

Overthorpe Parish Council

Minutes of the Annual Meeting of Overthorpe Parish Council held at
Castle Farm Cottage, Overthorpe, on Monday 17th May 2021 at 7pm

*Please note: The venue was changed from that stated on the agenda due to a last minute closure of The Bowling Green.

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

In attendance: 2 members of the public.

- 1) **Election of Chairman** – It was proposed and agreed to re-elect Cllr Baylis as the Chairman. Cllr Baylis completed his declaration of Acceptance of Office.
- 2) **Apologies** – None.
- 3) **Declaration of any changes to pecuniary interests and interests on items on the agenda** – Cllrs were provided with new Pecuniary Interests forms for completion and return to clerk before 7th June. There were no interests to declare on items on the agenda.
- 4) **Public Participation session** – The parishioners present raised concerns about the change to the village confines (item 6d) and an omission in the boundary of the Conservation Area. Cllr Baylis advised that he has e-mailed the Conservation Team to advise them of the omission and ask if this can be corrected.

2 members of the public left the meeting at 7:37pm.

- 5) **To approve the minutes of the meeting held on 15.03.21** – The minutes were proposed, agreed and duly signed.
- 6) **Matters arising**
 - a) Councillor Vacancy – No applications have been received to fill the vacancy. The Parish Council (PC) will continue to advertise the vacancy.
 - b) Police Liaison Representative – It was agreed that the Clerk should take on this role until more is known about what it entails and how much time is needed to fulfil this role.
 - c) Broadband Provision – Openreach have not been responding recently. **Cllr Randall will continue to chase them on this.** If parishioners aren't getting 10mbps download speeds (where their ISP is contracted to provide a higher rate) they should report it to their provider who will raise it with Openreach.
 - d) Concerns were raised at the Annual Parish Meeting regarding changes made to the Village Confines – A quote has been obtained from a planning consultant in regards to drafting letters on behalf of the council but this would cost 10% of the precept so it was felt that it would not be appropriate to go further with this at this time. It was agreed that the **Clerk should contact West Northants Council to advise them that an error had been made on the map published in the recent local plan which differs from the previous version and ask them to resolve this error asap due to the impact it could have on planning permissions in the area in question.**
- 7) **Highways issues – Update on meeting with Helen Howard (Highways representative)** – Cllrs Baylis and Hawkins attended a meeting with Helen Howard on 20th April 2021. Helen agreed to send information to the PC about the consultation/surveys required for construction of footpath on Overthorpe Road, siting of additional post(s) to carry VAS, and implementation of advisory 20mph speed limits. As yet no

information has been received. **Clerk to contact Helen Howard for an update and to ask if the end date for the S106 monies can be extended by 18 months due to the delays caused by the pandemic.**

8) Finance

- a) Approval of the bank statement balances as at 10.05.21 of £4,112.04 and £19,619.22 – Cllr Hawkins confirmed the balances stated are correct.
- b) Confirmation of completion of the final quarterly (Jan to Mar) financial check for 20/21 – Cllr Hawkins confirmed the check has taken place and all was found to be in order.
- c) To receive the internal auditor’s report, agree any actions required and appoint an internal auditor for 21/22 – The PC confirmed receipt of the internal auditor’s report with no issues raised. It was proposed and agreed to appoint Nick Chadwick as the auditor for the 21/22 financial year.
- d) To complete and approve the Annual Governance Statement for the 20/21 audit – It was proposed and agreed to tick ‘yes’ for all statements except statement 9 which is ‘not applicable’. The chairman signed the Annual Governance Statement.
- e) To complete and approve the Accounting Statements for the 20/21 audit – The Accounting Statements were approved and signed by the Chairman.
- f) To approve the Certificate of Exemption for the 20/21 audit – Proposed and agreed. The Chairman signed the Certificate of Exemption.
- 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 – Proposed and agreed.

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 (S137)	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: Proposed and agreed.

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: Noted.

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: Proposed and agreed.

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. **No objections.**

10) To review/re-adopt the following documents: All documents listed below were proposed and agreed for adoption.

- 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

Meeting closed @ 8:09pm

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