

# NEWBOTTLE PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 16 SEPTEMBER 2024 AT 7.30PM

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

**ALSO IN ATTENDANCE:** Theresa Goss, Clerk and Responsible Financial Officer, Unity Authority Councillor Rebecca Breese and three members of the public.

In the absence of the Chairman at the start of the meeting, Councillor Wayne Rule chaired the meeting.

**31/24 Apologies** – Councillor Jordan Bolton submitted his apologies because he was at work. Councillor Mark Bracey submitted his apologies because he was at work

**Resolved** that the apologies from Councillors Jordan Bolton and Mark Bracey be approved and the absences authorised.

**32/24 Declaration of Interests** – There were no declarations of interest.

**33/24 Minutes** - The minutes of the meeting held on 15 July 2024 were taken as read, duly adopted and signed by the Chairman.

**Resolved** that the minutes of the meeting held on 15 July 2024 be approved and signed by the Chairman.

**34/24 Matters Arising from the Minutes of 15 July 2024** – There were no matters arising.

### **35/24 Village Matters**

i) Myers Close Play Area – In the absence of Councillor Jordan Bolton, there was no update on the grant funding and progress with the project at the Myers Close play area. However, it was reported that Valencia were no longer issuing grants and other sources would need to be investigated.

**Resolved** that the report be noted.

ii) Grass Verges – The Parish Council discussed vehicles being driven over footpaths and grass verges on Farthinghoe Road.

**Resolved** that the matter be referred to West Northants Councils as the responsible body for highways.  
**Action TG**

### **36/24 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) Civility and Respect Pledge – The Parish Council discussed adopting the National Association of Local Council's Civility and Respect Pledge.

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

### **37/24 Planning**

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- i) **Resolved** that, it be noted that, since the last meeting, the Parish Council had considered the following planning application and works to trees, which had been submitted to West Northamptonshire Unity Authority: None
- 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:

2024/0627/FULL

Brann-dell 1 Farthinghoe Road Charlton  
Dropped kerb  
Permitted

2024/0350/FULL

High Cottage Main Street Charlton  
Proposed single storey side extension, single storey rear kitchen extension and two storey sitting room and bedroom rear extension  
Permitted

2024/2367/FULL

Forsythia Cottage Main Street Charlton  
Convert the existing garage to create 2 bedrooms and a shower room  
Permitted

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.  
Permitted

### 38/24 Finance

- i) 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 16 September 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 16 September 2024 and the Unity Trust bank statements for August 2024.
- ii) Budget Monitoring – The Parish Council considered the budget monitoring report for 2024/2024.  
**Resolved** that the report be noted.
  - iii) Effectiveness of the Internal Audit 2023/2024 – The Parish Council discussed the Effectiveness of the Internal Audit for 2023/2024.  
**Resolved** that the Effectiveness of the Internal Audit for 2023/2024 be approved.
  - iv) Model Financial Regulations – The Parish Council considered the updated Financial Regulations for 2024/2025.

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**Resolved** that the Financial Regulations for 2024/2025 be approved. **Action TG**

*(The Chairman arrived at the conclusion of this item)*

**39/24 Open Forum** – A resident provided the Parish Council with the background to the issue with the jetty wall and the closure of the jetty footpath due to the wall being deemed unsafe.

Following a meeting on 2 September 2024 with Sam Simons from West Northants Council (WNC) Highways, the Parish Council Chairman, Councillor Rebecca Breese and the residents affected by the closure, the length of the closure had been shortened by WNC. This still caused inconvenience to the two residents who lived along the jetty footpath and also to the community who used this footpath to and from the Pre-School and Primary School.

There was some discussion about the status of the footpath and whether it was a public footpath owned by West Northants Council or a Public Right of Way.

At the meeting Sam Simons had advised that WNC not responsible for maintaining the footpath or the wall as it was a PRow. The ownership could not be established, therefore the repairs could be the riparian owners responsibility. It was estimated that the costs for the repairs would be in the region of £40,000.

Since the meeting, Sam Simons had emailed the Parish Council stating that to progress the works and as a gesture of goodwill, WNC would contribute half of the initial costs of the design work, which was £4000, if the Parish Council also made a contribution of £4000. The total cost of the design worked being £8000.

However, it was agreed that given WNC had already suggested that the £40,000 total cost of the works could be responsibility of the riparian owners, the Parish Council did not agree to start the process of the design work and contribute £4000 until WNC had stated in writing, that there would not be any costs to residents who lived along the jetty footpath, which WNC deemed as riparian owners.

A resident also had a document dated 13 February 1980, which stated that the status of the footpath was a public footpath.

The residents were thanked for addressing the Parish Council.

*(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)*

## **40/24 Village Matters**

i) Jetty Footpath – The Parish Council discussed the closure of the Jetty Footpath (AW16 and AW17) and noted the agreed actions, following the meeting with West Northants Council on 2 September 2024.

**Resolved** that:

- 1) the report be noted;
- 2) contact be made with Aynho Parish Council with regard to wall repairs in their Parish; **Action MW**
- 3) Councillor Michael Loggin to contact Sam Simons and clarify the below:
  - What is the size of the section of the wall which is being repaired?
  - If another section fails at a later date, will any payments made by the Parish Council set a precedent for future repairs?
  - If WNC do not own the land which the Jetty footpath runs along, with what authority have they closed the footpath?

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- Following your email on 13 September 2024, which stated 'WNC will seek to secure repayment of the build cost from any eventual confirmed landowner or riparian owner' the Parish Council will not agree to make the £4k contribution for the design costs, until it is guaranteed that the 8 properties which run along the Jetty Footpath will not be asked to meet the costs of the repairs as riparian owners.
- Advise where in law, it states that the issue of riparian ownership is relevant to this matter.
- Confirm the status of the footpath - is it a public footpath or a Public Right of Way?

**41/24 Reports from the Unitary Authority Councillors** – West Northants Unitary Authority Councillor Rebecca Breese reported that she was pleased to be able to support the Parish Council and the residents with the issue of the jetty footpath and wall. Councillor Breese provided a brief overview of the work she was undertaking at WNC.

### **42/24 Village Matters**

- i) Playing Field Association (PFA) – The Chairman reported that Valencia was no longer providing grant funding therefore other sources would be needed for the new pavilion. A fundraising auction was being held at the end of the month.

The Chairman had met with Steve Fothergill and Gareth Webb from Brackley Athletic Football Club and it had been agreed that their rent would be reduced to £500 per month. It was also agreed that the grass cutting would be undertaken on a more frequent basis.

There would also not be a Charlton FC senior team this coming season.

**Resolved** that:

- 1) the report be noted; and
- 2) the monthly rent for Brackley Athletic Football Club be set at £500 per month and the legal agreement be amended to reflect this. **Action TG**

**43/24 Correspondence** – There was no further correspondence.

### **44/24 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 45/24 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

**45/24 Street Lighting** – The Parish Council considered a quote from Eon Next for phase two of the street lighting project.

**Resolved** that the quote from Eon Next be accepted. **Action TG/KR**

**46/24 Meeting Dates** - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 18 November 2024
- 20 January 2025
- 17 March 2025
- 21 April 2025 (Annual Parish Meeting)
- 19 May 2025

### **47/24 Items for Future Meetings**

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- Charlton Welcome Newsletter
- Bus shelter
- External Auditors Report and Conclusion of the External Audit

(The meeting closed at 8.50pm)

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Signed, Chairman – 18 November 2024