing rear range to link house to barn at First Floor with new back staircase. Thermal upgrade of converted barn (walls and floor) and relocation of Kitchen to barn. New replacement of asbestos sheeting with slate roof to barn. Services overhaul.

Resolved that the Parish Council has no objections to applications 2024/2047/FULL & 2024/2048/LBC.

Action TG

2024/2367/FULL

Forsythia Cottage, Main Street, Charlton

Convert the existing garage to create two bedrooms and a shower room.

Resolved that the Parish Council has no objections to application 2024/2367/FULL. **Action TG**

- iv) West Northamptonshire Local Plan – Councillor Wayne Rule reported on the Local Plan consultation and the submission from the Parish Council.

Resolved that the report be noted.

12/24 Finance

- i) Internal Auditor's Report 2023/2024 – The Parish Council reviewed both the 2023/2024 Internal Auditor's Report and the Annual Internal Auditor's Report 2023/2024 within the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

Resolved that:

- 1) the Internal Auditor's report and recommendations for 2023/2024 be noted and approved; and
- 2) the Internal Auditor's report within the Annual Governance and Accountability Return for the year ended 31 March 2024 be noted and submitted to the External Auditor, Moore. **Action TG**

- ii) Accounts 2023/2024 – The Parish Council considered the Receipts & Payments Account as at 31 March 2024.

Resolved that the accounts be approved and signed by the Chairman.

- iii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2023/2024.

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Resolved that Section 1 of the AGAR, the Annual Governance Statement 2023/2024 be approved and submitted to the External Auditor, Moore. **Action TG**

- iv) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2023/2024.

Resolved that Section 2 of the AGAR, the Accounting Statements 2023/2024 be approved and submitted to the External Auditor, Moore. **Action TG**

- v) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2023/2024 for 30 days starting from 10 June 2024 until 19 July 2024.

Resolved that the public has the right to inspect the Parish Council's accounting records from 10 June 2024 to 19 July 2024 and the External Auditor, Moore, be advised of these dates. **Action TG**

- vi) Appointment of Internal Auditor for 2024/2025 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2024/2025.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2024/2025. **Action TG**

- vii) Financial Matters – Prior to the meeting, a number of financial documents had been circulated to the Parish Council.

Resolved that:

- 1) the accounts for payment be approved, as detailed in appendix 1 to the minutes;
- 2) the receipts since the last meeting, the uncashed payments & uncashed receipts and the bank reconciliation, as at 20 May 2024 for the bank accounts at Unity Trust Bank be noted; and
- 3) it be noted that Councillor Matthew Walsh, as Councillor for monitoring the Parish Council's internal controls, will sign the uncashed payments list, the uncashed receipts list, the bank reconciliation as at 20 May 2024 and the Unity Trust bank statements for April 2024.

13/24 Correspondence – There was no further correspondence.

14/24 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 15/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

15/24 Staffing Matters – The Parish Council discussed the home working allowance, which the Parish Council was entitled to pay to the Clerk, in lieu of providing an office.

Resolved that the Clerk & Responsible Financial Officer be paid the monthly home working allowance. **Action TG**

16/24 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 15 July 2024
- 16 September 2024
- 18 November 2024

17/24 Items for Future Meetings

- Charlton Welcome Newsletter

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- Bus shelter
- Financial Regulations 2024/2025

(The meeting closed at 8.30pm)

Signed, Chairman – 15 July 2024

DRAFT