

Overthorpe Parish Council

Minutes of the Annual Meeting of Overthorpe Parish Council held at
Room 72, Chenderit School, Archery Road, on Monday 19th May 2025 at 7:15pm

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

In attendance: 0 members 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) **Confirmation of completion of Register of Interests** – All councillors confirmed they have completed their Registers of Interest and passed them to the **Clerk who will submit to West Northants Council.**
- 4) **Declaration of any interests on items on the agenda** – None.
- 5) **Public Participation session** – None.
- 6) **To approve the minutes of the meeting held on 17.03.2025** – The minutes were proposed, agreed, and duly signed.
- 7) **Matters arising**
 - a) Grass cutting arrangements with the new contractor for 2025 – It appears there has been a misunderstanding in relation to the areas to be cut by the new contractor and he has been cutting the verges in the village rather than the crossroads. The contractor has agreed that if the Parish Council (PC) pay the two invoices already provided for those cuts he will complete the next two cuts of the crossroads free of charge. It was agreed to accept this offer. The councillors noted that the cuts that have been completed in the village were of a very good standard and it was suggested that maybe the PC should agree to take responsibility for the cutting of the verges from West Northants Council (WNC) who would provide the PC with a small amount of funding each year, and arrange the grass cutting through the contractor. This should be considered further at the next meeting when details are available regarding the amount that WNC would fund and what the contractor would charge to cut the village in addition to the crossroads. **Clerk to request a quote from the contractor and ask WNC what funding they would offer if the PC take on responsibility for the grass cutting.**
- 8) **Annual Governance and Accountability Return 2024-25**
 - a) To receive the Internal Auditor's Report for 24/25 – The Internal Auditor's Report was received with no issues raised.
 - b) To appoint an Internal Auditor for the 25/26 financial year – It was agreed to appoint Nick Chadwick as the Internal Auditor for 25/26.
 - c) To complete and approve for signature the Annual Governance Statements for 24/25 – It was proposed and agreed to tick 'yes' to all statements except statement 9 which is 'not applicable' and for the form to be signed by the Chairman and Clerk.
 - d) To approve for signing the Accounting Statements for 24/25 – The Accounting Statements were approved and the Chairman signed the document.
 - e) To approve completion and signing of the Certificate of Exemption for 24/25 – It was proposed and agreed that the Council is eligible for exemption and that the Chairman and RFO should sign the document.

- f) To confirm the dates for the Notice of Public Rights for the 24/25 Financial Year – 3rd June to 14th July 2024 – Proposed and agreed.

9) Finance

- a) Approval of the bank statement balances as at 13.05.25 of £3,803.96 and £19,897.09 – Cllr Cavanagh confirmed the balances stated are correct.
- b) To confirm completion of the final (Jan to Mar) 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) To note payments made since last meeting under delegated powers: Proposed and agreed.

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: Noted.

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: Proposed and agreed.

N J Chadwick Accounting	Internal Audit 2024-25	£75.00
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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 – The new website is now up and running and has all of the required information on there so the old website is no longer required. There are some further updates to complete on the new website which the clerk and councillors will continue to work on. **Clerk to send a list of items still needed for the new website to councillors.** It was agreed that the **Clerk should contact the old website provider and ask them to close down the old website and e-mail addresses.**
- b) To consider how to notify parishioners of upcoming meetings once the old website has been shut down - Cllr Baylis has already sent out a WhatsApp message to the village group advising that the website and e-mail addresses are changing. It was agreed that **Cllr Baylis should send an e-mail out to all on the mailing list to make them aware of the change.** As the new website doesn't have the ability to send an e-mail out to parishioners when new agendas and minutes are published it was agreed that the **Clerk should post on the village WhatsApp group to inform parishioners when minutes and agendas are published.** **Cllr Cavanagh to add Clerk to the WhatsApp group.** It was agreed that a poster should also be put on the parish noticeboard to make parishioners aware of the new website.

11) To adopt a Sexual and General Harassment Policy – Proposed and agreed.

12) Proposal to adopt the following amended policies: It was proposed and agreed to approve all of the documents listed below.

- 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.

Meeting closed @ 8pm

Date of next meeting – 15th September 2025

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