

NEWBOTTLE PARISH COUNCIL

MONDAY 15 SEPTEMBER 2025

Clerk & Responsible Financial Officer
Theresa Goss
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8 September 2025

Dear Councillor,

A meeting of the Parish Council will be held on **Monday 15 September 2025 at 7.30pm** at the Memorial Hall, Main Road, Charlton to transact the business set out in the Agenda below, and you are summoned to attend.

West Northamptonshire Unitary Authority Councillors Rebecca Breese and Rosie Herring are also invited to attend.

In accordance with the Equality Act 2006 & the Equality Act 2010, if any members of the public require assistance and support to enable them to access the Parish Council meeting, please contact the Clerk.

T.Goss
Clerk to the Parish Council

A G E N D A

1. **Welcome** – The Chairman to welcome members of the public and Councillors to the meeting.
7:30pm – 7:35pm

2. **Apologies for absence** - To receive any apologies for absence from the meeting.
7:30pm – 7:35pm

3. **Declarations of Interest** - Members are asked to declare any interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Advice on declarations of interest should be sought from the Clerk prior to the meeting, as advice cannot be given to Councillors at Parish Council meetings.
7:30pm – 7:35pm

4. **Minutes** - To approve the minutes of the meeting held on 21 July 2025. **(Attached)**
7:35pm – 7:40pm

5. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 21 July 2025.
7:40pm – 7:45pm

6. **RAF Croughton** – Abby Jeffs, Community Relations Adviser at RAF Croughton to attend the meeting to introduce herself as the contact point for liaison between the Parish Council and RAF Croughton.
7:45pm - 8:00pm

7. **Chairman's Announcements**
8:00pm – 8:05pm

8. **Open Forum** - Residents of the village are invited to raise any items which concern the Parish.
(Maximum of ten minutes in total for this item)
8:05pm – 8:15pm

9. **Reports from Unitary Authority Councillors** - To receive reports from the West Northamptonshire (Unitary Authority) Councillors.

8:15pm – 8:20pm

10. **Village/Environment Matters**

8:20pm – 8:30pm

- i) Jetty Footpath – To discuss the closure of the Jetty Footpath (AW16 and AW17) and repairs to the wall.
- ii) Playing Field and Pavilion – To receive an update from the Playing Fields Association (PFA).
- iii) Myers Close Play Area – To discuss new equipment for the play area and receive an update on grant funding.
- iv) The Poors Allotment Committee – To receive a report from Councillor Linda Baker on The Poors Allotment Committee.

11. **Parish Council Matters**

8:30pm – 8:40pm

- i) Co-option – To consider any applications for co-option onto the Parish Council. There is currently one vacancy.
- ii) Parish Council Domain Name and Email Accounts – To discuss purchasing a new Parish Council domain name and adopting gov.uk email addresses.

12. **Planning**

8:40pm – 8:45pm

- i) To note the planning applications considered by the Parish Council, since the last meeting:

2025/2726/PA

Manor Farm Road To Church Newbottle

Determination as to whether prior approval is required (under Class R of Part 3 of the above Order) for the change of use of part of an agricultural building (Use class B8) to a flexible commercial use falling within Use class E .The remainder continuing in agricultural use for change of use to one section of the old grain store to create a third commercial unit that would be 519.44m2.

No objections

2025/3238/S73

4 Cartwright Road, Charlton

Variation of condition 2 Plans for amendments to garage roof, size of extension & fenestration to WNS/2022/2329/FUL (A rear extension to the dwelling and replacement of a flat roof at the rear with a pitched roof to match the original roof. Conversion and extension of the garage to create habitable accommodation, for use by family members and with short term holiday letting use)

- ii) To note the planning application decisions made by West Northants Council, since the last meeting:

2025/2603/FULL

15 Farthinghoe Road, Charlton

Rear conservatory

Permitted

2025/2726/PA

Manor Farm Road To Church Newbottle

Determination as to whether prior approval is required (Schedule 2, Part 3, Class R) of the above Order) for the change of use of one section of an agricultural building to a flexible use within commercial/business/service falling within Use class E. The building is in 4 sections and this will make 3 sections as commercial and the remaining section will continue to be agricultural use.
Permitted

13. **Finance**
8:45pm – 8:55pm

i) Financial Matters

- To approve the accounts for payment; and
- To note the income received since the last meeting, the uncashed receipts & payments and the bank reconciliation. **(To follow)**

ii) Budget Monitoring – To consider the budget monitoring report for 2025/2026. **(To follow)**

iii) Effectiveness of the Internal Audit 2024/2025 – To review the Effectiveness of the Internal Audit for 2024/2025. **(To follow)**

iv) External Auditors Report – To note the External Auditor's Report for 2024/2025. **(To follow)**

14. **Correspondence** - To circulate any further items of correspondence.
9:00pm – 9:05pm

15. **Public and Press** – To consider passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting for item numbered 16 on the grounds that it could involve the likely disclosure of private and confidential information.
9:05pm

16. **Staffing Matters** – To note the NJC pay agreement and approve the increase of the salary for the Clerk & Responsible Financial Officer, which is back dated to 1 April 2025.
9:05pm – 9:10pm

17. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.
17 November 2025
19 January 2026
9:10pm

18. **Items for the Next Agenda/Items of Information**
9:10pm

(Timings are only an approximate guide. If you are interested in a particular item, please arrive for a 7.30pm start)