

# NEWBOTTLE PARISH COUNCIL

MONDAY 18 MAY 2026

Clerk & Responsible Financial Officer  
Theresa Goss  
3 Tanners Close  
Middleton Cheney  
Banbury, OX17 2GD

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12 May 2026

Dear Councillor,

The Annual Meeting of the Parish Council will be held on **Monday 18 May 2026 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

## AGENDA

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. **Appointment of Chairman for 2026/2027** – To appoint a Chairman of the Parish Council for 2026/2027.  
**7:30pm – 7:35pm**
4. **Appointment of Vice-Chairman for 2025/2026** – To appoint a Vice-Chairman of the Parish Council for 2026/2027.  
**7:30pm – 7:35pm**
5. **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**
6. **Minutes** - To approve the minutes of the meeting held on 16 March 2026. **(Attached)**  
**7:35pm – 7:40pm**
7. **Matters Arising** - To discuss any issues arising from the minutes of the meeting held on 16 March 2026.  
**7:40pm – 7:45pm**
8. **Chairman's Announcements**  
**7:45pm – 7:50pm**

9. **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)**  
**7:50pm – 8:00pm**
10. **Reports from Unitary Authority Councillors** - To receive reports from the West Northamptonshire (Unitary Authority) Councillors.  
**8:00pm – 8:10pm**
11. **Village/Environment Matters**  
**8:10pm – 8:25pm**
  - i) Playing Field and Pavilion – To receive an update from the Playing Fields Association (PFA).
  - ii) Myers Close Play Area – To discuss new equipment for the play area and receive an update on grant funding.
12. **Parish Council Matters**  
**8:25pm – 8:40pm**
  - i) Co-option – To consider any applications for co-option onto the Parish Council. There are currently two vacancies.
  - ii) Insurance – To review the Parish Council’s Insurance policy for 2026/2027.
  - iii) Parish Council Documents – To review the following Parish Council documents for 2026/2027, which are available to view on the Parish Council web site [Newbottle Parish Council - Documents](#)
    - Asset Register
    - Risk Management Log and Risk Schedule
    - Financial Regulations
    - Standing Orders
    - Code of Conduct
    - Complaints Policy
    - Vexatious Complaints Procedure
    - Freedom of Information Policy
    - Freedom of Information Publication Scheme
    - Dispute Resolution Process
    - Dignity at Work Policy
    - Grievance Procedure
    - Data Breach Policy
    - Data Protection Policy
    - Records Retention Policy
    - Subject Access Request Procedure
    - Press and Media Policy
    - Safeguarding Policy
    - Training Policy
    - Sexual and General Harassment Policy
13. Parish Council Responsibilities – To allocate the following responsibilities to Councillors:
  - Playing Fields Association
  - VAS on Farthinghoe Road
  - Monthly monitoring of the Myers Close play area
  - Financial Monitoring
  - Bank signatories

14. **Planning**  
**8:40pm – 8:45pm**

- i) To note the planning applications considered by the Parish Council, since the last meeting: None
- ii) To note the planning application decisions made by West Northants Council, since the last meeting: None

15. **Finance**  
**8:45pm – 8:50pm**

- 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 2026/2027. **(To follow)**
- iii) Internal Audit Report 2025/2026 – To note the Internal Auditor’s report for 2025/2026 and agree the actions and note the Internal Auditor’s AGAR Certificate 2025/2026. **(To follow)**
- iv) Statement of Accounts 2025/2026 - To receive and approve the Receipts & Payments Statement of Account as at 31 March 2026. **(To follow)**
- v) Bank Reconciliation 31 March 2026 – To approve the Bank Reconciliation as at 31 March 2026. **(To follow)**
- vi) Breakdown of Reserves as at 31 March 2026 – To approve the reserves as at 31 March 2026. **(To follow)**
- vii) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 1, the Annual Governance Statement 2025/2026. **(To follow)**
- viii) Annual Governance and Accountability Return for the year ended 31 March 2026 - To approve Section 2, the Accounting Statements for 2025/2026. **(To follow)**
- ix) Explanation of Variances 2025/2026 – To note the explanation of the variances over 15% compared to 2024/2025. **(To follow)**
- x) Notice of Public Rights – To note that the public has the right to inspect the Parish Council’s accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026. **(To follow)**
- xi) Appointment of Internal Auditor for 2026/2027 – To appoint Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

16. **Correspondence** - To circulate any further items of correspondence.  
**8:50pm – 8:55pm**

17. **Meeting Dates** - Future meeting dates for Newbottle Parish Council are stated below. They will commence at 7.30pm at the Memorial Hall, Charlton.  
20 July 2026, 21 September 2026 and 16 November 2026.  
**9:00pm**

18. **Items for the Next Agenda/Items of Information**  
**9:00pm**

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