

Overthorpe Parish Council

Councillors are hereby summoned to the Annual Meeting of Overthorpe Parish Council to be held on **Tuesday 19th May 2026** at **The Parish Meeting Room, Main Road, Middleton Cheney, OX17 2LR** at **7:15pm** to consider matters as set out below.

Agenda

- 1) Election of Chairman**
- 2) Apologies**
- 3) Proposal to co-opt David James onto the Parish Council (PC)**
- 4) Declaration of any interests on items on the agenda**
- 5) Public Participation session**
- 6) To approve the minutes of the meeting held on 03.03.2026**
- 7) Matters arising**
 - a) Update re potential to implement traffic calming through the village through the use of cameras
 - b) To receive data from the Vehicle Activated Sign (VAS)
- 8) Finance**
 - a) Approval of the bank statement balances as at 13.05.26 of £3,451.53 and £21,275.04
 - b) To confirm completion of the final (Jan to Mar) quarterly financial check for the 2025-26 financial year
 - c) To note payments made since last meeting under delegated powers:

28.02.26	Unity Trust Bank	Account fee	£6.00
03.03.26	WNC	Uncontested election charge	£64.50
25.03.26	Kirsty Buttle	Salary and office Mar 26	£201.05
25.03.26	HMRC	Tax Mar 26	£49.60
27.03.26	NEST	Pension Mar 26	£21.79
25.03.26	Zurich	Annual parish insurance	£241.00
25.03.26	Npower	Streetlighting Feb 26	£38.10
31.03.26	Unity Trust Bank	Account fee	£7.00
24.04.26	NCALC	Annual membership and DPO	£178.39
24.04.26	E-on	Annual streetlight maintenance	£105.60
24.04.26	Npower	Electricity March 26	£36.36
24.04.26	Parish Online	Website	£378.00
24.04.26	NJ Chadwick	Internal Audit 25-26	£80.00
24.04.26	Kirsty Buttle	Salary and Office Apr 26	£201.25
30.04.26	NEST	Pension Apr 26	£21.79
30.04.26	Unity Bank	Account fee	£7.00

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

31.03.26	Unity Trust Bank	Interest	£119.90
10.04.26	HMRC	VAT refund	£184.48
29.04.26	WNC	Precept	£3,181.00

- e) To approve the following payments not yet made:

HMRC	Tax Apr 26	£49.40
Npower	Streetlighting Apr 26	£23.71

- f) To agree the following regular payments list from the 2026/27 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

Clerk's salary	£3,500.00
Expenses - councillors, clerk, etc.	£130.00
Telephone charges	£15.00
Photocopying, stamps and stationery	£150.00
Internal audit	£85.00
Insurance	£500.00
Training costs	£200.00
Data protection	£59.00
NCALC Subs	£190.00
Parish council events/meeting costs (AGM catering, etc)	£180.00
Electricity-street lighting	£550.00
Street lighting repair & maintenance	£150.00
Verge mowing and plant troughs	£1,800.00
Website	£315.00
Poppy wreath donation & defib (S137)	£100.00
Churchyard mowing	£400.00
Grit bins filling	£100.00
Bank charges	£84.00

9) Annual Governance and Accountability Return 2025-26

- a) To receive the Internal Auditor's Report for 25/26
- b) To appoint an Internal Auditor for the 26/27 financial year
- c) To complete and approve for signature the Annual Governance Statements for 25/26
- d) To approve for signing the Accounting Statements for 25/26
- e) To approve completion and signing of the Certificate of Exemption for 25/26
- f) To confirm the dates for the Notice of Public Rights for the 25/26 Financial Year – 3rd June to 14th July 2026

10) Proposal to adopt an IT Policy

11) Proposal to re-adopt the following policies with no changes made:

- a) Biodiversity Policy
- b) Code of Conduct
- c) Complaints Procedure
- d) Data Breach Policy
- e) Data Protection Policy
- f) Disciplinary Policy
- g) Financial Regulations
- h) Freedom of Information Policy
- i) General Privacy Notice
- j) Grievance Policy
- k) Records Retention Policy

- l) Risk Assessment
- m) Role Holder Privacy Notice
- n) Scheme of Delegation
- o) Sexual and General Harassment Policy
- p) Standing Orders
- q) Subject Access Request Procedure

12) Proposal to adopt the following amended policies:

- a) Internal Financial Controls
- b) Publication Scheme

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

Beech House, Overthorpe Road, Overthorpe. T1 - birch, betula pendula - fell to ground level, due close proximity to adjacent structure. grinding out the stump to 280mm below ground level. T2 - birch, betula pendula - reducing largest primary branch on sw by 3m away from structure.

16) Notifications of planning appeals from West Northants Council

Appeal ref 6005912 – Blacklocks Farm, Blacklocks Hill, Overthorpe. Demolition of an agricultural building and the erection of a new dwelling. **No further response submitted.**

17) Proposal to change the date of the December meeting due to a change of circumstances

18) Proposal to exclude the public and the press to discuss a confidential matter re staff (19)

19) To review the Clerk's salary for the 2025-26 financial year

Date of next meeting – 15th September 2026



Mrs K Buttle
Parish Clerk

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14th May 2026