Overthorpe Parish Council

Minutes of the Annual Meeting of Overthorpe Parish Council held
on **Tuesday 19th May 2026** at **The Parish Meeting Room, Main Road, Middleton Cheney,** at **7:15pm**

Present: Cllr R Randall, Cllr P Cavanagh, Cllr G Hughes, Clerk.
In attendance: 1 member of the public.

1) **Election of Chairman** – It was proposed and agreed to elect Cllr Cavanagh as the chairman. Cllr Cavanagh completed his Declaration of Acceptance of Office which was countersigned by the Clerk.
2) **Apologies** – Apologies were received and accepted from Cllr Frayne.
3) **Proposal to co-opt David James onto the Parish Council (PC)** – Proposed and agreed. David completed his Declaration of Acceptance of Office which was countersigned by the Clerk.
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 03.03.2026** - The minutes were proposed, agreed, and duly signed.
7) **Matters arising**
   a) Update re potential to implement traffic calming through the village through the use of cameras – The Highways representative is on annual leave so have not had a response re their plans. **Cllr Randall to continue to chase Highways on this.**
   b) To receive data from the Vehicle Activated Sign (VAS) - Cllr Randall provided a report showing the data from the VAS. It appears that the traffic volumes have come down a bit. The only change Cllr Randall is aware of is the Carrdus School closing so it is possible this has caused some of the changes. **Cllr Randall to provide the data to Highways to show the volume of traffic through the week compared to weekends.**
8) **Finance**
   a) Approval of the bank statement balances as at 13.05.26 of £3,451.53 and £21,275.04 – Cllr Cavanagh confirmed the balances stated are correct.
   b) To confirm completion of the final (Jan to Mar) 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.

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: Noted.

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: Proposed and agreed.

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 – Proposed and agreed.

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 - The Internal Auditor's Report was received with no issues raised.

b) To appoint an Internal Auditor for the 26/27 financial year - It was agreed to appoint Nick Chadwick as the Internal Auditor for 26/27.

c) To complete and approve for signature the Annual Governance Statements for 25/26 - 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 25/26 - The Accounting Statements were approved and the Chairman signed the document.

e) To approve completion and signing of the Certificate of Exemption for 25/26 – 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 25/26 Financial Year – 3rd June to 14th July 2026 – Proposed and agreed.

10) Proposal to adopt an IT Policy – Proposed and agreed.

11) Proposal to re-adopt the following policies with no changes made: Proposed and agreed.

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: Proposed and agreed.
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 – It was proposed and agreed to change the date to 9th December 2026. **Clerk to rearrange room booking.**

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

Clerk left the meeting at 7:55pm.

19) To review the Clerk's salary for the 2025-26 financial year – It was proposed and agreed to increase the clerk's pay scale to SCP 28 to be backdated to 1st April 2026.

Meeting closed @ 8:04pm

Date of next meeting – 15th September 2026

Signed…… Date……