

Overthorpe Parish Council

Minutes of a meeting of Overthorpe Parish Council held at **Room 72, Chenderit School, Archery Road, on Monday 17th March 2025 at 7pm.**

Present: Cllr S Baylis, Cllr R Randall, Cllr P Cavanagh, Cllr G Hughes, Cllr J Frayne, Clerk.

In attendance: Rev Nick Leggett.

It was agreed to discuss item 41c first as this is the reason Rev Leggett is in attendance.

Cllr Randall joined the meeting 7:28pm.

Rev Leggett left the meeting at 7:43pm after discussion of item 41c.

36) Apologies – None.

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

38) Public Participation session – None.

39) To approve the minutes of the meeting held on 03.12.2024 – The minutes were proposed, agreed, and duly signed.

40) Matters arising

- a) Survey re the possibility of reducing the speed limit in the village to 20mph – A survey has been put out and a number of responses have been received which will be published when the website management has been resolved. The responses have made the councillors aware of some improvements that could be made to the survey to make the data easier to interpret with the information that WNC will require in order to take any proposals forward. The survey will remain open and the Parish Council (PC) will come back to it in future when more responses have been received.
- b) To ratify the decision that needed to be made between meetings to repair the broken Vehicle Activated Sign (VAS) at a cost of £268.58 plus VAT – Proposed and agreed.
- c) Website hosting/support – The Parish Council website has had some updates over the last few months resulting in it being very difficult, if not impossible, for the Chairman and Clerk to add anything to the site other than the Parish Council (PC) documents such as minutes, agenda, and financial documents. The Clerk had some training on the site in October but has been unable to get a copy of the instructions on how to do things from the website provider and it appears another change has happened to the website since the training causing further problems with uploading items to the website. The PC received quotes for alternative website providers and it was proposed and agreed to accept the quote from Parish Online of £315 per year. **Clerk to arrange to instruct Parish Online to set up a new website for Overthorpe PC and get the current website shut down as soon as the new site is up and running.**

41) Finance

- a) Approval of the bank statement balances as at 11.03.25 of £176.44 and £21,833.41 – Cllr Cavanagh confirmed the balances stated are correct.
- b) To confirm completion of the third (Oct to Dec) quarterly financial check for the 2024-25 financial year – Cllr Hughes confirmed the check has taken place and all was found to be in order.
- c) Request from Warkworth Church for the Parish Council to make a contribution to their grass cutting costs – Budgeted amount is £385 – Church grass cutting costs for the year were £2,000 – After some

discussion with the Reverend about the Church finances it was proposed and agreed to make the donation of £385. **Clerk to make payment.**

- d) To review the spend against budget to date – The spend against budget was reviewed. It was noted that the Church payment will go out before the end of the financial year now it has been approved under item 41c.
- e) To agree the following regular payments list from the 2024/25 agreed budget delegating authority to the clerk to make payments to relevant suppliers up to the budget total. All payments will need to be authorised online by a councillor in order for the payment to be made – Proposed and agreed.

Clerk's salary	£3,200
Expenses – councillors, clerk, etc.	£130
Telephone charges	£15
Photocopying, stamps and stationery	£50
Internal audit	£85
Insurance	£500
Training costs	£200
Data protection	£50
NCALC Subs	£190
Parish council events/meeting costs (AGM catering, etc)	£230
Electricity-street lighting	£400
Street lighting repair & maintenance	£150
Verge mowing and plant troughs	£765
Website	£100
Poppy wreath donation & defib (S137)	£100
Churchyard mowing	£400
Other (SNAST)	£200
Grit bins filling	£100
VAS and Licence	£4,733
Contested Election 2025	£1,051
Bank charges – *Approved to increase to £72	*£72

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

24.12.24	Npower	Streetlighting Nov 24	£37.05
24.12.24	Sheerclass Computing	5 year SSL licence and 1 yr technical service	£74.58
24.12.24	Kirsty Buttle	Salary and office Dec 24	£190.33
24.12.24	HMRC	Tax Dec	£46.80
31.12.24	NEST	Pension Dec	£21.27
30.01.25	Kirsty Buttle	Salary and office Jan	£190.33
30.01.25	HMRC	Tax Jan	£46.80
31.01.25	NEST	Pension Jan	£20.59
24.02.25	Npower	Streetlighting Dec 24	£37.89
24.02.25	Chenderit School	Room hire 3rd Dec	£37.50
24.02.25	TWM	Inspection, repair and report	£322.30
24.02.25	Npower	Streetlighting Jan 25	£40.79
24.02.25	Kirsty Buttle	Salary and office Feb	£190.33
24.02.25	HMRC	Tax Feb	£46.80

05.03.25	NEST	Pension Feb	£20.59
18.02.25	Lloyds	Bank fee	£4.75

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

09.12.24	Lloyds	Interest	£17.92
09.01.25	Lloyds	Interest	£19.48
20.02.25	Lloyds	Credit	£1.82
10.02.25	Lloyds	Interest	£19.66

h) To approve the following payments not yet made: Proposed and agreed.

Zurich	Parish insurance	£325.87
Kirsty Buttle	Salary and office Mar	£190.33
HMRC	Tax Mar	£46.80
NEST	Pension Mar	£20.59

42) Preparations for 2025 Parish Elections – The legal notices have been published on the website and noticeboards and information regarding how to apply has been sent out to all those on the village WhatsApp group. The closing date for applications is 2nd April. Nomination papers must be delivered by hand to West Northants Council.

43) To agree grass cutting arrangements for 2025 – It was proposed and agreed to accept a quote of £100 +VAT per cut from CGM. **Clerk to inform CGM and advise the previous contractor.**

44) Planning applications received by West Northants Council – None.

45) Planning decisions received from West Northants Council

2024/5164/FULL – 6 Chetwode, Overthorpe. Conversion of garage into a study and utility room. **Approved.**

46) Notifications of Tree Work received from West Northants Council

Castle Farm Cottage, Overthorpe Road, Overthorpe. Intended tree work includes: Reduction to 1 x Magnolia Tree. Section fell to 1 x dead Birch Tree.

47) Plans for the 2025 Annual Parish Meeting – It was agreed that this will be held from 7-7:15pm on Monday 19th May, with the ordinary meeting to follow starting at 7:15pm.

48) Proposal to exclude the public and the press to discuss a confidential matter re staff – Proposed and agreed.

49) To review the Clerk’s salary for the 2025-26 financial year – It was proposed and agreed to increase to the clerk’s salary point to SCP27 from 1st April 2025.

Meeting closed @ 8:29pm

Date of next meeting – 19th May 2025

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