

Overthorpe Parish Council

Minutes of a meeting of Overthorpe Parish Council held at The Bowling Green, Banbury on **Monday 16th March 2020 at 7:30pm.**

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

In attendance: 1 member of the public (Richard Randall).

32) Apologies – Cllr Hawkins, District Cllr Furniss.

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

34) Public Participation session – None.

35) Co-option of new councillor – It was proposed and agreed to co-opt Richard Randall onto the Parish Council (PC). Richard completed his declaration of acceptance of office which was countersigned by the clerk.

36) To approve the minutes of the meeting held on 09/12/19 – The minutes were proposed, agreed and duly signed.

37) Matters arising

- a) War Memorial in the parish – Old Church Rooms – Cllr Baylis has been unable to contact the owners and will continue to try to contact them. Defer to next meeting.
- b) Date for next litter picking event – It was agreed that the litter pick should take place on 10th April. **Cllr Cavanagh to send details to clerk to be e-mailed out to those on the mailing list.** It was noted that there are frequent reports of littering along the road from Warkworth Lane, past the industrial units to the allotments, in Middleton Cheney Parish. **Clerk to contact the Middleton Cheney Parish Clerk to ask if they can organise some litter picking on that road.**
- c) Upcoming parish council elections – The government have agreed to postpone the elections which were due to take place in May 2020 for a year due to coronavirus. Further information about the proposed new date will be provided by the government early 2021.
- d) Road sweeping/gully clearance – Cllr Baylis put a note on Fix My street about the state of the pavement between Beech House and Copperfields. **Clerk to contact Highways to complain about their inaction on this report.** Cllr Baylis has also reported leak at top of village but has been advised that it is just groundwater.
- e) Council responsibilities in response to Coronavirus – It was agreed that a note should go out to all parishioners via e-mail to the mailing list and in hard copy advising them to contact the parish clerk if they need any help due to the COVID-19 situation. The clerk will then e-mail those on the mailing list asking for volunteers to help. **Clerk to e-mail and print notices for delivery by the parish councillors.**

38) Website maintenance/content – Defer to next meeting.

39) Highways issues

- a) Submission of proposal for 40mph speed limit on Warkworth Lane – The council confirmed they have asked for a reduction to 40mph from the A422 Middleton Cheney roundabout to the Warkworth 30mph zone. **Clerk to contact Middleton Cheney clerk to ask if their PC would be willing to support the Overthorpe request as the road is partly in Middleton Cheney.**
- b) Visibility at crossroads on Warkworth Lane – The councillors noted that the BT box is an additional barrier to visibility at the crossroads so there is nothing that the PC can do to alleviate this.
- c) S106 grant options – The PC discussed options for the use of the S106 grant and came up with the following suggestions:
 - Extending a pedestrian footpath from Overthorpe alongside Overthorpe Road to the Northants/Oxfordshire boundary.
 - Speed gates at the entrance to the village which remind road users that they are entering a village and should slow them down. The PC could install an LED light in that area to provide the required lighting as prescribed by Helen Howard.
 - White lines on the road that give the impression of narrowing thereby slowing traffic down.

Clerk to contact Helen Howard at Highways to find out if any of these options are feasible. Cllrs Holt and Baylis would like to meet with Helen in April to hear her feedback on these ideas and her suggestions of alternative options. They would also like the County Councillor to attend this meeting. **Clerk to organise meeting.**

40) To review and confirm re-adoption of the following documents:

- a) Financial Regulations – Proposed and agreed.
- b) Risk Assessment – Proposed and agreed.

41) Finance

- a) Approval of the bank statement balances as at 09.03.20 of £32.35 and £16,613.30 – The balances were checked and confirmed as correct.
- b) Confirmation of completion of the third quarterly (Oct to Dec) financial check – Cllr Baylis confirmed that the check has taken place and all was found to be in order.
- c) To confirm the asset register value for the end of 2019/20 financial year is reduced from £18,189 to £17,726 due to the removal of the pc laptop and bag – Proposed and agreed.
- d) Proposal to increase the clerk’s salary by 1 SCP as at 1st April 2020 resulting in SCP 22 – Proposed and agreed.
- e) Proposal for the clerk to set up a NEST pension scheme for the PC with a contribution of 8% from the employer and 1% from the employee – Proposed and agreed.
- f) To note payments made since last meeting under delegated powers: Proposed and agreed.

11.12.19	Simon Baylis	Domain renewal	£22.92
11.12.19	Margaret Stead	Flowers for troughs	£17.41
11.12.19	E-on	Streetlighting November	£14.87
07.01.20	Kirsty Buttle	December pay and expenses (laptop)	£828.30
07.01.20	HMRC	December tax	£15.00
29.01.20	E-on	Streetlighting December	£15.36
29.01.20	Kirsty Buttle	January salary	£152.43
29.01.20	HMRC	January tax	£15.20
29.01.20	SNAST	NHW sign	£14.00
27.02.20	E-on	Streetlighting January	£15.36
27.02.20	Zurich	Parish insurance 20-21	£305.16
27.02.20	Kirsty Buttle	February salary	£152.63
27.02.20	HMRC	Tax February	£15.00

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

09.12.19	Lloyds	Interest	£0.68
20.12.19	Farnborough PC	Laptop contribution	£100.00
24.12.19	Claydon PC	Laptop contribution	£100.00
24.12.19	Warmington PC	Laptop contribution	£100.00
02.01.20	Lighthorne Heath PC	Laptop contribution	£100.00
02.01.20	Kirsty Buttle	Laptop contribution	£63.00
09.01.20	Lloyds	Interest	£0.75
10.02.20	Lloyds	Interest	£0.75

42) Planning applications received by South Northants Council

S/2020/0327/TCA: Castle Farm, Overthorpe Road, Overthorpe. T1- Unidentified Dead Tree - Remove. T2 - Lanson Cypress - trim back. T3 - Ash - minor works, remove dead branches. **For information only.**

Date of next meeting – Tuesday 19th May 2020 @ 7:30pm

Meeting closed @ 8:32pm

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