

Overthorpe Parish Council

Minutes of a Meeting of Overthorpe Parish Council held in **Room 72, Chenderit School**, Archery Road, Middleton Cheney on **Monday 13th September 2021 at 7pm.**

Present: Cllr S Baylis, Cllr R Randall, Cllr R Hawkins, Cllr P Cavanagh, the Clerk.

In attendance: 2 members of the public.

11) Apologies – None.

12) Declaration of any interests on items on the agenda – None.

13) Public Participation session - A parishioner stated that there have been 2 road traffic accidents in Overthorpe in the space of 3 weeks at the sharp bend on Kings Sutton Road/corner of Chetwode and he feels that Highways should be made aware of the safety issue. The Parish Council (PC) have had numerous discussions with Highways about the safety issues at both ends of Overthorpe (most recently 20/04/21) but their response has always been that as there had not been any reported incidents the areas aren't considered high risk therefore they will not do anything. Cllr Baylis has made Highways aware of the recent incidents. A parishioner raised concerns that planning application WNS/2021/0726/FUL would create additional road safety issues in an area that is already dangerous should it be approved. **Parishioners will be asked to report any incidents including near misses to Cllr Baylis so that a record can be maintained, and all incidents reported to Highways.**

A parishioner wanted to highlight that there have been a number of objections to planning application WNS/2021/0726/FUL including a response from the Conservation officer stating that the proposal will cause harm to the Conservation Area and a response from the Arboricultural Officer suggesting some reduction to the size of the proposed structure to protect the trees.

Cllr Cavanagh joined the meeting at 7:16pm.

The parishioner also stated that she has complained to Andrea Leadsom (MP) and Alan Munn (Planning Policy & Conservation Manager) about the village boundary having changed without sufficient consultation with the affected property owners and the PC. The parishioner has received a response from Alan Munn detailing how they came to that decision regarding the boundary and they state that Overthorpe PC were notified throughout the process. The PC have already made a complaint to Cllrs Rebecca Breese, Rosie Herring, and Richard Solesbury-Timms about the consultation process which did not indicate anything had changed in relation to the boundary and a response was received from Rebecca stating that she doesn't believe there is anything that can be done now but she has noted Overthorpe PCs concerns. It was agreed that the **Clerk should write to Rebecca advising her of the PCs displeasure that the PC as the first tier of local government representing the views of a number of parishioners didn't receive the courtesy of a detailed and considered response such as that received by the parishioner from Alan Munn.**

14) To approve the minutes of the meeting held on 17.05.21 - The minutes were proposed, agreed and duly signed.

15) Matters arising

- a) Councillor Vacancy – There have been no applications to fill the vacancy. The PC will continue to advertise for a new councillor.
- b) Update on Broadband Provision – Cllr Randall provided the following update:
 - The spreadsheet data has been logged with DCMS.
 - We should expect in the next few weeks (1 to 3?) the email verification process to commence from DCMS. There will be a 'validation' button on the email which will take the nominated contact through the verification process.

- We will need to warn all residents to be aware, watch their inboxes and junk mail, and to activate the process. We should broadcast for awareness as soon as we see the email. It should have a .gov.uk address.
 - Openreach have advised the DCMS the budget required in £152K. As soon as we have activated £152K worth of the vouchers the project goes live within Openreach – that is the sum DCMS will give Openreach. Knowing that there is a +£50K surplus in vouchers means Openreach do not have to worry about attrition/shortfall on funding and can push on with their own internal mechanisms.
 - Once live the project will take approx. 6 months to complete – and maximum is 9 months. There is an end-stop set by the DCMS, such that Fibre services go live within the year of the budget allocation.
 - This is Martin's first project this year to be on the DCMS approval list and submitted, so the project should be faster the off the mark, once we have hit the £152K.
Next step for us all is to watch our mailboxes and shout if you see a DCMS email. If nothing happens in 2 weeks I will be back on the phone to Martin.
- c) Update on concerns raised at the Annual Parish Meeting regarding changes made to the Village Confines and an omission in the boundary of the Conservation Area – Already covered under item 13.
- d) Section 50 licence for Vehicle Activated Signs (VAS) – A section 50 licence form has been received from Highways in relation to the licences for the VASs that have been up for a number of years and for any new locations for VASs in the parish. There are a number of issues with incorrect information on the form and the excessive level of information required for such a minor installation which was not required for any of the previous VAS installations. There is a cost for the licence which was budgeted for when the VASs were approved a number of years ago and the funds have remained in the budget awaiting the relevant invoice. **Cllr Hawkins to discuss this further with Highways and complete any actions necessary to obtain the licence in conjunction with the Clerk.**
- e) Proposal to take part in the Queen's Green Canopy scheme and apply for free trees through The Woodland Trust – The PC agreed that they are supportive of the principle of taking part in the scheme but it is unclear if there are any sites within the parish that would be suitable for planting that would also comply with the requirements of the scheme that allow community organisations to apply for free trees. It was agreed that the **Clerk should provide details of the scheme including the information required in order to apply to the councillors and parishioner who has shown an interest** in taking part in the scheme. **If a suitable site is found the Clerk should apply to the scheme on behalf of the PC.**
- f) Hedgerows requiring trimming in the parish – Cllr Baylis has reported overgrown hedgerows on fixmystreet but has received a response advising that the hedgerows are not considered to be an issue and the case has been closed.
- g) Flower trough planting – request from current volunteer to find a new volunteer to plant the flower troughs – It was agreed to accept the parishioner's offer to continue to plant the trough up to winter/spring to allow time for the PC to try to get a new volunteer. **Clerk to advise current volunteer. Clerk to request quote from grass cutting contractor for him to plant up 1 trough throughout the year for consideration at the next meeting.**
- h) Request from parishioner to increase the size of the flower trough near the village sign as it currently does not hold enough soil/water for the plants to thrive – **Defer to next meeting when it is known who will be managing the plant troughs.**

