

Overthorpe Parish Council

Councillors are hereby summoned to the Annual Meeting of Overthorpe Parish Council to be held at
The Bowling Green, Banbury,
on **Monday 17th May 2021 at 7pm** 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 15.03.21**
- 6) Matters arising**
 - a) Councillor Vacancy
 - b) Police Liaison Representative
 - c) Broadband Provision
 - d) Concerns raised at the Annual Parish Meeting regarding changes made to the Village Confines
- 7) Highways issues – Update on meeting with Helen Howard (Highways representative)**
- 8) Finance**
 - a) Approval of the bank statement balances as at 10.05.21 of £4,112.04 and £19,619.22
 - b) Confirmation of completion of the final quarterly (Jan to Mar) financial check for 20/21
 - c) To receive the internal auditor's report, agree any actions required and appoint an internal auditor for 21/22
 - d) To complete and approve the Annual Governance Statement for the 20/21 audit
 - e) To complete and approve the Accounting Statements for the 20/21 audit
 - f) To approve the Certificate of Exemption for the 20/21 audit
 - g) To agree the regular payments list for 21/22, 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.

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|---|------|
| Clerk's salary | 2400 |
| Expenses - councillors, clerk, etc. | 50 |
| Telephone charges | 15 |
| Photocopying, stamps and stationery | 50 |
| Internal audit | 100 |
| Insurance | 330 |
| Training costs | 200 |
| Data protection | 45 |
| NCALC Subs | 235 |
| Parish council events/meeting costs (AGM catering, etc) | 300 |
| Electricity-street lighting | 190 |

| | |
|--------------------------------------|------|
| Street lighting repair & maintenance | 50 |
| Verge mowing and plant troughs | 520 |
| Website | 50 |
| Dog waste bags | 120 |
| Poppy wreath donation (\$137) | 70 |
| Churchyard mowing | 350 |
| Other (SNAST) | 20 |
| Grit bins filling | 100 |
| VAS and Licence | 4850 |

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

| | | | |
|----------|---------------|---------------------------------------|---------|
| 24.03.21 | Kirsty Buttle | Salary March | £139.43 |
| 24.03.21 | HMRC | Tax March | £34.80 |
| 30.03.21 | NEST | Pension March | £15.45 |
| 24.03.21 | Zurich | Parish Insurance 01.04.21 to 31.03.22 | £307.01 |
| 04.05.21 | NCALC | Annual membership | £175.43 |
| 04.05.21 | NJ Chadwick | Internal audit for 20-21 | £60.00 |
| 04.05.21 | E-on | Streetlighting March 2021 | £15.36 |
| 04.05.21 | E-on | Streetlighting maintenance contract | £13.20 |
| 04.05.21 | Kirsty Buttle | April salary and expenses | £153.76 |
| 04.05.21 | HMRC | April tax | £35.60 |
| 30.03.21 | NEST | April pension | £15.45 |

i) To note receipts received since the last meeting:

| | | | |
|----------|--------|----------|-----------|
| 09.04.21 | Lloyds | Interest | £0.17 |
| 04.05.21 | WNC | Precept | £3,986.50 |
| 10.05.21 | Lloyds | Interest | £0.17 |

j) To approve payment of the following invoices:

| | | |
|---------------|---|---------|
| E-on | Streetlighting Apr 21 | £14.87 |
| Joe Heaver | Printing re '21 in 21 tree planting campaign' | £65.99 |
| Kirsty Buttle | May salary | £143.01 |
| HMRC | May Tax | £35.80 |

9) Planning applications received by West Northants Council

WNS/2021/0125/FUL – Carrdus School, Blacklocks Hill, Overthorpe. Extensions and alterations to the sports hall.

10) To review/re-adopt the following documents:

- a) Grievance Policy
- b) Disciplinary Policy
- c) Scheme of Delegation
- d) Complaints Procedure
- e) Freedom of Information Policy
- f) Subject Access Request Procedure

- g) General Privacy Notice
- h) Data Breach Policy
- i) Role Holder Privacy Notice
- j) Records Retention Policy
- k) Data Protection Policy
- l) Standing Orders
- m) Publication Scheme
- n) Financial Regulations
- o) Code of Conduct
- p) Risk Assessment



Mrs K Buttle
Parish Clerk

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