

Overthorpe Parish Council

Councillors are hereby summoned to a meeting of Overthorpe Parish Council to be held at
Room 72, Chenderit School, Archery Road, Middleton Cheney
on **Tuesday 14th May 2024** at **7:30pm** to consider matters as set out below.

Agenda

- 1) Election of Chairman**
- 2) Apologies**
- 3) Declaration of any changes to pecuniary interests and interests on items on the agenda**
- 4) 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).
- 5) To approve the minutes of the meeting held on 18.03.24**
- 6) Proposal to co-opt James Frayne onto the Parish Council**
- 7) Matters arising**
 - a) Update re concerns raised by parishioner re parking on the footpaths in the village and the possibility of reducing the speed limit in the village to 20mph
 - b) Local Plan consultation: The draft excludes definition of settlement hierarchy or supporting maps, therefore the Parish Council (PC) cannot make informed response. The next version of the plan will be final and no further amendment allowed prior to adoption. This seems to be an abuse of process and not the 'consultative' approach as promised.
- 8) Finance**
 - a) Approval of the bank statement balances as at 08.05.24 of £3,689.95 and £19,221.30
 - b) To consider purchasing a security certificate for the website at a cost of £75 for 1 year
 - c) To confirm completion of the final (Jan to Mar) quarterly financial check for the 2023-24 financial year
 - d) To note payments made since last meeting under delegated powers:

19.03.24	Sheerclass Computing	Website update	£400.00
30.04.24	NCALC	Annual membership and Data Protection Officer	£170.91
30.04.24	Npower	Streetlighting March 2024	£35.57
30.04.24	Chenderit School	Room hire March meeting	£37.50
07.05.24	E-on	Annual streetlighting maintenance contract	£105.60
30.04.24	Kirsty Buttle	Salary and office Apr 24	£184.24
30.04.24	HMRC	Tax Apr 24	£45.20
30.04.24	NEST	Pension Apr 24	£19.91
30.04.24	Nick Chadwick	Internal Audit 2023-24	£75.00

- e) To note receipts received since the last meeting:

09.04.24	HMRC	VAT refund	£1,301.10
09.04.24	Lloyds	Interest	£20.00
26.04.24	WNC	Precept	£2,988.00
09.04.24	Lloyds	Interest	£20.00

- f) To approve the following payments:

Npower	Streetlighting April 2024	£32.35
--------	---------------------------	--------

9) AGAR documentation for the 2023-24 financial year

- a) To receive the Internal Auditor's Report for 23/24

- b) To appoint an Internal Auditor for the 24/25 financial year
- c) To complete and approve for signature the AGAR Annual Governance Statement for 23/24
- d) To approve for signing the AGAR Accounting Statements for 23/24
- e) To approve completion and signing of the AGAR Certificate of Exemption for 23/24
- f) To confirm the dates for the Notice of Public Rights for the 23/24 Financial Year – Monday 3rd June to Friday 12th July 2024

10) To re adopt the following policies with no changes made:

- a) Code of Conduct
- b) Complaints Procedure
- c) Data Breach Policy
- d) Data Protection Policy
- e) Disciplinary Policy
- f) Financial Regulations
- g) Freedom of Information Policy
- h) General Privacy Notice
- i) Grievance Policy
- j) Internal Financial Controls
- k) Publication Scheme
- l) Records Retention Policy
- m) Risk Assessment
- n) Role Holder Privacy Notice
- o) Scheme of Delegation
- p) Standing Orders
- q) Subject Access Request Procedure

11) Proposal to adopt the following new policies:

- a) Biodiversity Policy (in order to comply with the new Biodiversity Duty)
- b) Internal Financial Controls Policy

12) Planning applications received by West Northants Council - None

Planning decisions received from West Northants Council

2023/6196/RM - Land between Hill House and Chetwode, Overthorpe. Reserved Matters Application pursuant to S/2020/1694/OUT (single Custom/Self-Build dwelling). **Approved.**

2024/1034/FULL - Land east of Warkworth Road, Overthorpe. Solar panels to garage and house roof. Roof lights to garage. **Approved.**

Date of next meeting – 16th September 2024



Mrs K Buttle
Parish Clerk

clerk@overthorpe.org

Tel: 07419 126 206

9th May 2024