

**RAVENSTHORPE PARISH COUNCIL**

**MINUTES OF ANNUAL MEETING HELD ON**

**Wednesday, 19 May 2021 at 8.00 pm**

**At Ravensthorpe Village Hall, High Street, Ravensthorpe, Northants**

The Clerk asked all Councillors to complete a declaration of acceptance of office following the recent election process which she then witnessed as the Proper Officer.

**1 OPENING PROCEDURES**

**1.1 Election of Chairman.**

Cllr Marsh stated he would like to propose that Cllr Herbert be re-elected as Chairman and Cllr Jones seconded the nomination. Cllr Herbert stated that he would be willing to accept the appointment and it was unanimously resolved to appoint Cllr Herbert as Chairman. The relevant document was signed and witnessed.

Cllr Herbert then took the Chair.

**1.2 Election of Vice Chairman.**

The Chairman then nominated Cllr Marsh to act as Vice Chairman. Cllr Marsh confirmed that he would be happy to take the role as Vice Chairman and Cllr Worthington seconded the appointment and it was unanimously resolved to appoint Cllr Marsh as Vice Chairman.

**1.3 Present:** Cllr D Herbert, Cllr R Marsh, Cllr J Matts, Cllr E Connor, Cllr M Worthington, Cllr D Hayes, Cllr J Jones and Mrs C Holifield (Clerk)

The Chairman welcomed Diane Hayes to the Council as a new Councillor.

**1.4 Apologies**

None

**1.5 Declarations of Interest:**

Personal: Cllr Matts declared a personal interest in the Planning Application for The Old Vicarage.

Personal and Prejudicial: None

**1.6 Appointment of Officers and other Representatives**

The following appointments were agreed:

Internal Finance Audits: Cllr Connor

Bank Signatories: Cllrs Marsh, Matts, Jones, Herbert and Clerk

Planning Co-ordinator: Cllr Connor

  
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Grass Cutting Officer: Clerk  
Street Light Officer: Clerk  
Highways Officer: Cllr Matts  
Allotment Officer: Cllr Connor  
Village Hall/Playing Field Liaison: Cllr Worthington  
Church Liaison: Cllr Matts  
Footpath Warden: Cllr Hayes  
Police Liaison Officer – Glyn Lewis  
Pocket Park Co-ordinator: Ruth Rolls  
Extreme Weather Officers: Cllr Matts and Cllr Jones  
Emergency Plan Co-ordinator: Cllr Marsh

## **2 MINUTES**

- 2.1 The Minutes of the Parish Council meeting held on 21 April 2021 were approved by the meeting and Cllr Marsh, as Chairman of that meeting, agreed to sign and scan the minutes to the Clerk.

## **3 PUBLIC TIME**

There were no members of public present

## **4 MATTERS ARISING**

There were no matters arising

## **5 BUSINESS**

- 5.1 **Consideration and approval of purchase of replacement bench for Village Green**

Following a discussion about the merits of recycled plastic against wood, it was unanimously resolved to purchase a Balmoral 6ft teak bench from Cyan Furniture at a cost of £420 (excluding delivery charges). Cllr Matts stated that if delivered to his address he would arrange to remove the existing bench and install the new bench securely when it arrived. Clerk to action.

- 5.2 **Consideration and approval of renewal of Norton Security Package**

The Chairman stated that the Norton package was the best available and it was unanimously resolved to renew the subscription at a cost of £19.99. Clerk to action.

- 5.3 **Consideration and approval of purchase of picnic bench for Pocket Park**

The Clerk stated that the picnic bench chosen at the last meeting had proved to be unsuitable for purpose being made of softwood (therefore requiring ongoing maintenance) and flat packed. Following receipt of further suggestions from Ruth Rolls, it was unanimously resolved to provide a maximum budget of £800

  
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(excluding VAT) for the purchase of a recycled plastic picnic bench to sit 8 people. Clerk to liaise with Ruth and action.

**5.4 Consideration of advertisement of Parish Councillor vacancies**

The Clerk stated that, following the election process, the Council had a vacancy for a Councillor for the Ravensthorpe Ward and a vacancy for the Coton ward. It was agreed that the vacancies would be publicized on the website, the noticeboards and through the Village Newsletter. Clerk to action.

**5.5 Consideration of adoption of BT Kiosk in Ravensthorpe**

Cllr Marsh requested that this item be taken forward to the June meeting.

**5.6 Consideration and adoption of updated Emergency Plan**

Cllr Marsh stated that he had now finished updating the plan and it was agreed that he would circulate a copy to all Councillors with a view to it being adopted at the June meeting. Cllr Marsh to action.

**5.7 Nomination of Parish Path Warden**

As nominated footpath warden for the Council, Cllr Hayes agreed that her name should be put forward as the representative for Ravensthorpe and Coton to Highways. Clerk to action.

**5.8 Consideration and approval of payment for membership of CPRE**

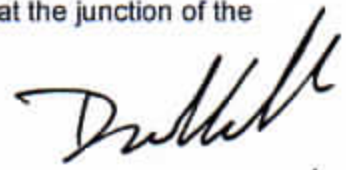
It was unanimously resolved to continue the Council's annual membership subscription to the Campaign for Rural England charity at a cost of £36.

**5.9 Consideration and approval of purchase of replacement litter bin for Village Green**

The Clerk stated that the bin chosen at the last meeting, proved to be more suitable for indoor use. As such, it was unanimously resolved to order a 90L Maelor Traflex dark green litterbin from Broxap at a cost of £149 (excluding fittings, VAT and delivery charges).

