

Overstone Parish Council

Minutes of the Annual Parish Council Meeting

Date: Tuesday 7th May 2019 **Time:** 8.00pm

Location: Overstone Village Hall, Sywell Road, Overstone

Agenda Item:		Action
36/19	Election of Chairman	
	It was resolved to elect Cllr Sharp as Chairman. Cllr Sharp signed the Declaration of Acceptance of Office of Chairman.	
37/19	Election of Vice-Chair	
	It was resolved to elect Cllr Austin as Vice-Chair.	
38/19	Conduct a Public Session: (Duration and Content at Chairman's Discretion)	
	A query was raised with regard to the post codes of The Avenue development. It was noted that postcodes are allocated by Royal Mail and do not necessarily mirror the parish boundary. A question was asked as to when s106 funding will be released.	
39/19	Completion of Declaration of Office, and update of Registrable Interests Forms	
	The Chairman signed a Declaration of Office of Chairman. Registrable Interest forms were checked and remain as is for Cllrs AS, DS, ST, LT, JA Cllr Giles completed an updated form and forms are awaited from Cllrs LM and EW Locum Clerk to notify DDC	LM EW Clk

Record Attendance, Apologies, Absence:

40/19	Councillors (Parish):	Cllr Sharp (AS), Cllr Austin (JA), Cllr Giles (KG), Cllr McGoldrick (LM) Cllr Spooner (DS), Cllr S Townsend (ST), Cllr L Townsend (LT), Cllr Weston (EW)
	Councillors (District):	None
	Councillors(County):	None
	Locum Clerk:	Catherine Camp (Clk)
	Other Attendees:	4 members of the public
	Apologies:	To note that Cllr Delany has tendered her resignation.
	Absence:	None

Agenda Item:	Discussion Content:	
41/19	Appoint Councillor Responsibilities	
	It was resolved to appoint the following councillors:- Cllr S Townsend – Planning Cllr L McGoldrick – Website; Street lighting; Highway repairs Cllr John Austin – Police Liaison	

