

## Draft Minutes of the Annual Meeting of Overstone Parish Council

held on Tuesday 5<sup>th</sup> May 2020 via video conferencing at 7.15 pm

**Present:** Cllrs J Austin, S Betts, T Drage, K Giles, L McGoldrick, D Spooner, A Taylor, S Townsend and E Weston. Clerk and RFO Mrs E Gibson, NCC Cllr Judy Shepherd, DDC Cllrs Daniel Cribbin and Cllr Mike Warren.

**Apologies:** None.

- 54.20 ELECT A CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.** Nomination received to elect Cllr John Austin as Overstone Parish Council Chair. Council **RESOLVED** to elect Cllr Austin as Chair. Declaration of Office agreed verbally due to social distancing measures. Copy to be completed and sent via post.
- 55.20 ELECT A VICE-CHAIRMAN AND RECEIVE DECLARATION OF ACCEPTANCE OF OFFICE.** Nomination received to elect Cllr Lorna McGoldrick as Vice-Chair. Council **RESOLVED** to elect Cllr McGoldrick as Vice-Chair.
- 56.20 PUBLIC FORUM:** Members of the public and press are invited to address the Council at its Open Forum. 15 minutes. Speakers have up to 3 minutes each.
1. Representations made regarding item **68.20 a) DA/2020/0269**. Council advised that DDC had incorrectly stated that Overstone was in a conservation area, this is not the case and this has now been corrected. The trees concerned are subject to Tree Preservation Orders and are self-set Sycamore trees. A tree survey has been completed and the recommendation is for them to be taken down as there are concerns regarding the impact on Overstone wall. Council to consider during the meeting.
- 57.20 RESOLUTION TO APPROVE APOLOGIES FOR ABSENCE.** None.
- 58.20 RESOLUTION TO SIGN AND APPROVE MINUTES OF THE MEETING OF PARISH COUNCIL HELD ON TUES 3<sup>RD</sup> MARCH 2020.** Council advised typing error on agenda should have read 3<sup>rd</sup> March 2020 minutes not February. Council **RESOLVED** to approve 3<sup>rd</sup> March 2020 minutes.
- 59.20 MATTERS ARISING FROM PREVIOUS MINUTES (if any) – For Information only.** Cllr McGoldrick asked for an up-date on badges for Cllrs. Clerk to follow up.
- 60.20 MEMBERS' DECLARATIONS OF INTEREST/DISPENSATION REQUESTS.**
- To receive for relevant items on the agenda
    - Cllr Giles declared an interest in item **67.20 b)** as there is a payment made to her on the list of invoices.
    - Cllr Townsend declared an interest in item **68.20 DA/2020/0269** as that is his property.
  - To receive details of any changes to registrable interest forms
    - Cllr Giles asked for a copy of the declaration of interests form to up-date hers. Clerk to forward to Cllr Giles for her to complete and send to DDC. Cllrs reminded it is their responsibility to keep these up to date.
- 61.20 COMMITTEES/SUB-COMMITTEES/STEERING/ADVISORY GROUPS (previously circulated). Parish Council to discuss and make resolution on the following: -**
- Review of delegation arrangements to committees, advisory groups, employees and other local authorities. Council **RESOLVED** to continue with Planning Committee, and Planning advisory group in its current form with its current terms of reference. Clerk proposed other committees and working parties that may need forming. Council **RESOLVED** to review this once they are able to meet in person once more.
  - Review of the terms of references for committees/steering/advisory groups. Council reviewed the Planning Committee's terms of reference and **RESOLVED** to approve.
  - Receipt of nominations to existing committees/steering/advisory groups. None
  - Appointment of any new committees/steering/advisory groups, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them. As above Council **RESOLVED** to review once they can meet in person.
- 62.20 REVIEW OF REPRESENTATION ON/OR WORK WITH EXTERNAL BODIES e.g. Village Organisations, District Council, REC Committee, Highways and arrangements for reporting back.** Council **RESOLVED** that when the Council is notified of meetings the Council will make the decision who will represent them at any given meeting. Council did not want to make specific Cllrs responsible. Cllrs will report back to full Council and do not have any delegated powers.

**63.20 POLICY REVIEWS:** Council reviewed the following policies and **RESOLVED** to re-adopt and adopt.

1. Data Protection policy
2. Data Breach policy
3. Subject Access Requested procedure
4. GDPR Security Compliance checklist
5. DATA Protection Data Map

**64.20 MEMBERSHIP OF OTHER BODIES (by Council and/or employees)**

Parish Council reviewed and **RESOLVED** to continue with the following memberships:

- a) Northamptonshire County Association of Local Councils – NCALC.
- b) Society of Local Council and Clerks – SLCC.

