

# **Overthorpe Parish Council**

Councillors are hereby summoned to the Annual Meeting of Overthorpe Parish Council to be held at  
**Room 72, Chenderit School, Archery Road, Middleton Cheney**  
on **Monday 19<sup>th</sup> May 2025** at **7:15pm** to consider matters as set out below.

## **Agenda**

- 1) Election of Chairman**
- 2) Apologies**
- 3) Confirmation of completion of Register of Interests**
- 4) Declaration of any interests on items on the agenda**
- 5) Public Participation session**
- 6) To approve the minutes of the meeting held on 17.03.2025**
- 7) Matters arising**
  - a) Grass cutting arrangements with the new contractor for 2025
- 8) Annual Governance and Accountability Return 2024-25**
  - a) To receive the Internal Auditor's Report for 24/25
  - b) To appoint an Internal Auditor for the 25/26 financial year
  - c) To complete and approve for signature the Annual Governance Statements for 24/25
  - d) To approve for signing the Accounting Statements for 24/25
  - e) To approve completion and signing of the Certificate of Exemption for 24/25
  - f) To confirm the dates for the Notice of Public Rights for the 24/25 Financial Year – 3<sup>rd</sup> June to 14<sup>th</sup> July 2024
- 9) Finance**
  - a) Approval of the bank statement balances as at 13.05.25 of £3,803.96 and £19,897.09
  - b) To confirm completion of the final (Jan to Mar) quarterly financial check for the 2024-25 financial year
  - c) To note payments made since last meeting under delegated powers:

31.03.25	Unity Bank	Account fee	£5.36
03.04.25	Warkworth PCC	Annual donation for 2024-25	£385.00
25.04.25	E-on Energy Solutions	Annual streetlighting maintenance	£105.60
25.04.25	Zurich	Shortfall in payment made in March	£4.11
25.04.25	NCALC	Annual membership and DPO	£176.91
25.04.25	Chenderit School	Room hire 17/03/25	£37.50
25.04.25	Parish Online	Website to 10 Apr 26	£258.00
25.04.25	Kirsty Buttle	Salary and office Apr 25	£195.08
25.04.25	HMRC	Tax Apr 25	£48.00
30.04.25	NEST	Pension Apr 25	£21.12
30.04.25	Unity Trust Bank	Account fee	£6.00

- d) To note receipts received since the last meeting:

31.03.25	Unity Bank	Interest	£68.39
29.04.25	WNC	Precept	£3,283.00

25.04.25	HMRC	VAT refund	£166.08
----------	------	------------	---------

e) To approve the following payments not yet made:

N J Chadwick Accounting	Internal Audit 2024-25	£75.00
-------------------------	------------------------	--------

**10) New Parish Council website and e-mails**

- a) To agree the process for completing migration to the new website including notifying parishioners of the change
- b) To consider how to notify parishioners of upcoming meetings once the old website has been shut down

**11) To adopt a Sexual and General Harassment Policy**

**12) Proposal to adopt the following amended policies:**

- a) Financial Regulations
- b) Standing Orders
- c) Risk Assessment
- d) Publication Scheme
- e) Complaints Procedure

**13) Planning applications received by West Northants Council - None**

**14) Planning decisions received from West Northants Council - None**

**15) Notifications of Tree Work received from West Northants Council**

**Manor House, Overthorpe Road, Overthorpe.** Intended tree work includes:

t1 - blue atlas cedar - reduce overall crown height by 3m to relieve branch end weight. rectify snapped branched with correct finishing cuts. t2 - norway spruce - section fell to ground level due to heavily biased crown weight as recommended but latest survey. t3 - western red cedar - reduce crown height: 2m (both stems) and brace with a static metal wire system at 50% of the overall height (post-reduction). t4 - western red cedar - reduce crown height: 2m (both stems) and brace with a static metal wire system at 50% of the overall height (post-reduction). t5 - red oak - remove deadwood. lightly and selectively reduce crown extremities where they are encroaching or conflicting with other trees to create clearances of around 0.5-1m. t6 - deodar cedar - remove deadwood. remove suspended branch. remove lowest west branch above fruit cage. target prune the stubs left from previous work.

**Date of next meeting – 15<sup>th</sup> September 2025**



Mrs K Buttle  
Parish Clerk

[clerk@overthorpe.org](mailto:clerk@overthorpe.org)

Tel: 07419 126 206

14<sup>th</sup> May 2025