

Annual meeting of the Over Norton parish Council

The Over Norton Annual Parish Council meeting was held at the Over Norton Village Hall on Thursday 15th May 2025 at 7.00 pm

The following persons were present: -

Cllr G Pashley, Chairman

Cllr R Harris

Cllr Llewellyn

Cllr M Harrison

Cllr C Harrison

Cllr Alex Wilson

Mrs K Llewellyn, Parish Clerk

Minutes

- 25/34. **Electing the Chairman** – Cllr Pashley, proposed by Cllr M Harrison, seconded by Cllr C Harrison. Unanimous vote
- 25/35. **Apologies for absence** - None
- 25/36. **Declaration of interest** – Cllr Llewellyn hosts the council website. He does not charge for his time and is only reimbursed for the cost of hosting and the domain name.
- 25/37. **Agree minutes of the meeting held on 13th March 2025** – Minutes agreed
- 25/38. **Matters arising from the previous minutes**- Cllr Pashley left a message for the tree surgeon.
- 25/39. **Public participation** - none
- 25/40. **Review of Policies**: - all policies agreed including the staffing policies
- I. delegation arrangements

- II. adoption of appropriate standing orders and financial regulations;
- III. complaints procedure;
- IV. policy for dealing with the press/media;
- V. freedom of information and data protection policies Review of the employment policies and procedures;
- 25/41. **Review of asset register** – reviewed and agreed
- 25/42. **Confirmation of arrangements for insurance cover** – Clerk confirmed council has insurance that is renewed in November. Cllrs happy we have adequate insurance
- 25/43. **Review of the subscriptions:** OALC & SLCC & Office 365 all agreed to continue with them. Cllrs aware of price increase to office 365
- 25/44. **Review of the Council’s expenditure incurred under s.137** – Royal British legion donation was the only expenditure of S137. All Cllrs agreed.
- 25/45. **Audit**
 - I. **To approve end of year accounts** – Accounts reviewed and approved.
 - II. **To receive internal audit and note recommendations** – Cllr Llewellyn will look into a .gov.uk website for the council. Staffing policies agreed again and will be put on the website by Cllr Llewellyn.
It has been recommended that regular training for both clerk and Cllrs is undertaken.
The new financial regulations policy has been reviewed and agreed.
 - III. **To approve Annual Governance Statement (section 1 of AGAR)**- Agreed and signed.
 - IV. **To approve Accounting Statement (section 2 of AGAR)** – section 2 agreed and signed
 - V. **To agree explanation of significant variances** – discussed and agreed
 - VI. **To note dates of Public Rights** – 03/06/2025-14/07/2025
- 25/46. **Planning-** 25/01064/FUL no objections raised
- 25/47. **Solar speed sign** – installed and working
- 25/48. **Street lighting** – Clerk was asked not to pay the invoice by OCC. Will confirm with them it is now ok to pay and then will action. No update for street light by home farm, Clerk will chase again.
- 25/49. **Benches** – received and installed.
- 25/50. **Defibrillator (new)** – Cllr C Harrison will arrange installation at the village hall.

25/51. **Banbury Road Project** – There was an administrative error and Over Norton PC were not included in talks. Apologies given. Cllrs do not feel this is enough and wish to pursue applying for S106 money as we were not given the opportunity through no fault of ours nor our residents.

25/52. **Drains** – no update, Clerk is awaiting feedback from Highways engagement team.

25/53. **Finance-**

£118 SLCC

£175 Eugeni Skelly (internal audit)

£1116.24 Staffing costs

£200 WODC (election)

£657.60 RS countryside services (removing old bench preparing area and installing new seat)

£415.32 Marmax Products (bench)

£3107.99 Elan City (sid Vario)

£280 Danny Wilson (Grass cutting)

£9.90 Clive Harrison (reimbursement for clip bought for Sid Vario)

£261.14 WODC (Bin collection)

25/54. **Correspondence** – resident reported an issue with dogs of leads. PC unable to put up signs as it is a private road.

25/55. **Any other business;** Trees are hanging over the Park wall again and Path on Over Norton Hill also over grown. Cllrs agreed the road between B4026 and A3400 needs the grass cutting once and then we can discuss again if appropriate.

25/56. **Date of Next Meeting** 17 July 2025 7.30