16) Highways issues

- a) Lack of feedback from Helen Howard (Highways representative) following meeting with councillors – Cllrs Baylis and Hawkins met with Helen on 20th April 2021 (a meeting that had been postponed from March 2020 due to Covid) who agreed to provide details about the consultation/surveys required for construction of a footpath on Overthorpe Road, siting of additional post(s) to carry VAS, and implementation of advisory 20mph speed limits. Steve Barber has been in touch about the VAS posts

but no information has been received from Helen. **Clerk to e-mail Helen requesting information by end of October and copy in the West Northants Councillors for this area.**

- b) Damage to supplementary road signs – All of the plastic signs advising road users of the TRO have been taken down by a member of the public (presumed to be a resident of Middleton) who argued with a parishioner that ‘as it is the Queen’s Highway we all have a right to use it’ hence why he takes down the signs. **Clerk to contact Helen Howard @ Highways to request replacement signs.**

17) Finance

- a) Approval of the bank statement balances as at 07.09.21 of £291.68 and £22,169.75 – Cllr Hawkins confirmed the balances stated are correct.
- b) Confirmation of completion of the first quarterly (Apr to Jun) financial check for 21/22 – Cllr Hawkins confirmed the check has taken place and all was found to be in order.
- c) To review the spend against budget to date – A Cllr asked why there has been an overspend of £165.64. The Clerk advised that the renewal of the 3 year web hosting came up in August but a budget for this had not been included in this years budget. It was agreed to vire £258.77 from general reserves to the website budget. A Cllr asked why there has been an overspend of £42.16 against the ‘other’ budget. The Clerk advised that £62.16 was spent on printing for the ‘21 in 21’ tree planting scheme that was agreed after the completion of the budget hence why there was no budget made for this item. It was agreed to vire £62.16 from general reserves to the ‘other’ budget. **Clerk to update cashbook accordingly.**
- d) Proposal to apply for a Parish Council credit card for use by the Clerk – It was agreed that this is not necessary as the Clerk is happy to use her personal credit card should the need arise to purchase items for Overthorpe PC.
- e) To note payments made since last meeting under delegated powers: Proposed and agreed.

28.05.21	NEST	May pension	£15.86
18.06.21	ICO	Data Protection Fee	£35.00
21.06.21	M Stead	Compost and plants	£20.46
21.06.21	Kirsty Buttle	June salary	£143.01
21.06.21	HMRC	June Tax	£37.24
21.06.21	E-on	Streetlighting May 2021	£15.36
28.06.21	NEST	Jun pension	£15.86
26.07.21	Upper Lighthorne Parish Council	Training - SB, RR	£26.00
26.07.21	SNAST	NHW subscription	£25.00
26.07.21	E-on	Streetlighting June 2021	£14.87
26.07.21	Kirsty Buttle	Salary July	£143.01
26.07.21	HMRC	Tax July	£34.36
30.07.21	NEST	Pension July	£15.86
19.08.21	E-on	Streetlighting July 21	£15.36
19.08.21	Simon Baylis	3 year web hosting	£258.77
19.08.21	Kirsty Buttle	August salary	£143.01
19.08.21	HMRC	August tax	£35.80
27.08.21	NEST	August pension	£15.86

- f) To note receipts received since the last meeting: Noted.

09.06.21	Lloyds	Interest	£0.16
09.07.21	Lloyds	Interest	£0.18
09.08.21	Lloyds	Interest	£0.19

18) Planning applications received by West Northants Council

WNS/2021/0302/FUL and WNS/2021/0303/LBC – Beech House, Overthorpe Road. Conversion of the Barn/Outbuilding to an artists studio and workshop. **No objection.** (Response made using delegated powers).

WNS/2021/0478/FUL – 6 Chetwode, Overthorpe. Single storey rear extension. **No objection.** (Response made using delegated powers).

WNS/2021/0726/FUL – Land East of Warkworth Road, Warkworth. Proposed single storey dwelling house. **Object.** Full response can be found on the West Northamptonshire website. (Response made using delegated powers).

WNS/2021/0784/FUL – Rolincroft, Overthorpe Road, Overthorpe. Replacement and changes to garage doors. **No objection.** (Response made using delegated powers).

21/02467/F - OS Parcel 0005 And Part OS Parcel 1300 0878 And 7566, Banbury. Erection of mixed-use development including a 240-bed hotel, 4-storey office building and roadside services including 2 no hot food restaurant drive-throughs, a coffee shop drive-through and a petrol filling station with ancillary retail store. **Object.** Full response can be found on the Cherwell District Council website. (Response made using delegated powers).

Planning decisions received from West Northants Council

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

Meeting closed @ 8:12pm

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