

Overthorpe Parish Council

Councillors are hereby summoned to a Meeting of Overthorpe Parish Council to be held on **Tuesday 15th September 2026 at The Parish Meeting Room, Main Road, Middleton Cheney, OX17 2LR at 7pm** to consider matters as set out below.

Agenda

20) Apologies

21) Declaration of any interests on items on the agenda

22) Public Participation session

23) To approve the minutes of the meeting held on 19.05.2026

24) Matters arising

- a) Update re potential to implement traffic calming through the village through the use of cameras
- b) Update re Jurassic Way Footpath Maintenance
- c) Request for a village sign on the road from Kings Sutton to Overthorpe
- d) To consider changing the date of the December Parish Council (PC) meeting

25) Finance

- a) Approval of the bank statement balances as at 09.09.26 of £93.52 and £22,870.99
- b) To confirm completion of the first (Apr to Jun) quarterly financial check for the 2026-27 financial year
- c) Proposal to remove Simon Baylis from the bank mandate, and add on Gill Hughes
- d) To note payments made since last meeting under delegated powers:

26.05.26	Kirsty Buttle	Salary, office, and reimbursement May	£216.55
26.05.26	HMRC	Tax May	£52.00
29.05.26	NEST	Pension May	£22.85
26.05.26	Complete Ground Management	Grass cutting April	£240.00
26.06.26	Complete Ground Management	Grass cutting May	£240.00
26.06.26	Npower	Electricity May	£23.93
26.06.26	Kirsty Buttle	Salary and office Jun	£206.00
26.06.26	HMRC	Tax Jun	£50.60
01.07.26	NEST	Pension Jun	£22.32
19.06.26	ICO	Data Protection Fee	£47.00
30.06.26	Unity Bank	Account fee	£7.00
31.07.26	Unity Bank	Account fee	£7.00
04.08.26	Npower	Electricity Jun 26	£21.77
04.08.26	Kirsty Buttle	Salary and Office Jul	£205.80
04.08.26	HMRC	Tax Jul	£50.80
07.08.26	NEST	Pension Jul	£22.32
26.08.26	Npower	Electricity Jul 26	£24.31
26.08.26	Kirsty Buttle	Salary, backpay, and office	£238.94
26.08.26	HMRC	Tax Aug	£59.20
28.08.26	NEST	Pension Aug	£26.00
31.08.26	Unity Bank	Account fee	£7.00
31.05.26	Unity Bank	Account fee	£7.00

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

30.06.26	Unity Bank	Interest	£109.44
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26) Planning applications received by West Northants Council

2026/2444/HH and 2026/2446/LBC – Beech House, Overthorpe Road, Overthorpe. Proposed artist studio/workshop, single bedroom holiday let (retrospective), gardeners welfare WC and garden store with associated internal and external works. **Overthorpe Parish Council have no objection to the physical building works described in the application.** Our concern — reflecting the feedback from neighbouring residents — is that, in the future, the scope of these already constructed 'domestic' works could easily be applied more broadly for commercial purposes, by the current or future property owner. Neighbouring residents are concerned that the proposed studio barn conversion and the associated “gardener welfare” facilities could be used for commercial activities beyond those stated, such as a retail studio, hosting commercial events, or similar. Additionally, there are no known dedicated or part time gardening staff working at the property. As a result, the purpose of the external “gardener welfare facility” appears unlikely to be for staff use and more broadly intended for general visitor use. Taken together with the studio works, this could enable the building works to operate as commercial premises beyond an artist’s studio, which would constitute a change of use.

Given the village’s limited access and parking, and the close proximity of neighbouring residential properties, the permission should include a clear condition that the buildings are to be used for domestic purposes only and not for commercial or visitor-facing activity beyond the description in the application.

It is recognised that a "change of use" planning application would be needed for commercial activity to proceed as a matter of process. This should be reinforced, given that this application is retrospective. *(Response made using delegated powers).*

Subsequent response – OBJECT - There are concerns raised by neighboring residents that the building work has already commenced and largely completed on the single story extension, included within this RETROSPECTIVE planning notice.

The concern is that there have been no known building control inspections carried out (or noted in supporting documentation) on building work that has already been completed and is located in a sensitive position bordering neighboring properties.

There is an extensive tree/hedge line that will need the foundations to an appropriate depth to avoid root damage. The foundations are close to walling supporting access to neighboring properties. The single story building is to be used as a toilet/washroom, therefore the drainage/waste should be of approved design to ensure no foul smells intrude on neighboring properties.

It is requested that the required building control inspections are undertaken.

Further, there is a statement in the Design and Access Statement / Design- Use - which refers to the work being necessary for the 'economic viability' of the Barn - with no further definition. This Planning Notice is for Domestic building works ONLY. It is not for Commercial purposes and any approval of this Planning Notice should not be construed as acceptance of Commercial activities

27) Planning decisions received from West Northants Council - None

Date of next meeting – TBC under item 24d



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Parish Clerk

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10th September 2026