**65.20 DATES, TIMES AND PLACE OF ORDINARY MEETINGS OF FULL COUNCIL FOR THE YEAR 2020/21 AND THE ANNUAL PARISH MEETING (HELD IN OVERSTONE VILLAGE HALL UNLESS OTHERWISE STATED)**

Parish Council **RESOLVED** the following meeting dates:

**2<sup>nd</sup> June 2020**

**7<sup>th</sup> July 2020**

**August 2020 (NO MEETING)**

**1<sup>st</sup> September 2020**

**6<sup>th</sup> October 2020**

**3<sup>rd</sup> November 2020**

**December 2020 (NO MEETING)**

**5<sup>th</sup> January 2021**

**2<sup>nd</sup> February 2021**

**2<sup>nd</sup> March 2021**

**6<sup>th</sup> April 2021**

**4<sup>th</sup> May 2021 Annual Meeting of the Parish Council**

As previously **RESOLVED** by the Council these meeting dates maybe changed or cancelled with public notice given via the noticeboard and Council website.

**66.20 RESOURCES (STAFFING AND STRATEGY) COMMITTEE**

a) **Update** (if any)

b) **Annual Return 2019/20**

1. Council **RESOLVED** to approve Annual Governance Statement.
2. Council **RESOLVED** to approve Annual Return, Accounting Statement. Query raised about recording of staff costs in the correct column. Clerk to make enquiries with Auditor and amend if necessary. This does not make a difference to overall figures.
3. Council **RESOLVED** to approve End of Year accounts and explanation of variances

c) **Internal Audit** – The council’s internal audit for year ending 31<sup>st</sup> March 2020 took place on 21<sup>st</sup> April 2020.

A copy of the report has been circulated to Councillors and will be made available on the Council’s website. Council considered and **RESOLVED** to accept internal auditor’s report. Council extended their thanks to the Clerk for her work undertaken to complete the internal audit.

**67.20 RESOURCES**

a) **Income received:** None.

b) **Payment of outstanding invoices.** Parish Council **RESOLVED** to approve those listed plus additional received between 29<sup>th</sup> April 2020 and 5<sup>th</sup> May 2020 (if any)

DATE	PAYEE	DETAIL	CHQ NO.	AMOUNT EX vat	VAT	TOTAL CHQ AMOUNT
04.03.2020	Came and Company	Council insurance	BT			£549.75
01.04.2020	Ladywell	Payroll	BT			£45.00
01.04.2020	Accountancy					
01.04.2020	NCC	Road marking	BT			£480.00
01.04.2020	K Giles	Printer cartridges	BT			£27.49
01.04.2020	E.On	March electricity	BT	£121.77	£6.09	£127.86
03.04.2020	E.On	Maintenance contract Q4	BT	£111.37	£22.27	£133.64
03.03.2020	Tracsis	Traffic survey	BT	£675.00	£135.00	£810.00
02.05.2020	NCALC	Elections training	BT			£44.00
02.05.2020	NCALC	Annual subscription	BT			£629.00
24.04.2020	E Gibson	April salary	BT			£661.39
02.05.2020	E.On	Street lighting electricity	BT	£130.17	£6.51	£136.68
02.05.2020	SPC	50% share office stationery	BT			£18.38
21.04.2020	E Gibson	Reimburse McAfee software	BT	£49.99	£10.00	£59.99
25.05.2020	E Gibson	May salary	BT			£661.19

c) **Bank balances, Bank Reconciliations and Receipts and Payments report to 28<sup>th</sup> February 2020 and 31<sup>st</sup> March 2020:** Council **RESOLVED** to approve.

d) **Annual meeting of the Parish:** Council **RESOLVED** that due to the current Government rules on social distancing as a result of the Coronavirus, the meeting of the village will be cancelled this year.

## 68.20 PLANNING EXECUTIVE COMMITTEE

### a) Planning Applications to consider and make resolution

Application No.	Description	Location	Respond by	Case Officer
DA/2020/0269	Remove tree within conservation area	Fairhaven, 69 Sywell Rd, Overstone	07.05.2020	M Venton
DA/2020/0001	Outline application for an urban extension consisting of circa 1600 dwellings; new section of A43 dual carriageway road; commercial land, local centre, assisted living/residential care home, conversion of former agricultural buildings to a new 2-form entry primary school; public open space, including allotments and children's play space; structural landscape planting; and associated infrastructure including drainage features and access.	Land to the east of Kettering Road, Overstone, Northamptonshire	15.02.2020	Bob Ham

**DA/2020/0269:** Council discussed the application and **RESOLVED** to respond to DDC that they did not have sufficient expertise in the area of trees to make an informed decision, and as the application was made by a member of the Parish Council the matter should be decided by DDC.

