

## **Overthorpe Parish Council**

Minutes of a meeting of Overthorpe Parish Council held at **The Parish Meeting Room, Middleton Cheney, on Monday 29<sup>th</sup> September 2025 at 7pm.**

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

In attendance: 2 members of the public.

**16) Apologies – None.**

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

**18) Public Participation session – None.**

**19) To approve the minutes of the meeting held on 19.05.2025 –** The minutes were proposed, agreed, and duly signed.

**20) Matters arising**

- a) Concerns raised about the VAS post at east end of the village which appears to be falling over – **Cllr Baylis to report on the West Northants Highways Reporting system.**
- b) New booking system for Farthinghoe Recycling Centre – A new booking system will commence on 3rd November. Residents will be able to start booking slots from 20<sup>th</sup> October. Further information can be found on <https://www.westnorthants.gov.uk/news/booking-system-coming-soon-household-waste-recycling-centres-west-northants>. Concerns were raised about why the system is being changed as there never appear to be queues at the recycling centre anyway and requiring people to book in advance and limit people's ability to drop things off at the recycling centre could result in more flytipping. **Clerk to e-mail District Cllrs Herring and Breese about this matter.**

**21) Reporting of drainage issues in the parish –** Highways' have advised that they don't have a record of previous drainage issues reported in the parish so they advised that in order to build up a record of what repairs/improvements are needed which will inform both short and longer term planning residents should ensure they report any issues relating to flooding or poor drainage to West Northants Council on <https://fix.westnorthants.gov.uk/>. **Clerk to put this information on the village WhatsApp group, and provide direct links to the various places residents can report problems on the website.**

**22) Highways related issues**

- a) Replacement of damaged Village Sign – Highways have suggested moving the sign to outside No 2 Chetwode. The Parish Council (PC) agreed that this location makes sense given that there are issues with the tree which is currently on top of the sign and moving the sign would likely make the tree roll out onto the road. **Cllr Randall to inform Highways that the PC is supportive of the relocation of the village sign to the proposed location.**

*2 members of the public joined the meeting at 7:15pm.*

- b) To consider the possibility of repositioning the 30mph sign on Overthorpe Hill (western approach to village) and removal of existing signage/fallen tree – It was agreed that the 30mph sign should stay where it is to give road users time to slow down before they get to the bend in the road. Highways have advised that they won't be moving the tree at the moment as they are trying to ascertain land ownership. **Cllr Randall to inform Highways of the PC's decision.**
- c) Potential to implement traffic calming through the village through the use of cameras – This relates to ANPR cameras that would be for the purpose of monitoring and enforcing the Traffic Regulation Order through the village. Some questions were asked about who would own, be liable for, and monitor the cameras once purchased. It was agreed that in principle the PC are happy to contribute the full £33k of S106 funds allocated to Overthorpe PC towards this project. **Clerk to send details of the questions raised to Cllr Randall. Cllr Randall to inform Highways of the PC's willingness to contribute Overthorpe's 106 funds to this project.**

### 23) Grass cutting

- a) To consider offer from West Northants Council (WNC) for the Parish Council (PC) to take on responsibility for cutting the grass verges in the parish for an annual reimbursement of £219.47 – haven't provided a map of the areas included in their offer so it is not clear if it includes Blacklocks Hill or not. **Clerk to contact WNC to ask for maps of the areas included and bring back to the next meeting for consideration.**
- b) To consider quote of £100 from the existing contractor to cut all verges within the 30mph limit of the village – Defer to next meeting due to further consideration needed of item 23a. **Clerk to obtain further quotes from the contractor should the maps requested in item 23a include Blacklocks Hill.**

### 24) To approve amendments to the Risk Assessment Document – Proposed and agreed.

### 25) Finance

- a) Approval of the bank statement balances as at 23.09.25 of £135.64 and £21,786.96 – Cllr Cavanagh confirmed the balances stated are correct.
- b) To confirm completion of the first (Apr to Jun) quarterly financial check for the 2025-26 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.

31.05.25	Unity Trust Bank	Account fee	£6.00
03.06.25	Complete Ground Management	Grass cutting April	£120.00
03.06.25	Kirsty Buttle	Salary and office May 25	£208.34
03.06.25	HMRC	Tax May 25	£48.00
30.05.25	NEST	Pension May 25	£21.12
25.06.25	Chenderit School	Room hire 19.05.25	£52.50
25.06.25	Kirsty Buttle	Salary, office, and expenses	£212.52
25.06.25	HMRC	Tax June 25	£48.00
30.06.25	NEST	Pension June 25	£21.12
30.06.25	Unity Trust Bank	Account fee	£6.00
30.07.25	Kirsty Buttle	Salary and office Jul	£219.35
30.07.25	HMRC	Tax Jul	£54.00
01.08.25	NEST	Pension Jul	£23.80
31.07.25	Unity Trust Bank	Account fee	£6.00
26.08.25	ICO	Data Protection Fee	£47.00
29.08.25	Kirsty Buttle	Salary and office Aug	£201.05
29.08.25	HMRC	Tax Aug	£49.60
02.09.25	NEST	Pension Aug	£21.79
31.08.25	Unity Trust Bank	Account fee	£6.00
22.09.25	Npower	Streetlighting Feb 25	£39.05
22.09.25	Npower	Streetlighting Mar 25	£36.36
22.09.25	Npower	Streetlighting Apr 25	£28.98
22.09.25	Npower	Streetlighting May 25	£26.78
22.09.25	Npower	Streetlighting Jun 25	£23.76
22.09.25	Npower	Streetlighting Jul 25	£25.24
22.09.25	Npower	Streetlighting Aug 25	£28.14
22.09.25	Kirsty Buttle	Salary and office Sep 25	£201.25
22.09.25	HMRC	Tax Sep	£49.40

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

30.06.25	Unity Trust Bank	Interest	£127.70
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e) To approve the following payments not yet made: Proposed and agreed.

NEST	Pension Sep	£21.79
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**26) To appoint a Climate & Nature Champion to represent the council in matters relating to the climate, nature, and the environment** – As this role does not have to be taken by a Parish Councillor it was agreed that the **Clerk should put a note out on the village WhatsApp group and parish website to ask if anyone would like to volunteer to take on this role.**

**27) Planning applications received by West Northants Council**

**2025/1944/FULL – Blacklocks Farm, Blacklocks Hill, Overthorpe.** Demolition of an agricultural building and the erection of a new dwelling. **No objection.** *(Response made using delegated powers).*

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

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

**2025/3367/TCA - Stone House, Overthorpe Road, Overthorpe.** Works to 1 x Oak Tree in Conservation Area.

Meeting closed @ 7:53pm.

**Date of next meeting – 17<sup>th</sup> December 2025**

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