

Overthorpe Parish Council

Councillors are hereby summoned to the Annual Meeting of Overthorpe Parish Council to be held at
Room 72, Chenderit School, Archery Road, Middleton Cheney
on **Wednesday 10th May 2023 at 7:15pm** to consider matters as set out below.

Agenda

- 1) Election of Chairman**
- 2) Apologies**
- 3) Election of Vice Chairman**
- 4) Declaration of any changes to pecuniary interests and interests on items on the agenda**
- 5) Public Participation session.** (Members of the public are invited to address the council. The session will last for a maximum of 10 minutes with any individual contribution lasting a maximum of 3 minutes).
- 6) To approve the minutes of the meeting held on 13.03.23**
- 7) Co-option of new councillor**
- 8) Matters arising**
 - a) Update on Broadband Provision
 - b) Vehicle Activated Sign (VAS) update
 - c) Website
 - d) West Northants Council – Lack of response to issues raised several months ago including Highways issues
 - e) Chetwode – street sign suggested by resident
 - f) West Northants Council Ward changes
 - g) Update re proposal to install a defibrillator in the parish
 - h) Maintenance of the Jurassic Way Footpath
- 9) Audit Documentation for 2022-23 Financial Year**
 - a) To receive the internal auditor's report, agree any actions required and appoint an internal auditor for 23/24
 - b) To complete and approve the Annual Governance Statement for the 22/23 audit
 - c) To complete and approve the Accounting Statements for the 22/23 audit
 - d) To approve the Certificate of Exemption for the 22/23 audit
 - e) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year – Monday 5th June to Friday 14th July 2023
- 10) Finance**
 - a) Approval of the bank statement balances as at 03.05.23 of £2,034.22 and £27,527.48
 - b) Confirmation of completion of the final quarterly (Jan to Mar) financial check for 22/23
 - c) To agree the regular payments list for 22/23, delegating authority to the clerk to make these payments up to the total annual budget without requesting pre approval from the council. The dual authorisation process will remain in place so all payments will be authorised by one councillor before going out and will be listed on the next agenda.

Clerk's salary	£2,836
Expenses - councillors, clerk, etc.	£130
Telephone charges	£20

Photocopying, stamps and stationery	£50
Internal audit	£70
Insurance	£350
Training costs	£200
Data protection	£45
NCALC Subs	£190
Parish council events/meeting costs (AGM catering, etc)	£300
Electricity-street lighting	£500
Street lighting repair & maintenance	£150
Verge mowing and plant troughs	£600
Website	£520
Dog waste bags	£160
Poppy wreath donation (S137)	£80
Churchyard mowing	£385
Other (SNAST)	£250
Grit bins filling	£100
VAS and Licence	£4,000

d) To note payments made since last meeting under delegated powers:

27.03.23	Kirsty Buttle	Litter picking items *Note reduced amt from last meeting	£48.54
27.03.23	Kirsty Buttle	Share of council phone	£12.50
25.04.23	E-on	Streetlighting maintenance for year end Mar 2023	£13.20
25.04.23	NCALC	Annual membership and DPO fee	£175.72
25.04.23	Npower	Streetlighting Mar 2023	£15.89
25.04.23	Chenderit School	Room hire 13th March	£25.00
25.04.23	Kirsty Buttle	Salary and stationery Apr 23	£165.53
25.04.23	HMRC	Tax Apr 23	£41.60
28.04.23	NEST	Pension Apr 23	£18.30

e) To note receipts received since the last meeting:

11.04.23	Lloyds	Interest	£17.70
17.04.23	HMRC	VAT refund	£281.40
28.04.23	WNC	Precept	£1,901.00

f) To approve the following payments:

N J Chadwick Accounting	Internal Audit 2022-23	£65.00
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11) Planning applications received by West Northants Council

WNS/2023/0444/TCA - Castle Barn, Overthorpe Road, Overthorpe. Cherry (T1) - Fell. Maple (T2) – Fell.
For information only.

WNS/2023/0458/FUL – Hayloft, Blacklocks Hill, Overthorpe. Change of use of storage building to self contained residential dwelling. **No objection.** (Response made using delegated powers).

Planning decisions received from West Northants Council – None

WNS/2022/1100/NA - OS Parcel 5616 South West of Huscote Farm and East of Daventry Road, Banbury. Neighbouring authority consultation regarding the construction of up to 140000 sqm of employment

floorspace (use class B8 with ancillary officers and facilities) and servicing and infrastructure including new site accesses, internal roads and footpaths, landscaping including earthworks to create development platforms and bunds, drainage features and other associated works including demolition of the existing farmhouse. **Withdrawn.**

Date of next meeting – 18th September 2023



Mrs K Buttle
Parish Clerk

clerk@overthorpe.org

Tel: 07419 126 206

4th May 2023