**DA/2020/0001:** Council discussed objection letter drafted by Cllrs after they had had sight of objections raised by other villages. Concerns are raised that there has not been a public consultation, a large industrial estate is to be sited on the highest point of the development, there is not enough green space and the transport and access report is inadequate. Council is concerned that the public have not had adequate consultation and would like to send a leaflet to local residents to make them aware. Council **RESOLVED** to send objection letter to DDC, send leaflets to local residents and publicise on noticeboard. Clerk to confirm with DDC that such leafleting is permitted within COVID-19 rules on social distancing.

**b) Planning application decisions to report (if any):** None.

**c) Planning appeals for information:** None.

**d) Planning Committee for information:** None.

**e) Overstone Hall working party:** Up-date received. Council **RESOLVED** to approve the document sent to DDC regarding proposed plans for Overstone Hall going forward. Council reminded that no documents should be sent outside of the PC that state the views of the PC or give PC recommendation without the prior approval and resolution of the full Council. Council discussed the possibility of an autonomous group separate from the Parish Council to deal with Overstone Hall so that it was not bound by Council's regulations and procedural requirements. The Council **RESOLVED** to have an autonomous group dealing with Overstone Hall. Any Cllrs that will be on this group once it is formed will need to consider registering this interest with DDC and how this may impact their ability to participate in any future planning matters relating to the Hall.

## 69.20 OPEN SPACES

**a) Mowing/Maintenance Issues (if any) –** Up-date received. Quotes received from Hayeswood to widen the pavements but cutting back the verges and the clearing of storm debris in the village considered. Council **RESOLVED** to gain two more quotes for this work. Clerk to contact a previously used contractor and Cllr McGoldrick to get one other quote.

**b) New Bin –** Up-date received. Licence now granted and bin to be ordered by Clerk.

## 70.20 HIGHWAYS

**a) Streetlighting:** Up-date. Council **RESOLVED** to apply for loan approval from the Secretary of State for Housing, Communities & Local Government, to apply for an interest free Salix loan of £7385 over the borrowing term of 5 Years. This is to enable the up-grade of the street lighting within Overstone to be completed. The loan repayments will be approximately £1477 per year. Council **RESOLVED** for a public consultation to be conducted via leaflet and to be added to the website, and consultation document was approved.

**b) Tracsis survey:** Tracsis survey has now been completed and Cllrs have had sight of the report. Council discussed concerns that it was completed during lockdown so it is not a true reflection of traffic in the village. Council **RESOLVED** to contact Tracsis to discuss the survey being undertaken again.

## 71.20 COMMUNITY ENGAGEMENT

**a) Coronavirus village response:** Up-date received. Village response being coordinated by Cllr Taylor. Cllr Taylor advised she has completed necessary paperwork to inform NCC and DDC of Overstone's response. Council thanked Cllr Taylor for all her work on the village response. Cllr Cribbin DDC advised of DDC contact details to ensure they were aware of village co-ordinator. Clerk to contact DDC.

**72.20 NEIGHBOURHOOD DEVELOPMENT PLAN COMMITTEE:** Council received up-date from the NDP Committee. Public consultation on hold due to COVID-19.

- 73.20 LOCAL GOVERNMENT REORGANISATION (LGR):** Up-date received. No elections due to COVID-19, so current Council moves to Shadow Council on 11<sup>th</sup> May 2020.  
Further information can be found at <https://futurenorthantsnorth.org/> and <https://futurenorthantswest.org/>.
- 74.20 CONSULTATIONS REQUIRING A RESPONSE:** (In addition to those listed Council to consider any received between 29<sup>th</sup> April and 5<sup>th</sup> May 2020). None.
- 75.20 CORRESPONDENCE RECEIVED FOR DISCUSSION AND TO AGREE ACTION (IF ANY) (previously circulated):**  
None.
- 76.20 GENERAL CORRESPONDENCE RECEIVED:** None.
- 77.20 URGENT MATTERS FOR REPORT ONLY (Notified to the Chairman before the meeting):** None.
- 78.20 DATE OF NEXT MEETING – Tuesday 2<sup>nd</sup> June 2020 at 7.15pm**
- 79.80 To resolve to move into a confidential session to discuss separate business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 3d: The public and press should leave the meeting during the consideration of:** Staffing issues. Council **RESOLVED** to approve Clerk's movement to the next pay scale increment. Pension enrolment to be reviewed in three months. National pay award still pending and to be implemented once agreed.

**Meeting Closed 9.15pm**

**Signed**.....

**Date:**

John Austin  
Chair Overstone Parish Council