

# **Overthorpe Parish Council**

Minutes of the Annual Meeting of Overthorpe Parish Council held  
on **Tuesday 19<sup>th</sup> 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 – 3<sup>rd</sup> June to 14<sup>th</sup> 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 9<sup>th</sup> 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 1<sup>st</sup> April 2026.

Meeting closed @ 8:04pm

**Date of next meeting – 15<sup>th</sup> September 2026**

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