

Overthorpe Parish Council

Minutes of the Annual Meeting of Overthorpe Parish Council held at **Room 72, Chenderit School, Archery Road, Middleton Cheney on Wednesday 10th May 2023 at 7:15pm.**

The meeting started late at 8pm due to the Annual Parish Meeting running over time.

Present: Cllr S Baylis, Cllr R Randall, Cllr P Cavanagh, Cllr G Hughes, Clerk.

In attendance: Cllr Rebecca Breese, Cllr Rosie Herring. 0 members of the public.

- 1) **Election of Chairman** – It was proposed and agreed to elect Cllr Baylis as the Chairman. Cllr Baylis completed his Declaration of Acceptance of Office which was countersigned by the Clerk.
- 2) **Apologies** – None.
- 3) **Election of Vice Chairman** – It was agreed not to elect a Vice Chairman.
- 4) **Declaration of any changes to pecuniary interests and interests on items on the agenda** – None.
- 5) **Public Participation session** - None.
- 6) **To approve the minutes of the meeting held on 13.03.23** – The minutes were proposed, agreed, and duly signed.
- 7) **Co-option of new councillor** – No applications received.
- 8) **Matters arising**
 - a) Update on Broadband Provision – The councillors expressed their thanks to Cllr Randall and those who worked with him on this as it has now been installed after 3 years of work and it is working very well with some parishioners getting speeds of 900mb/s. We are now in a position to try to get parishioners who signed up previously for the voucher to follow up on their agreement to sign up to a broadband service within 2 months in order for the government vouchers to be paid to Openreach to cover the installation costs. Openreach are looking at removing all copper cabling in the parish but we do not know when and are not sure how they will do this in relation to houses who have not moved over to broadband.
 - b) Vehicle Activated Sign (VAS) update – It was proposed and agreed to go ahead with the purchase of a Traffic Technology SID Gen5-Pr Radar Solar Powered Speed Sign at a cost of £3348 plus £625 installation cost, and an additional £480 for 5 additional options (Report + module, bi-directional measurement, daylight saving time, timer option, and energy saving mode). **Cllr Randall to place order with Traffic Technology.**
 - c) Website – Cllr Baylis will contact website providers to instruct them to go ahead with the update.
 - d) West Northants Council – Lack of response to issues raised several months ago including Highways issues – Defer to next meeting as Cllr Baylis has had e-mail issues so has not been able to follow this up.
 - e) Chetwode – street sign suggested by resident – The Clerk has contacted West Northants Council (WNC) to submit this request. The request is now with Building Control who are the team responsible for street nameplates.
 - f) West Northants Council Ward changes – The Clerk has e-mailed the West Northants Councillors to ask how they will ensure the more rural parishes such as Overthorpe will be protected but no response has been received. As Cllrs Breese and Herring were present they advised that they are aware of the fact that the areas outside Northampton are at risk of being ‘drowned out’ and they are including such things in their representation in response to the boundary consultation. Cllr Breese also advised that all planning responses from WNC in relation to M40 Junction 10 and 11 now need

to be reviewed by her before submission to Cherwell District Council to ensure they have fully considered the impact that such developments would have on the Northamptonshire villages on the border to Cherwell. **Clerk to respond to consultation stating the PC would like the current ward boundary in this area should remain the same.**

- g) Update re proposal to install a defibrillator in the parish – Cllr Cavanagh has spoken to the parishioner who owns the property next to the post box to ask if they would be happy for a defibrillator to be installed on their property to which the parishioner has agreed. The PC will need to put together an agreement regarding reimbursing them for electricity although the current owner does not wish to be reimbursed but the PC need to have an agreed policy in place to allow for any changes of ownership in future. The Clerk has submitted a grant application to the National Lottery Fund. The outcome of this application should be received by 28th June. It was proposed and agreed to allow **Cllr Cavanagh to go ahead and order the defibrillator subject to the grant application being approved.**
- h) Maintenance of the Jurassic Way Footpath – It was suggested that parishioners whose properties are adjacent to the Jurassic Way be reminded that they need to cut back the vegetation from their property to ensure the footpath is kept clear. **It was agreed to send a message out on WhatsApp.**

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 – The internal auditor’s report was received with no actions required. It was proposed and agreed to appoint Nick Chadwick as the internal auditor for the 2023-24 financial year.
- b) To complete and approve the Annual Governance Statement for the 22/23 audit - It was proposed and agreed to tick ‘yes’ to all statements except statement 9 which is not applicable and for the Chairman to sign the document.
- c) To complete and approve the Accounting Statements for the 22/23 audit – The Accounting Statements were proposed, agreed, and duly signed.
- d) To approve the Certificate of Exemption for the 22/23 audit - It was proposed and agreed that the PC is eligible to declare itself exempt and that the Chairman should sign the exemption certificate.
- 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 – Proposed and agreed.

10) Finance

- a) Approval of the bank statement balances as at 03.05.23 of £2,034.22 and £27,527.48 – Cllr Cavanagh confirmed the balances stated are correct.
- b) Confirmation of completion of the final quarterly (Jan to Mar) financial check for 22/23 – Cllr Hughes confirmed the check has taken place and all was found to be in order.
- 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 – Proposed and agreed.

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: Proposed and agreed.

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: Noted.

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: Proposed and agreed.

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.**

Meeting closed @ 9:01pm.

Date of next meeting – 18th September 2023

Signed..... Date.....