	Cllrs McGoldrick, Weston, L Townsend – Neighbourhood Development plan Cllr Giles – Internal Financial Controller (IFC) Cllrs A Sharp, J Austin, K Giles – Recruitment.																																																							
42/19	Appoint Committees																																																							
	The Clerk explained that all committees must have an Agenda published, and recorded minutes, and be open to the public. It was resolved that any planning applications that require comment outside the time-frame of a regular Parish Council meeting will be discussed in a full extra-ordinary meeting of the Parish Council. (Quorum of 3 required) Extensions to allow planning to be discussed within normal meetings to be obtained wherever possible.																																																							
43/19	Confirm Governing Documents to be adhered to																																																							
	It was noted that all Council Governing Documents and policies were reviewed, approved and readopted Under Item 13 of Minutes of 8 January 2019.																																																							
44/19	Record any Declarations of Interest on subjects included on this agenda:	Action:																																																						
	Cllrs L and S Townsend declared an interest in item 49/19 1.3 Planning Application DA/2019/0316 Old Walls 69A Sywell Road.																																																							
45/19	To approve the Minutes of Council Meeting held on Tuesday 26th March 2019	Action:																																																						
	It was resolved to accept and sign the minutes of the council meeting held on 26 th March 2019.																																																							
46/19	Progress any Matters arising from previous Minutes	Action:																																																						
	None																																																							
47/19	Report on Daventry District Council Matters by District Councillors	Action:																																																						
	None																																																							
48/19	Finance, Administration and Governance Matters	Action:																																																						
	<p>1. Propose Payments and Sign Cheques Cllr Giles (IFC) confirmed that all cheques corresponded to invoices received: It was resolved to approve the current financial statement and approve the following payments as listed below:</p> <table border="0"> <tr> <td>598</td> <td>Moulton Parish Council (Admin Service)</td> <td>£150.00</td> </tr> <tr> <td>599</td> <td>Moulton Parish Council (50% contribution to Car Scheme Insurance)</td> <td>£ 91.95</td> </tr> <tr> <td>600</td> <td>E.ON Energy solutions (Street light maintenance to 31 March 19)</td> <td>£136.63</td> </tr> <tr> <td>601</td> <td>WEBBS Computer Services – Microsoft Office and Anti Virus software</td> <td>£120.00</td> </tr> <tr> <td>602</td> <td>WEBBS Computer Services – Laptop</td> <td>£470.00</td> </tr> <tr> <td>603</td> <td>Northants CALC – Inv 7665 Whole Council Development Session</td> <td>£468.00</td> </tr> <tr> <td></td> <td></td> <td>£ 36.00</td> </tr> <tr> <td>604</td> <td>Northants CALC – Inv 7640 LGPS Workshop JA 12th March 19</td> <td></td> </tr> <tr> <td>605</td> <td>Northants CALC – Inv 7562 DPO Fee; NCALC Subscription; Internal Audit</td> <td>£593.32</td> </tr> <tr> <td>606</td> <td>E.ON UK (unmetered supply April 2019)</td> <td>£502.62</td> </tr> <tr> <td>607</td> <td>Choice Catering – Buffet 18 March 2019</td> <td>£120.00</td> </tr> <tr> <td>608</td> <td>Hayeswood Landscapes – Post Repair Blacksmith Corner</td> <td>£ 84.00</td> </tr> <tr> <td>609</td> <td>CPRE Membership Subscription</td> <td>£ 36.00</td> </tr> <tr> <td>610</td> <td>Catherine Camp – Locum clerk Expenses</td> <td>£109.00</td> </tr> <tr> <td>611</td> <td>Catherine Camp – Locum clerk Salary</td> <td>£532.00</td> </tr> <tr> <td>612</td> <td>Kay Giles – Printer cartridges</td> <td>£ 50.95</td> </tr> <tr> <td>614</td> <td>HMR&C (Tax and NI payments)</td> <td>£133.00</td> </tr> <tr> <td></td> <td></td> <td>£3,633.47</td> </tr> </table>	598	Moulton Parish Council (Admin Service)	£150.00	599	Moulton Parish Council (50% contribution to Car Scheme Insurance)	£ 91.95	600	E.ON Energy solutions (Street light maintenance to 31 March 19)	£136.63	601	WEBBS Computer Services – Microsoft Office and Anti Virus software	£120.00	602	WEBBS Computer Services – Laptop	£470.00	603	Northants CALC – Inv 7665 Whole Council Development Session	£468.00			£ 36.00	604	Northants CALC – Inv 7640 LGPS Workshop JA 12 th March 19		605	Northants CALC – Inv 7562 DPO Fee; NCALC Subscription; Internal Audit	£593.32	606	E.ON UK (unmetered supply April 2019)	£502.62	607	Choice Catering – Buffet 18 March 2019	£120.00	608	Hayeswood Landscapes – Post Repair Blacksmith Corner	£ 84.00	609	CPRE Membership Subscription	£ 36.00	610	Catherine Camp – Locum clerk Expenses	£109.00	611	Catherine Camp – Locum clerk Salary	£532.00	612	Kay Giles – Printer cartridges	£ 50.95	614	HMR&C (Tax and NI payments)	£133.00			£3,633.47	
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	Cheque 613 for £500 - to open a Unity Trust Bank Account to allow BACS payments with triple authorisation for security, as agreed Item 9 of 8 th January 2019. This item to be finalised at next meeting when Councillor details will be obtained.	
	2. Approval of Financial Statement for Year Ending 31 March 2019	Action:
	It was resolved to approve the Financial Statement and Bank Reconciliation to 31 March 2019.	
	3. Result of Internal Audit – 2nd May 2019	Action:
	The Clerk reported a clear audit with no issues. It was resolved to approve the result of the Internal Audit.	
	4. To note the period for the exercise of public rights	Action:
	Publication of unaudited Annual Governance and Accountability Return for year ending 31 March 2019 will take place from Monday 17 June to Friday 26 July.	Clk
	5. To approve the Annual Return Section 1 Annual Governance Statement	Action:
	It was resolved to approve the Annual Return Section 1 Annual Governance Statement. This was signed by the Chairman and RFO.	ALL
	6. To approve the Annual Return Section 2 Accounting Statement	
	It was resolved to approve the Annual Return Section 2 Accounting Statement. This was signed by the Chairman and RFO.	ALL
	Clerk to submit the Annual Return to External Auditors by 30 th June 2019	Clk
	7. To approve payment of £150 for online Website Training with 2commune	
	It was resolved to book online training for Cllrs LM, LT, JA, KG at a cost of £150	LM
49/19	Planning	
	1. To agree responses to any new Planning Applications received.	
	1.1 NMA/2019/0025 Non-Material Amendment to house types. Overstone Leys The Parish Council had no objections.	
	1.2 DA/2019/0273 Single storey rear extension. 128 Sywell Road, Overstone. The Parish Council had no objections.	
	1.3 DA/2019/0316 Ground and first floor side and rear extensions. Old Walls, 69A Sywell Road. <i>Cllrs S and L Townsend declared an interest and left the room and took no part in the discussion.</i> OPC OBJECT to this application on the grounds that it is Part-retrospective and not according to the above plan. The NE rear extension is +350mm higher than specified on the above planning application. This application reduces the amenity of the neighbouring property by overlooking and had been built on the boundary. OPC consider that this had led to over-development of the site. OPC request that a STOP NOTICE be issues since building works are continuing that are not inline with the submitted application.	
	1.4 DA/2019/0198 First floor side extension 35 Sywell Road, Overstone. OPC wish to OBJECT to this application as construction of a first-floor side extension would form a terrace which would alter the street scene and be out of keeping with the rest of the road. Glazing would preclude development by	

