

Overthorpe Parish Council

Minutes of the Annual Meeting of Overthorpe Parish Council held at **Warkworth Church, Warkworth on Monday 30th May 2022 at 7pm.**

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

In attendance: 1 member 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.
- 2) **Apologies** – None.
- 3) **Proposal to co-opt Gill Hughes on to the Parish Council (PC)** – Proposed and agreed. Gill completed her Declaration of Acceptance of Office.
- 4) **Election of Vice-Chairman** – It was agreed not to elect a vice-chairman.
- 5) **Declaration of any changes to pecuniary interests and interests on items on the agenda** – Cllr Baylis advised that planning application WNS/2022/0859/FUL relates to his property.
- 6) **Public Participation session** - None.
- 7) **To approve the minutes of the meeting held on 21.03.22** – The minutes were proposed, agreed, and duly signed.
- 8) **Matters arising**
 - a) Update on Broadband Provision – Openreach are in the stage of surveying the properties to put together a task list for the contractors. The next call with them should be in June.
 - b) Vehicle Activated Sign (VAS) update – Proposal to apply to the Office of Northamptonshire Police, Fire, and Crime Commissioner’s Road Safety Community Fund for a grant to purchase a new VAS – Proposed and agreed. It was agreed that it could be beneficial to install two new VASs if funds allow. **Clerk to submit relevant application(s) for funding from any suitable grant providers.**
 - c) Update from District Cllr Rebecca Breese re actions from last meeting – No further update.
 - d) Update re proposal to organise a spring litter picking event – A note will be going out soon asking for volunteers to take part in a litter picking event.
 - e) Cherwell Local Plan – update and consideration of any further actions needed – No update.
- 9) **Highways issues – Update on meeting with Helen Howard (Highways representative)** – There has been no further update from Helen Howard or Cllr Solesbury-Timms who has agreed to support the council in their requests to get improvements on the roads/additional footpaths from Overthorpe towards Banbury in order to make it a safer route for pedestrians and cyclists. The PC is aware that Oxfordshire County Council (OCC) and Cherwell District Council (CDC) are developing a Local Cycling and Walking Infrastructure Plan (LCWIP) for Banbury which includes a proposed cycle route from Middleton Cheney, through Overthorpe to the Grimsbury area of Banbury. The councillors are pleased to see the initiative taken by OCC and CDC to recognise that this is an important route that needs to be made safer to improve the uptake of more eco friendly forms of transport and the PC fully supports their proposals. It was agreed that the **Clerk should contact OCC/CDC to find out who we should get in touch with to** explain the views and suggestions already made by the PC to West Northants Council Highways and **discuss how the PC can work with OCC/CDC to help bring these proposals to fruition.**
- 10) **Proposal to appoint Andy Cullen to complete the verge cutting in Overthorpe at a cost of £85 per cut** – Proposed and agreed.
- 11) **Finance**
 - a) Approval of the bank statement balances as at 25.05.21 of £515.90 and £24,611.50 – Cllr Hawkins confirmed the balances stated are correct.
 - b) Confirmation of completion of the final quarterly (Jan to Mar) financial check for 21/22 – 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 22/23 – The internal auditors' report was received with no concerns raised. It was proposed and agreed to appoint Nick Chadwick as the internal auditor for the 2022/23 financial year.
- d) To complete and approve the Annual Governance Statement for the 21/22 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.
- e) To complete and approve the Accounting Statements for the 21/22 audit – The Accounting Statements were proposed, agreed, and duly signed.
- f) To approve the Certificate of Exemption for the 21/22 audit – It was proposed and agreed that the PC is eligible to declare itself exempt and that the Chairman should sign the exemption certificate.
- g) 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	£2,450.00
Expenses - councillors, clerk, etc.	£50.00
Telephone charges	£10.00
Photocopying, stamps and stationery	£50.00
Internal audit	£65.00
Insurance	£330.00
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	£282.48
Street lighting repair & maintenance	£50.00
Verge mowing and plant troughs	£520.00
Website	£50.00
Dog waste bags	£180.00
Poppy wreath donation (\$137)	£70.00
Churchyard mowing	£350.00
Other (SNAST)	£100.00
Grit bins filling	£100.00
VAS and Licence	£4,500.00

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

24.03.22	Kirsty Buttle	Expenses - Shredder	£79.99
25.04.22	Chenderit School	Room hire 21st March	£30.00
25.04.22	JRB Enterprise Ltd	Dog waste bags	£71.40
25.04.22	Kirsty Buttle	April salary	£155.58
25.04.22	HMRC	April Tax	£37.40
25.04.22	West Northants Council	Fitment of post for VAS	£1,168.55
29.04.22	NEST	Pension April	£16.68
25.05.22	NJ Chadwick Accounting	Internal audit 2021/22	£60.00
25.05.22	E-on Energy Solutions	Annual Streetlighting Maintenance	£13.20
25.05.22	AJC Landscape & Gardening Services	Verge Strimming 6th May	£85.00

25.05.22	HMRC	Tax May	£37.60
----------	------	---------	--------

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

29.03.22	NCALC	AMP grant	£213.86
14.04.22	HMRC	VAT reclaim	£169.39
28.04.22	West Northants Council	Precept	£3,048.50
11.04.22	Lloyds	Interest	£0.21
09.05.22	Lloyds	Interest	£0.17

j) To approve payment of the following invoices: Proposed and agreed.

Kirsty Buttle	Salary and office May	£155.38
---------------	-----------------------	---------

12) Planning applications received by West Northants Council

WNS/2022/0859/FUL - Castle Farm Cottage Overthorpe Road, Overthorpe. Erection of single garage/workshop and garden tool shed at the end of existing drive. **No objection.** (Response made using delegated powers).

Planning decisions received from West Northants Council - None

Meeting closed @ 7:34pm

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