

NEWBOTTLE PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD AT THE MEMORIAL HALL, CHARLTON ON MONDAY 18 MAY 2026 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.

1/26 Apologies – There were no apologies.

Resolved that the apologies be noted.

2/26 Appointment of Chairman 2026/2027 – The Chairman asked for nominations for position of Chairman for 2026/2027. Councillor Michael Loggin was proposed and seconded.

Resolved that Councillor Michael Loggin be appointed as Chairman for 2026/2027.

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

3/26 Appointment of Vice-Chairman 2026/2027 – The Chairman asked for nominations for the position of Vice-Chairman for 2026/2027. Councillor Matthew Walsh was proposed and seconded

Resolved that Councillor Matthew Walsh be appointed as Vice-Chairman for 2026/2027.

4/26 Declaration of Interests – There were no declarations of interest.

5/26 Minutes - The minutes of the meeting held on 16 March 2026 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 16 March 2026 be approved and signed by the Chairman.

6/26 Chairman's Announcements – The Chairman did not have any announcements.

7/26 Open Forum – There were no members of the public present.

8/26 Reports from Unitary Authority Councillors – The Unitary Authority Councillors were not present and did not submit a report prior to the meeting.

9/26 Village Matters

- i) Playing Field and Pavilion – Councillor Kevin Ridge reported that the temporary building was going ahead and planning permission was currently being worked on. There had been a change to the configuration of the building and an extension to the car park in the revised plans.

Resolved that the report be noted.

- ii) Myers Close Play Area – Councillor Jordan Bolton reported that he was continuing to source quotes and funding for the proposed new play equipment.

Resolved that the report be noted.

10/26 Parish Council Matters

- i) Co-option – There had been one application for co-option onto the Parish Council.

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Resolved that Gary Merrell be co-opted onto the Parish Council. **Action TG**

- ii) Parish Council Insurance – The Parish Council reviewed its insurance policy and considered a quote for 2026/2027.

Resolved that the review of the insurance policy be approved and the quote from Hiscox for the Parish Council insurance for 2026/2027 be accepted. **Action TG**

- iii) 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 2026/2027:

- Asset Register
- Risk Management Log and Risk Schedule
- Financial Regulations
- Standing Orders
- 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

- iv) Parish Council Responsibilities – The Parish Council reviewed its responsibilities for Councillors to fulfil.

Resolved that the following appointments be approved for 2026/2027:

- 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 Kevin Ridge
- Poors Allotment – Councillor Linda Baker
- Bank Signatories – Councillors Jordan Bolton, Michael Loggin, Kevin Ridge and Matt Walsh.

11/26 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: 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:
2026/1176/NMA
The Old Farm House, Hogg Lane, Charlton

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Non-Material Amendment for new dormer to replace existing dormer, removal of existing chimney stack to east facing gable to 2025/0959/FULL (extension and remodeling of existing dwelling; conversion of existing stables building to pool house and associated pool; replacement storage garage and associated landscaping)
Refused

12/26 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 18 May 2026 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 2026 and the Unity Trust bank statements for April 2026.

- ii) Budget Monitoring 2026/2027 – The Parish Council considered the budget monitoring report for 2026/2027.

Resolved that the report be noted.

- iii) Internal Audit Report 2025/2026 – The Parish Council considered the Internal Auditor's report for 2025/2026 and the Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026.

Resolved that the Internal Audit Report 2025/2026 and Annual Governance and Accountability Return Annual Internal Audit Report 2025/2026 be noted and the progress with the Internal Auditor's recommendations be noted and approved.

- iv) Statement of Accounts 2025/2026 – The Parish Council considered the Receipts & Payments Account as at 31 March 2026.

Resolved that the Statement of Accounts for year ended 31 March 2026 be approved and signed by the Chairman.

- v) Bank Reconciliation 31 March 2026 – The Parish Council considered the bank reconciliation as at 31 March 2026.

Resolved that the bank reconciliation as at 31 March 2026 be approved.

- vi) Breakdown of Reserves as at 31 March 2026 – The Parish Council considered its reserves as at 31 March 2026.

Resolved that the reserves be noted and approved.

- vii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 1 of the AGAR, the Annual Governance Statement 2025/2026.

Resolved that Section 1 of the AGAR, the Annual Governance Statement 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- viii) Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 – The Parish Council considered Section 2 of the AGAR, the Accounting Statements 2025/2026.

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Resolved that Section 2 of the AGAR, the Accounting Statements 2025/2026 be approved and submitted to the External Auditor, Moore. **Action TG**

- ix) Explanation of Variances 2025/2026 – The Parish Council considered the explanation of the variances over 15% compared to 2024/2025.

Resolved that Explanation of Variances for 2025/2026, which are over 15% compared to 2024/2025 be noted and approved. **Action TG**

- x) Notice of Public Rights – The Parish Council considered the public rights to inspect the Parish Council's accounting records for 2025/2026 for 30 days starting from 3 June 2026 until 14 July 2026.

Resolved that the public has the right to inspect the Parish Council's accounting records from 3 June 2026 to 14 July 2026 and the External Auditor, Moore, be advised of these dates. **Action TG**

- xi) Appointment of Internal Auditor for 2026/2027 – The Parish Council considered appointing Auditing Solutions Ltd as the Internal Auditor for 2026/2027.

Resolved that Accounting Solutions Ltd be appointed as the Parish Council's Internal Auditor for 2026/2027. **Action TG**

13/26 Correspondence – There was no further correspondence.

14/26 Meeting Dates - The Parish Council noted the following meeting dates, all commencing at 7.30pm at the Memorial Hall, Charlton.

- 20 July 2026
- 21 September 2026
- 16 November 2026

15/26 Items for Next Agenda

- Review of the Effectiveness of the Internal Audit 2025/2026

(The meeting closed at 8.20pm)

Signed, _____
Chairman – 20 July 2026