	neighbours and reduce the amenity of neighbouring properties due to loss of privacy and encroachment.	
	1.5 DA/2019/0215 Construction of Triple Garage Beechwood, 23 Sywell Road OPC has no objections since this is replacing a previous shed.	
	1.6 DA/2019/0175 Listed Building Consent for woodburning stove. 4 Tower Court. OPC has no objections.	
	1.7 DA/2019/0183 Decision Awaited. (Officer – S Hammonds) Single storey rear extension, first floor side extension, with front and rear dormers to create attic space, 48, Sywell Road, Overstone OPC OBJECTS to the application for the following reasons a) The side extension is on the East Boundary and should the neighbouring property wish to carry out a similar extension This will form a terrace of houses out of character with the semi-detached and detached houses along Sywell Rd. b) the overhang of the tiled roof and the inclusion of windows and probably ventilation to the bathroom would further prevent development of the neighbouring property. c) Windows and vents should not be permitted on boundary walls. d) The introduction of dormers and the 3rd floor creates an unbalanced roof line that is not consistent with other properties in the Private Road. They also reduce the privacy of the neighbours.	
	2. Report on any recent Planning Decisions	
	DA/2019/0077 Single storey extension forming corridor link building. Armscliff and Ryedale House. Back and Body Clinic. Approved 28 th March 2019.	
	3. Update on Feasibility study relating to Overstone Hall.	
	It was reported that Stimpson Walton Bond have produced a draft feasibility study and will now seek support from the Victorian Society and Historic England, prior to submission of a pre-planning application. Costs of planning consent to be ascertained and brought to the next meeting. Comments on the draft study were discussed and it was agreed that it should include details of public consultation with Overstone residents held on 7 th March 19. It was suggested that Environmental issues should be included. SWB was engaged following an open meeting attended by 85 residents who gave unanimous support for a scheme to make the hall safe and retain the area as public open space. Up to £5000 has been allocated from the budget to fund this. SWB has been given a maximum budget of £2000 to produce a feasibility study.	ST
	4. Update on Neighbourhood Development Plan	
	AS reported that ACRE has been asked to help with producing the NDP, but since the lady able to do this is leaving ACRE she would charge an hourly rate for her time. There is £1500 remaining in the grant fund towards costs. It was resolved to carry out an Audit trail of where money has been spent from the original £7,000 grant fund and to check if there is a contract with Sally Strooman. Kirkwells Planning will be contacted for a quote to help produce the plan. A decision on how to proceed to be made when costs are available.	Clk LM Agenda 2/7
	<i>Cllr S Townsend left the meeting at 21.30</i>	
	5. Community Governance Review	
	Following the Community Governance Review, 87% of residents voted for the boundaries between Overstone and Moulton to remain unchanged. This was confirmed by DDC in writing to both parishes and that Overstone Leys and Overstone Green would remain in our parish at the moment.	
	6. Other Planning Matters	
	<ul style="list-style-type: none"> Clerk was asked to obtain s106 agreements pertaining to Overstone 	

