

Overthorpe Parish Council

Minutes of a meeting of Overthorpe Parish Council held via **zoom video conferencing** on **Monday 22nd June 2020** at **7pm**.

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

In attendance: 1 member of the public.

1) Apologies – District Cllr Furniss.

2) Declaration of any changes to pecuniary interests and interests on items on the agenda – Cllr Baylis has updated his pecuniary interests form which has been submitted to South Northants Council. There were no interests declared for items on the agenda.

3) Public Participation session – The member of the public asked if the Parish Council (PC) would be willing to consider a proposal to boost wildlife in the village and consider carrying the costs for such a project. **Cllr Baylis to liaise with parishioner to provide support and access to PC communication channels.** The parishioner asked if it would be possible for him to trim the lower branches of the tree mentioned in item 6b rather than it being removed. The councillors advised that it is the trunk of the tree that is causing visibility issues on the bend so removing the lower branches would not improve safety in that area. A councillor noted that it is VJ day on 15th August and asked if the PC would like to request a road closure to allow street celebrations to take place in the parish. All councillors agreed to his proposal. **Clerk to contact NCC to request a road closure.**

4) To approve the minutes of the meeting held on 16/03/20 - The minutes were proposed, agreed and duly signed.

5) Matters arising

- a) War Memorial in the parish – Church Rooms – and plans for future wreath laying – Cllr Baylis has spoken to the occupants at the Church Rooms and they are happy for a wreath to be laid there each November. The PC agreed that a wreath will continue to be laid at the Middleton Cheney ceremony so two wreaths will be required in future. **Clerk to increase budget for S137 expenditure to £70 to allow the purchase of two wreaths and contact Middleton Cheney Royal British Legion representative to ensure the PC receive the necessary information about the service.**
- b) Litter picking – Cllr Cavanagh will organise a litter picking event for 29th August. **Cllr Cavanagh to provide flyer to clerk to be e-mailed out to those on the mailing list.**
- c) Parish newsletter – It was agreed that the PC should provide an annual newsletter to go out in Sep/Oct every year. Only 50% of households are part of the PC mailing list and/or the village WhatsApp group so it was agreed to put another reminder in the newsletter about signing up to the mailing lists. **Cllrs to send items for the newsletter to Cllr Cavanagh.**

6) Highways issues

- a) Submission of proposal for 40mph speed limit on Warkworth Lane – No update received. **Clerk to chase up Highways for an update.**
- 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 – Proposed and agreed.
 - ii) Proposal to instruct removal of a tree that reduces visibility at a cost of £50 – Proposed and agreed. **Cllr Baylis to write to the farmer to inform him that the work will be completed asap after 1st September. Clerk to instruct contractor.**
- c) S106 grant options – The clerk has requested a meeting with Helen Howard (HH) at Highways but due to COVID-19 restrictions this has not been possible. **Clerk to contact HH to see if a meeting outdoors can now be held.**

7) Finance

- a) Approval of the bank statement balances as at 15.06.20 of £82.79 and £19,726.20 – Cllr Hawkins confirmed that the balance of £82.79 is correct but he does not have access to the other bank account.
- b) To receive the internal auditors report and agree any actions required – The councillors confirmed receipt of the internal auditor’s report with no issues raised.
- c) To complete and approve the annual governance statement for the 19/20 audit – It was proposed and agreed that the governance statement should be completed with an answer of yes to all boxes except box 9 which should be N/A. Cllr Baylis signed the document.
- d) To complete and approve the accounting statements for the 19/20 audit – The accounting statements were approved and duly signed.
- e) To approve the Certificate of Exemption (CoE) for the 19/20 audit – The CoE was approved and signed.
- 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. **Proposed and agreed.** The councillors agreed to increase the approval for the poppy wreath donation to £70.

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)	£70.00
Churchyard mowing	£350.00
Other (SNAST)	£20.00
Grit bins filling	£100.00

- g) To note payments made since last meeting under delegated powers: Proposed and agreed.

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: Noted.

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: All documents below were proposed and agreed.

- 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 – It was suggested that the current location of the VAS opposite Chetwode is not a terribly safe location for anyone to be regularly changing the batteries. It is also not a suitable location for solar power due to the hedges and trees in that area. The councillors agreed that relocation of the VAS along with the addition of a solar powered battery should be considered. A possible location could be on Warkworth Lane at the approach to the crossroads to discourage current high speeds, and to help subsequent enforcement if a 40mph limit is agreed. **Clr Hawkins to obtain quotes for solar power for the VAS for review at the next meeting. Clerk to contact Wroxton Parish Council to ask for details about their solar and wind powered VAS.** It was agreed that the meeting planned for 1st September should be cancelled and a new date arranged for the beginning of October. **Clerk to arrange new meeting date.**

Meeting closed @ 7:50pm

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