

## **Overthorpe Parish Council**

Councillors are hereby summoned to a meeting of Overthorpe Parish Council to be held via **zoom video conferencing**

<https://us02web.zoom.us/j/84730801646?pwd=ekhVbGIrcnVPajZpYjIrdW1PQ0JyUT09>

Meeting ID: 847 3080 1646 Password: 804116

on **Monday 22<sup>nd</sup> June 2019** at **7pm** to consider matters as set out below.

### **Agenda**

#### **1) Apologies**

#### **2) Declaration of any changes to pecuniary interests and interests on items on the agenda**

#### **3) 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).

#### **4) To approve the minutes of the meeting held on 16/03/20.**

#### **5) Matters arising**

- a) War Memorial in the parish – Old Church Rooms – and plans for future wreath laying
- b) Litter picking
- c) Parish newsletter

#### **6) Highways issues**

- a) Submission of proposal for 40mph speed limit on Warkworth Lane
- b) Visibility at crossroads on Warkworth Lane
  - i) Proposal to instruct grass cutting contractor to include an additional area of the verge to improve visibility at a cost of up £20 for the additional area
  - ii) Proposal to instruct removal of a tree that reduces visibility at a cost of £50
- c) S106 grant options

#### **7) Finance**

- a) Approval of the bank statement balances as at 15.06.20 of £82.79 and £19,726.20
- b) To receive the internal auditors report and agree any actions required
- c) To complete and approve the annual governance statement for the 19/20 audit
- d) To complete and approve the accounting statements for the 19/20 audit
- e) To approve the Certificate of Exemption for the 19/20 audit
- f) To agree the regular payments list for 20/21, 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	£2,300.00
Expenses - councillors, clerk, etc.	£50.00
Telephone charges	£15.00
Photocopying, stamps and stationery	£50.00
Internal audit	£100.00
Insurance	£315.00
Training costs	£200.00
Data protection	£45.00
NCALC Subs	£235.00

Parish council events/meeting costs (AGM catering, etc)	£300.00
Electricity-street lighting	£180.00
Street lighting repair & maintenance	£50.00
Verge mowing and plant troughs	£500.00
Website	£50.00
Dog waste bags	£120.00
Poppy wreath donation (S137)	£35.00
Churchyard mowing	£350.00
Other (SNAST)	£20.00
Grit bins filling	£100.00

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

26.03.20	E-on	Streetlighting February	£14.37
26.03.20	Kirsty Buttle	March salary	£152.63
26.03.20	HMRC	March Tax	£15.00
28.04.20	E-on	Annual street lighting maintenance fee	£13.20
28.04.20	E-on	Streetlighting March	£15.36
28.04.20	Kirsty Buttle	April salary	£135.83
28.04.20	HMRC	April Tax	£33.80
30.04.20	NEST	Apr pension contribution	£15.05
22.05.20	NCALC	Annual subscription and DPO Fee	£180.45
22.05.20	Nick Chadwick	Internal audit	£60.00
22.05.20	E-on	Streetlighting April	£14.87
22.05.20	DKM Garden Services	Verge cutting 16/04, 14/05	£70.00
22.05.20	Kirsty Buttle	May salary	£135.63
22.05.20	HMRC	May tax	£34.00
29.05.20	NEST	May pension contribution	£15.05

h) To note receipts received since the last meeting:

09.03.20	Lloyds	Interest	£0.65
09.04.20	Lloyds	Interest	£0.70
28.04.20	SNC	Precept	£3,904.50
11.05.20	Lloyds	Interest	£0.77
22.05.20	HMRC	VAT refund	£161.18
09.06.20	Lloyds	Interest	£0.78

**8) 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) Code of Conduct

**9) Items for next meeting**



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Parish Clerk

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