

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 19 MAY 2025 AT 7.30PM

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

ALSO IN ATTENDANCE: Theresa Goss, Clerk and Responsible Financial Officer, two members of the public and Steve Fothergill and Martin Davis from Brackley Athletic Football Club.

1/25 Signing of Acceptance of Office – All Councillors present, completed and handed to the Clerk, their Acceptance of Office forms, following the uncontested election on 1 May 2025.

2/25 Appointment of Chairman 2025/2026 – The Chairman asked for nominations for the position of Chairman for 2025/2026. Councillor Michael Loggin was proposed and seconded.

Resolved that Councillor Michael Loggin be appointed Chairman of the Parish Council for 2025/2026.

The Chairman then signed the Chairman's Acceptance of Office form.

3/25 Co-option – An application for co-option was considered by the Parish Council.

Resolved that Wayne Rule be co-opted onto the Parish Council. **Action TG**

Wayne Rule then signed the Acceptance of Office form.

4/25 Appointment of Vice-Chairman for 2025/2026 - The Chairman asked for nominations for Vice-Chairman for 2025/2026. Councillor Wayne Rule was proposed and seconded.

Resolved that Councillor Wayne Rule be appointed Vice-Chairman for 2025/2026.

5/25 Apologies – Councillors Jordan Bolton submitted his apologies because he was on holiday.

Resolved that the apologies from Councillor Bolton be approved and the absences authorised.

6/25 General Power of Competence – The Parish Council had appointed a CiLCA qualified Clerk and given over two third of the Parish Council had been appointed by an election, it could now have the General Power of Competence.

The General Power of Competence gave Parish Councils the power to do anything an individual could do, provided it was not prohibited by other legislation. The criteria stated that a Parish Council must have two thirds of its Councillors appointed by an election and a Clerk who had the Certificate in Local Council Administration. (CiLCA). For more information visit: <https://www.local.gov.uk/sites/default/files/documents/general-power-competence--0ac.pdf>

Resolved that Newbottle Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk and has the General Power of Competence.

7/25 Declaration of Interests – There were no declarations of interest.

8/25 Minutes - The minutes of the meeting held on 17 March 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 17 March 2025 be approved and signed by the Chairman.

9/25 Chairman's Announcements – The Chairman did not have any announcements.

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10/25 Open Forum – The member of the public did not wish to address the meeting.

11/25 Reports from Unitary Authority Councillors – The Unitary Authority Councillors were not present and did not submit a report prior to the meeting.

12/25 Village Matters

- i) Jetty Footpath and Repairs to the Wall – The Clerk had contacted West Northants Council for an update on the repairs to the wall, but Sam Simons had not yet replied. A structural report had been produced by West Northants Council, but their officers were not prepared to meet the cost of the repairs to the wall because it was not in their ownership. At the current time, the ownership of the wall could not be established.

Resolved that the report be noted.

- ii) Playing Field and Pavilion – Steve Fothergill and Martin Davis attended the meeting to discuss pitch maintenance with the Parish Council. The Chairman reported that the Parish Council had received a quote for works to the pitches at Farthinghoe Playing Field.

Following a discussion regarding the maintenance, it was agreed that the quote would not be accepted and seed would be purchased and then sown at the field by volunteers from the village and Brackley Athletic Football Club.

Resolved that the report be noted.

- iii) Myers Close Play Area – Prior to the meeting, Councillor Jordan Bolton reported that he would be contacting Bruce Charles with regard to obtaining a quote for new play equipment.

Resolved that the report be noted.

13/25 Parish Council Matters

- i) Parish Council Insurance – The Parish Council reviewed its insurance policy and considered a quote for 2025/2026.

Resolved that the review of the insurance policy be approved and the quote from Hiscox for the Parish Council insurance for 2025/2026 be accepted. **Action TG**

- i) Parish Council Documents – The Parish Council documents reviewed a number of documents which were available to view on the Parish Council web site.

Resolved that the following documents be approved for 2025/2026:

- 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

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- Records Retention Policy
 - Subject Access Request Procedure
 - Press and Media Policy
 - Safeguarding Policy
 - Training Policy
 - Sexual and General Harassment Policy
- ii) Parish Council Responsibilities – The Parish Council reviewed its responsibilities for Councillors to fulfil.

Resolved that the following appointments be approved for 2025/2026:

- 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
- Pools Allotment – Councillor Linda Baker
- Bank Signatories – Councillors Jordan Bolton, Michael Loggin, Kevin Ridge and Wayne Rule.

14/25 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:
2025/1656/TCA at The Old Bakehouse Main Street Charlton
Removal of Holly Tree 1 due to Roots Growing Underneath Dividing Wall, or Reduce Height. Reduce Height and width of Hazlenut Tree 2 as Obscuring Light and Eventual Damage to Windows. Both trees To be reduced in Height to approximately 2 metres
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:
None

15/25 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 19 May 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 30 April 2025 and the Unity Trust bank statements for April 2025.
- ii) Budget Monitoring 2025/2026 – The Parish Council considered the budget monitoring report for 2025/2026.
- Resolved** that the report be noted.
- iii) Grant for Cemetery Maintenance 2025/2026 – The Parish Council discussed the request from the Parochial Church Council to increase their Parish Council grant for 2025/2026 for maintenance of the Cemetery.

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Resolved that a decision on an increase in the Grant be deferred until a quote from Mick Dempsey has been obtained for cutting the grass in the Cemetery. **Action TG**

- iv) Internal Audit Report 2024/2025 – The Parish Council considered the Internal Auditor's report for 2024/2025 and the Annual Governance and Accountability Return, Annual Internal Audit Report for 2024/2025.

Resolved that the Internal Audit Report for 2024/2025 and Annual Governance and Accountability Return, Annual Internal Audit Report for 2024/2025 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- v) Statement of Accounts 2024/2025 – The Parish Council considered the Receipts & Payments Statement of Accounts as at 31 March 2025.

Resolved that the Statement of Accounts 2024/2025 be approved and signed by the Chairman and Responsible Financial Officer.

- vi) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 1 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2024/2025.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2024/2025 be approved, signed by the Chairman and Clerk and submitted to the External Auditor, Moore. **Action TG**

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, Section 2 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2024/2025.

Resolved that Section 2 of the AGAR, the Accounting Statements 2024/2025 be approved, signed by the Chairman and Responsible Financial Officer and submitted to the External Auditor, Moore. **Action TG**

- viii) Explanation of Variances 2024/2025 – The Parish Council considered the explanation of the variances over 15% compared to 2023/2024.

Resolved that explanation of variances over 15% compared to 2023/2024 be noted and approved and submitted to the External Auditor, Moore. **Action TG**

- ix) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2024/2025 for 30 days starting from 10 June 2025 until 21 July 2025.

Resolved that the public has the right to inspect the Parish Council's accounting records from 10 June 2025 to 21 July 2025 and the External Auditor, Moore, be advised of these dates. **Action TG**

- x) Appointment of Internal Auditor for 2025/2026 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2025/2026.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2025/2026. **Action TG**

16/25 Correspondence – There was no further correspondence.

17/25 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 21 July 2025
- 15 September 2025
- 17 November 2025

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18/25 Item for the Next Agenda

- Review the Effectiveness of the Internal Audit 2024/2025

(The meeting closed at 8.30pm)

Signed, _____
Chairman – 21 July 2025