**5.10 Update of traffic issues in Village including request for 20mph speed limit**

The Chairman updated the meeting in respect of the response following taking the matter up with Chris Heaton-Harris MP regarding the Council's request at the beginning of the Covid-19 pandemic for consideration to be given to implementing a 20mph speed limit restriction in both Ravensthorpe and Coton. West Northants Council indicated that there was no compelling evidence to approve a reduction in the existing speed limits but if the current 20mph advisory trial taking place in West Haddon was successful the Council could register their interest in such a scheme at a later date. In addition, Highways stated that it would not be appropriate to introduce a raised 'pillow hump' at the junction of the

  
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High Street/Guilsborough Road as due to the clear visibility at this junction, drivers may be tempted to drive the wrong way around the raised island.

## 6 PLANNING

### 6.1 Planning Applications

#### DA/2021/0298 – The Old Vicarage, Church Hill, Ravensthorpe

Conversion of existing stables into a gym/habitable room

#### WND/2021/0048 – The Old Vicarage, Church Hill, Ravensthorpe

Listed building consent for conversion of stables to home gym

*The Council made the following observations in respect of both applications:*

1. *Conversion to have a restriction that prevents the use of the converted building for any purpose other than for the personal use by the applicant.*
2. *The windows on the Guilsborough Road side overlooking Manor Farm to be glazed with obscured glass.*

*It was also noted that the architects plan of the windows seemed to be inaccurate.*

#### WND/2021/0046 – 1 Chequers Lane, Ravensthorpe

Single and two storey side extension, front porch and new decking area to rear.

*No observations*

### 6.2 Planning Decisions

None


### 6.3 Planning Other

#### Update on DA/2021/0131 – Plot 2, Tythe Farm, East Haddon

Cllr Marsh stated that he had yet to receive a response to his queries from the Planning Officer and would chase this up for the next meeting.

## 7 FINANCE

### 7.1 Payments

  
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The following invoices/items were approved by the Council for payment by online bank transfer.

Payee	Amount	Method
Mrs C Holifield – May Salary	315.83	Online
Mrs C James – Administration Expenses	18.00	Online
Swalec – Street Light electricity April 2021	261.78	Direct Debit
Stephen Hartwell – Mowing village	492.00	Online
CPRE – Annual Membership	36.00	Online
Norton Security – Annual computer data security subscription	19.99	Online

## 7.2 Income Received

The Clerk confirmed that the payment of £1,530 in respect of the cash incentive offered for changing banks had been received into the Yorkshire Bank account.

## 7.3 Balance at Bank

The Chairman signed the bank reconciliation statement for the period ended 30 April 2021. Balance at bank was £22,398.46.

## 7.4 Approval of AGAR Section 1, Annual Governance Statement for year ended 31 March 2021

The Clerk read out Section 1 (Annual governance statement) of the annual return for the year ended 31 March 2021 for Councillors to approve. It was unanimously resolved to approve Section 1 and was accordingly signed by both the Chairman and the Clerk.

## 7.5 Approval of AGAR Section 2, Accounting Statements for year ended 31 March 2021.


The Clerk had circulated the Accounting Statements to Councillors prior to the meeting. It was unanimously resolved to approve Section 2 (Accounting Statements) of the annual return for the year ended 31 March 2021 which had previously been signed by the Clerk as responsible Finance Officer. The Chairman signed the form. Clerk confirmed that the internal audit was booked for 26 May 2021 via Zoom meeting and after this she would put all relevant documents on the website.

## 8 CORRESPONDENCE

- Email from Highways re nomination of Parish Path Warden (see 5.7 above)

## 9 COUNCILLORS' REPORTS AND RISK ASSESSMENTS

- 9.1 Pocket Park – No report available at the time of the meeting.

  
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- 9.2 **Allotments** – Cllr Connor stated that all was in order at the allotments. Badger was still living in churchyard and had caused some damage in the allotments to crops but nothing serious as yet. Cllr Matts said that dealing with the badger which was living in the old churchyard was a matter for the PCC.
- 9.3 **Highways** – Cllr Matts stated that he had nothing new to report.
- 9.4 **Tree Report** – Cllr Marsh stated that he had nothing to report.
- 9.5 **Street Lights** – The Clerk stated that she had received no reports of faulty street lights this month. She had now been informed by E-on that stocks of the SOX sodium lamps such as those in the majority of lights in Ravensthorpe/Coton were now in very short supply and in future the old style lights would probably have to be replaced as they failed.
- 9.6 **Village Hall/Village Playing Field Liaison** – Cllr Worthington stated that the Village Hall was now re-opening for classes etc. Ann Moss was retiring as cleaner and a new cleaner had been found. It was hoped to recommence coffee mornings/lunches with effect from 21 June 2021. With regard to the Playing Field, the committee had received grants of £3,624 from DDC during lockdown. New mats would be purchased to go under the swings. A meeting was taking place to discuss the re-opening of the Pavilion and the fund raising lottery would restart in June.
- 9.7 **Speed Awareness Device** – The Chairman stated that the median speed whilst the device had been on the Gullsborough Road was 25 mph. It was agreed that the device would be moved to the East Haddon Road.

**10 ITEMS FOR NEXT MEETING'S AGENDA TO BE HELD ON 16 JUNE 2021**

Internal Audit update  
Adoption of Standing Orders  
Adoption of Financial Regulations  
Adoption of GDPR Policies  
Clerk's staff appraisal  
Adoption of BT Kiosk  
Adoption of revised Emergency Plan  
Risk Assessment Policy  
Parish Councillors vacancies

Meeting closed at 9.05pm



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