Overthorpe Parish Council

Minutes of a meeting of Overthorpe Parish Council held
on **Tuesday 15th September 2026** at **The Parish Meeting Room, Main Road, Middleton Cheney** at **7pm**.

Present: Cllr R Randall, Cllr P Cavanagh, Cllr G Hughes, Cllr D James, Clerk.
In attendance: 0 members of the public.

20) Apologies – Apologies were received and accepted from Cllr Frayne.

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

22) Public Participation session – None.

23) To approve the minutes of the meeting held on 19.05.2026 - The minutes were proposed, agreed, and duly signed.

24) Matters arising

a) Update re potential to implement traffic calming through the village through the use of cameras – Cllr Randall has chased up Highways but there is currently no further update. **Clerk to forward details of Police and Crime Commissioner Road Safety Grant Scheme to councillors.**

b) Update re Jurassic Way Footpath Maintenance – Whilst this area is not within the powers of the parish council to maintain, it is clearly an issue that causes concern amongst a number of residents, and there are differences of opinion as to who (the adjacent landowner, or the local authority responsible for maintaining public rights of way) is responsible for keeping the area clear, the Parish Council will contact West Northants Council (WNC) to ask what they believe their responsibility is and what the legal situation is relating to ownership as some residents state that their deeds suggest they don't own the path which is contrary to the land registry mapping information. **Clerk to contact WNC.**

c) Request for a village sign on the road from Kings Sutton to Overthorpe – **Clerk to contact Highways to ask if a sign can be placed on the verge coming into the parish just before the bend** to remind people they are entering a village which may have the effect of slowing them down before the dangerous bend.

d) To consider changing the date of the December Parish Council (PC) meeting – It was agreed to change the December meeting date to 7th January 2027. **Clerk to arrange room booking.**

25) Finance

a) Approval of the bank statement balances as at 09.09.26 of £93.52 and £22,870.99 – Cllr Cavanagh confirmed the balances stated are correct.

b) To confirm completion of the first (Apr to Jun) quarterly financial check for the 2026-27 financial year – Cllr Hughes confirmed the check has taken place and all was found to be in order.

c) Proposal to remove Simon Baylis from the bank mandate, and add on Gill Hughes – Proposed and agreed. **Clerk to arrange the mandate change.**

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

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

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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: Noted.

30.06.26	Unity Bank	Interest	£109.44

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.

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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

Meeting closed @ 7:37pm

Date of next meeting – 16th December 2026

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

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