	with details of release dates and spending restrictions of the funds.	Clk
50/19	Village Services	
	1. Discuss any Roads/Village Signage/Street Lights/Grass Cutting Matters –	Action:
	<ul style="list-style-type: none"> Re: Use of £30K of s106 monies for traffic calming chicane. Chris Wragg has confirmed that the money is with NCC but will be held in a fund for Overstone. District Cllr M Warren has agreed to push for a chicane. Street lighting quotes are being sought. The Clerk suggested using a broker to find a cheaper alternative to unmetered supply. A decision on an alternative supply to be made following receipt of cost. 	Clk/LM
	2. Discuss any Police Related Matters	Action:
	Congestion caused by recent Car Boot Sale has been resolved as the operator has changed the access so that more vehicles can drive onto the site and queue there rather than in the road.	
	3. Speed-watch	Action:
	<ul style="list-style-type: none"> Sywell Parish Council will discuss whether they wish to carry out a joint speed-watch initiative with Overstone. 	
	4. A45 and the Bunding – report on the meeting with Site Manager AS KG LM	
	A43 route was discussed. 3m high noise protection fencing will be erected rather than bunding. There will be a pedestrian crossing with traffic lights near Round Spinney roundabout. A TPO Oak tree which had to be felled will be made into carvings. The road will be open in February 2020 and OPC will be asked to suggest a name for the route in due course.	
	5. Litter Picking	Action:
	DDC has 5 litter kits available for Overstone. Cllr Spooner to collect and store them.	DS
51/19	Appointment of Replacement Clerk	Action:
	<p>1.It was noted that the field was not strong enough to allow an appointment to proceed following the first advert.</p> <p>2. The position of Clerk has been re-advertised on Salary Scale LC2, SCP 18-20, £24,313 - £25,295 pa. pro rata. (£12.64 - £13.15 per hour) Hours – 10 hours per week</p> <p>3. Closing date for applications 1 July 2019 Cllrs AS, JA and KG to look at applications and arrange interviews. Locum Clerk to provide a Standard contract but will not take part in the recruitment process since this should be carried out by the Employers.</p> <p>4. OPC will consider whether to opt out of LGPS and offer an alternative scheme once the cost implications of opting out are known.</p>	Clk Clk
52/19	Review of any other correspondence	
	<p>1.AS reported she had sent a letter to a resident following reports of removal of TPOs and structural changes to a brick wall on Sywell Road. This is not in fact taking place.</p> <p>2. Notification of a briefing on the Local Government Reorganisation is scheduled for 19 June for councils in W. Northants. To be held at Bugbrooke. Details in due course.</p> <p>3. Various briefing notes from DDC to be displayed on the website.</p>	
53/19	Date of Next Meeting	
	Tuesday 4 th June 2019 – Extra Ordinary Planning Meeting - Overstone Village Hall @19:15	
	Tuesday 2 nd July 2019 – Parish Council Meeting - Overstone Village Hall @19:15	

Meeting Closed at 10.15pm

Copies to: Parish Councillors (8), District Councillors (2), County Councillor

