

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 15 SEPTEMBER 2025 AT 7.30PM

PRESENT: Chairman, Councillor Michael Loggin; Councillors Linda Baker, Jordan Bolton, Kevin Ridge and Matthew Walsh.

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

Councillor Wayne Rule was not present.

19/25 Apologies – None.

20/25 Declaration of Interests – There were no declarations of interest.

21/25 Minutes - The minutes of the meeting held on 19 May 2025 were taken as read, duly adopted and signed by the Chairman.

There were no matters arising.

Resolved that the minutes of the meeting held on 19 May 2025 be approved and signed by the Chairman.

22/25 Chairman's Announcements – The Chairman did not have any announcements.

23/25 RAF Croughton – Abby Jeffs, Community Relations Adviser at RAF Croughton had been invited to attend the meeting to introduce herself as the contact point for liaison between the Parish Council and RAF Croughton. However, Ms Jeffs would now attend the meeting in November 2025.

Resolved that the report be noted.

24/25 Open Forum – There were no members of the public present.

25/25 Reports from Unitary Authority Councillors – The Unitary Authority Councillors were not present and did not submit a report prior to the meeting.

26/25 Village Matters

- i) Jetty Footpath and Repairs to the Wall – Prior to the meeting, the minutes of the meeting with West Northants Council (WNC) held on 22 July 2025 had been circulated to the Parish Council. The meeting had been held to discuss the closure of the jetty footpath and the repairs which were required to the wall to enable the footpath to be re-opened.

The Chairman had also attended a separate meeting with Della Wolfe and Julia Rands to discuss the issue and had subsequently spoken to Sam Simons at WNC earlier that day. Sam Simons had indicated that match funding from WNC for an engineered solution might be available, given no records existed stating the ownership.

Della Wolfe had volunteered to set up a Crowdfunding page on behalf of the Parish Council to raise funds for an engineered solution.

Sam Simons had agreed that minor works could be undertaken in the short term, which would enable the footpath to be reopened, but WNC would not fund this approach.

Resolved that:

- 1) the report be noted;
- 2) it be noted that ownership of the wall has not been established;

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- 3) quotes for a short term solution for wall repairs be obtained and reported to the next meeting of the Parish Council; **Action ML**
 - 4) it be noted that the Parish Council does not have the funds to cover the costs for a short-term solution and contributions from other sources will be required if repair works are to be progressed;
 - 5) advice be sought with regard to whether the Parish Council can spend its funds on an asset which it did not own; and **Action TG**
 - 6) the Parish Council supports members of the community publishing a Crowdfunding page for a long-term engineered solution.
- ii) Playing Field and Pavilion – The Chairman did not have a report from the Playing Field and Pavilion. There was a discussion regarding the seeding of the pitches and the Clerk was requested to pass this issue onto the Playing Field Association, to enable the Committee to liaise with Brackley Athletic Football Club.

Resolved that:

- 1) the report be noted; and
 - 2) a Licence to Occupy be issued to Brackley Athletic Football Club for the 2025/2026 season, with a rent of £500 per month. **Action TG**
- iii) Myers Close Play Area – Councillor Jordan Bolton reported that he was still trying to obtain quotes for the play area.

Resolved that the report be noted.

- iv) The Poors Allotment Committee – Councillor Linda Baker reported on the work of The Poors Allotment Committee and due to increasing costs, only one bag of coal per person could be allocated, instead of the usual two bags.

Resolved that the report be noted.

27/25 Parish Council Matters

- i) Co-option – There had not been any applications for co-option onto the Parish Council. There was currently one vacancy.

Resolved that the vacancy continue to be advertised. **Action TG**

- ii) Parish Council Domain Name and Email Accounts – The Parish Council discussed purchasing a new Parish Council domain name and adopting gov.uk email addresses.

Resolved that the www.newbottleparishcouncil.gov.uk domain name be purchased, along with a new email address for the Clerk, clerk@newbottleparishcouncil.gov.uk. **Action TG**

28/25 Planning

- 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:
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

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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)

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:

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

29/25 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 15 September 2025 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 31 August 2025 and the Unity Trust bank statements for August 2025.

- ii) Budget Monitoring 2025/2026 – The Parish Council considered the budget monitoring report for 2025/2026.

Resolved that the report be noted.

- iii) Review of the Effectiveness of the Internal Audit 2024/2025 – The Parish Council reviewed the Effectiveness of the Internal Audit 2024/2025.

Resolved that the Effectiveness of the Internal Audit 2024/2025 be approved.

- iv) External Auditors Report – The Clerk reported the External Auditor's Report for 2024/2025 had not yet been received and would be an item on the agenda for the next meeting of the Parish Council.

Resolved that the report be noted.

30/25 Correspondence – There was no further correspondence.

31/25 Exclusion of the Public and Press

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Resolved that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the minutes numbered 32/25 on the grounds that it could involve the likely disclosure of private and confidential information which was not in the public domain.

32/25 Staffing Matters – The Clerk reported that the National Joint Council for Local Government Services had reached a pay agreement and advised on the increase in salary for the Clerk & Responsible Financial Officer, which was back dated to 1 April 2025.

Resolved that the report be noted and salary for the Clerk & Responsible Financial Officer be amended to reflect the agreed increase and it be back dated to April 2025. **Action TG**

33/25 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 17 November 2025

34/25 Item for the Next Agenda

- External Auditors Report 2024/2025

(The meeting closed at 8.30pm)

Signed, Chairman – 17 November 2025